

Overview and Scrutiny Committee

Tuesday, 1st August 2023, 6.30 pm

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

Agenda

Apologies

- 1 **Minutes of meeting Thursday, 16 March 2023 of Overview and Scrutiny Committee** (Pages 3 - 8)

- 2 **Declarations of Any Interests**

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

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

- 3 **Public Questions**

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

Scrutiny of the Executive Cabinet

- 4 **Executive Cabinet Minutes** (Pages 9 - 24)

To consider the Executive Cabinet minutes from the meetings held on 30 March, 15 June, and 13 July 2023.

- 5 **Notice of Executive Decisions** (Pages 25 - 74)

[Here are the latest notice of Executive Decisions.](#)

The document is also attached and correct as of 24 July 2023.

- 6 **Health Scrutiny Update** (Pages 75 - 80)

7	Cycling Project Update	(Pages 81 - 94)
	To receive and consider the report of the Chief Executive	
8	Scrutiny Reporting Back - Chorley Council's Annual Report on Overview and Scrutiny 2022/23	(Pages 95 - 104)
	To receive and consider the report of the Director of Governance.	
9	Overview and Scrutiny Task Group - Empty Properties Final Report	(Pages 105 - 118)
	Councillor Sarah Ainsworth, Chair of the Overview and Scrutiny Task Group for Empty Properties to present the Final Report.	
10	Overview and Scrutiny Work Programme	(Pages 119 - 120)
	To consider, amend, and agree the Overview and Scrutiny Work Programme for 2023/24.	
11	Any urgent business previously agreed with the Chair	

Chris Sinnott
Chief Executive

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

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



Minutes of Overview and Scrutiny Committee

Meeting date Thursday, 16 March 2023

Committee Members present: Councillor John Walker (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Sarah Ainsworth, Hasina Khan, Kim Snape, Jenny Whiffen, Dedrah Moss, Arjun Singh and Ryan Towers

Committee Members present virtually (non-voting): Councillors Samir Khan and Aidy Riggott

Officers: Chris Moister (Director of Governance/Managing Director of Chorley Leisure), Jennifer Mullin (Director of Communities), Zoe Whiteside (Head of Spatial Planning), Matt Evans (Air Quality and Climate Change Officer), and Matthew Pawlyszyn (Democratic and Member Services Officer),

Apologies: Councillors James Nevett, Michelle Le Marinel and Alan Platt

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

37 Minutes of meeting Thursday, 26 January 2023 of Overview and Scrutiny Committee

Councillor Roy Lees raised a correction, rather than the community centre extension, he questioned the section 106 for the sports and recreation provision and requested a breakdown of the £189,000.

Resolved: That the minutes be approved with the above correction and approved as a correct record.

38 Minutes of Meeting Thursday, 9 March 2023 of the Overview and Scrutiny Performance Panel

Resolved: That the minutes of the meeting Thursday, 9 March 2023 of the Overview and Scrutiny Performance Panel be approved as a correct record.

39 Declarations of Any Interests

There were no declarations.

40 Public Questions

There were no public questions.

41 Executive Cabinet Minutes

Resolved: That the Executive Cabinet minutes of the meeting held 23 February 2023 be noted.

42 Notice of Executive Decisions

Resolved: That the Notice of Executive Decisions be noted.

43 Health Scrutiny

A Health Scrutiny Update to be circulated to members, and any questions in relation to Health Scrutiny can be raised to the Chair, the Democratic and Member Services Officer or Councillor Hilton.

44 Chorley Leisure Company Update

Director of Governance Chris Moister attended and presented the report as Managing Director of Chorley Leisure Company.

Following a procurement exercise in 2019, the preferred bidder withdrew their bid due to the global change caused by Covid. The decision was made for the council to operate the leisure facilities. It was clarified that the council already owned the buildings, but leased the facilities to leisure providers.

The Leisure Company was established April 2021 and commenced operation in August 2021. The entity was considered separate from the council and held its own objectives. The governance structure of the company included the board of directors made up from the Directors of Chorley Council. The position of Managing Director should be the Director of Commercial Services, but due to the vacancy, the Managing Director was currently the Director of Governance. The other involved director is the Director of Finance.

The sole shareholder of the Leisure Company is the council and its functions were fulfilled by the Executive Cabinet.

The Director of Communities fulfilled the client role and supported the Executive Cabinet Member.

To deliver the objectives of the Leisure Company, a single year business plan was adopted that reflected the imminent priorities of the council. They were

- a. Growth of Membership Base
- b. Establishing the Branding and Company Identity
- c. Junior and 60+ and Community Programming
- d. Recruitment and Staff Development

e. Capital Investment

Financially, the Leisure Company was a challenge, the cost of utilities had increased significantly. The cost of staff increased greater than the budgeted 2%, and the cost of living crisis was likely to impact public spending which created a risk of reduced income, especially as the decision was made not to increase costs to ensure accessibility and affordability for the community. Membership had increased 8% year on year, however, was not yet at the point achieved pre Covid.

Following the single year Business Plan, a five-year business development strategy was to be introduced with the objective to become financially self-sustained. Any surplus would be reinvested within the company and facilities, however, there was not expected to be a surplus for the foreseeable future.

It was confirmed that there was no consideration for further investment in other companies by the Leisure Company.

Turnover of staff was high but was not unusual within the leisure industry.

It was discussed where and how the Leisure Company would be subject to scrutiny as there was limited opportunity for Member involvement outside Executive Cabinet. It was concluded that the appropriate time would be under the Communities Directorate Performance Panel.

The renovations for Brinscall Baths, which was allocated £600,000 was not yet underway, however, further surveys were required to assess the issues as required repairs may not be as extensive as first reported. The baths were currently open, but not for public swimming.

All three of the buildings, Brinscall Baths, Clayton Green and All Seasons required investment, and there were plans in place to make them more appealing to the public. It was noted that there had been a shift in the industry from pure leisure to community driven locations.

It was announced that there would be funding from central government to support leisure facilities, but further information was forthcoming.

Resolved: That the report be noted.

45 Cycling Update

Matt Evans, Air Quality and Climate Change Officer presented the Cycling Update ahead of a full report to be given at the Overview and Scrutiny Committee in July.

The objective behind the work conducted was to understand the views of cycling and to promote more cycling in the borough. This was to be done by

- Engaging with the Community to understand wider needs
- Using social media to promote and raise awareness
- Engage with county to understand their plans for provisions
- Exploring provision for cycle parking and storage across Chorley
- Resident consultation to garner views.

The purpose of the consultation was to manage expectation and to sign post to Lancashire County Council. 180 responses were received, with two from cycling groups. There were no written responses received, however comments on the Facebook and Twitter page were collated and included.

The majority of the comments were constructive, and the vast majority agreed that improved cycling facilities would positively influence their decision to visit Chorley. The most popular improvements suggested were cycleways, pedestrianised areas, and safe and secure storage for cycles. Interest was also raised for

- bike maintenance provisions
- repair days
- basic skills training
- Cycle training for children and adults
- Confidence building leisure activities

The feedback from the consultation would be incorporated into the objectives, and as a result;

- Partners have been identified to provide training, workshops, maintenance
- Exploration was underway how activities could be promoted.
- Chorley Council's climate change website to be refreshed with dedicated pages for active travel and cycling.
- A focus on cycling Infrastructure across Chorley
- Bike storage pods for Chorley to be placed in Portland Street Car Park, due to its proximity to the town centre and the transport links. These would be monitored by town centre ambassadors, with updates provided to the team at the end of Spring.

The team were interested in the cycling habits of staff, the cycle pods at Bengal Street were not used as much as desired. It was believed that this was due to

- Change in working patterns,
- Distance between the pods and the Town Hall
- Potential damage to the new ICT equipment through bad weather or accidents,
- Lack of changing facilities in the Town Hall.

Work was underway with Lancashire County Council to ensure that Chorley was represented within the Lancashire Cycle and Walking Infrastructure Partnership. It was clarified that District Councils were not eligible for active travel funds, network planning was ongoing but was delayed due to Covid.

The County Council expressed their wish to be involved with the planning process and to feed in their views when a site or application was compatible with their active travel plans. Members raised about the secure sheds at Adlington Rail Station that were never installed, and no money was provided. It was confirmed that legal advice would be sought for an answer.

Cycling was a part of the upcoming Local Plan, with an emphasis for walking, wheeling and cycling in new developments

Resolved: That the update be noted.

46 Quality of Housing Provided by Social Landlords - Final Monitoring Report.

Jennifer Mullin, Director of Communities presented the report.

Work was underway to ensure that best practice was conducted. Learning Sessions were held and completed by the Select Move Coordinator. The council were engaged with partners to ensure the distribution of disability grants, and work was in progress with housing partners to decrease waiting lists, time frames and to streamline the process.

The White Paper was outstanding, and additional regulations were due by 2024. In the meantime before the enactment of the White Paper, the customer satisfaction and quarterly performance had been conducted and the first results were due imminently. Work was ongoing with the partners within Select Move to ensure that recommendations and the Charter were implemented.

There was an influx of concern with damp and mold for both private and housing association properties due to recent publicity of the risks and dangers associated with damp and mold. A specialist housing officer was appointed to inspect properties owned and rented by Housing Associations.

Members raised if it was procedure for the council to contact landlords when tenants reported environmental health concerns. It was noted that there were cases of vulnerable residents scared about potential retribution or recourse about making a report. It was confirmed that it was best practice, but there was uncertainty if it were a legal requirement but would return with clarification.

Resolved: That the report be noted.

47 Period Poverty Update

Jennifer Mullin presented the report.

There was considered to be a good overall provision of products available within the Borough.

Within schools, there was a good supply of products available to students, but there were also additional opportunities for further education. Other considered products to be made available included shampoo, body wash and deodorant.

It was acknowledged that there were gaps in what was provided in council owned buildings for staff and visitors.

Members raised that work was required within some communities to raise awareness, education and provide information. Members would take the matter to the Equalities Panel, and place a focus on cultures where honour and shame were prevalent which could potentially prevent access for some women to healthcare and understanding.

Members raised surprise that the only supermarket that provided free products in the area was Morrisons. It was clarified that provisions were not localised within the town centre, but across the borough, and there were a range of groups that provided support and products including, but not limited to Chorley Together, food groups, and food banks.

Resolved: That the report be noted.

48 Reports from the Task and Finish Groups

Chair of the Overview and Scrutiny Task Group for Empty Properties Councillor Sarah Ainsworth provided an update on the progress of the task group. The final report will be presented to the Overview and Scrutiny Committee in July.

49 Overview and Scrutiny Work Programme

Resolved: That the Work Programme be noted.

50 Any urgent business previously agreed with the Chair

There was no urgent business, but members praised and reflected positively on Councillor John Walker's time as a Chorley Borough Councillor and Chair of the Overview and Scrutiny Committee.

Chair

Date



Minutes of Executive Cabinet

Meeting date Thursday, 30 March 2023

Members present: Councillor Alistair Bradley (Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood and Adrian Lowe

Officers: Chris Sinnott (Chief Executive), Chris Moister (Director (Governance)), Asim Khan (Director (Customer and Digital)), Jennifer Mullin (Director (Communities)), Vicky Willett (Director (Change and Delivery)), Nina Neisser (Democratic and Member Services Officer), Andrew Daniels (Head of Communications and Visitor Economy) and Laura Barton-Williams (Communications Manager)

Apologies: Councillor Peter Wilson

Other Members: Councillors Sam Chapman, Alan Cullens and John Walker

23.EC.72 Minutes of meeting Thursday, 23 February 2023 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 23 February 2023 be confirmed as a correct record for signature by the Executive Leader.

23.EC.73 Declarations of Any Interests

There were no declarations of any interests.

23.EC.74 Public Questions

There were no public questions.

23.EC.75 Permission to consult on the revised Private Sector Housing Assistance policy

Councillor Terry Howarth, Executive Member for Homes and Housing presented the report of the Director of Communities which sought permission from Executive Cabinet to consult on the revised draft Private Sector Housing Assistance Policy, with a view to adopting the revised policy with effect from July 2023. The report also outlined the reasons for the key recommended changes in the revised draft Private Sector Housing Assistance Policy.

The Executive Cabinet noted that the draft revised policy had been compiled following publication of updated Government guidance to Local Authorities on the delivery of the Disabled Facilities Grant (DFG). Any minor changes to the policy after the consultation period would be considered and approved through delegation to the Executive Member (Homes and Housing).

Members considered the key policy proposals which were set out in the report, including differences with the proposals and the relevant clause in the existing policy as well as an explanation as to why the item was being recommended. Several new proposed services such as Hospital Discharge Grants, Dementia Grants, Affordable Warmth Assistance and conversion of the DFG referral to Chorley Adaption Grants (CAG) referral were also included.

The appointment of an Occupational Therapist within the Home Improvement Agency (HIA) team was also proposed. This option would be addressed in more detail as an item at a future Executive Cabinet meeting, however Members supported this inclusion. The Executive Cabinet recognised the importance of this work and welcomed the proposals.

Decision:

- 1. That Executive Cabinet approves the draft revised Private Sector Housing Assistance Policy for stakeholder consultation from April to June 2023, including consultation with the Equality Forum at their meeting on 20 June.**
- 2. That any minor changes to the draft policy following the consultation can be approved by the delegated authority of the Executive Member (Homes and Housing). Any significant changes arising from the consultation would be brought back to Executive Cabinet on 13 July 2023.**

Reasons for recommendations

1. The existing Private Sector Housing Assistance Policy has been in place since June 2018 and is due for review. Certain aspects of the existing policy have either ceased (principally due to cessation of fixed term external funding) or are now being delivered differently.
2. The Government issued updated Disabled Facilities Grant (DFG) Delivery Guidance for Local Authorities in England in 2022 which the proposed policy seeks to reflect.

Other options considered and rejected

As the Government has issued revised DFG Delivery Guidance it would not be appropriate to defer the revision of the Council's Private Sector Housing Assistance Policy.

23.EC.76 Exclusion of the Public and Press

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

23.EC.77 Business Energy & Road Net Zero Support Scheme

Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform presented the confidential report of the Director of Change and

Delivery which sought approval for a Business Energy and Road to Net Zero Support scheme for Chorley Businesses.

Decision:

To approve the proposal to offer fully funded audits measuring the energy use of individual businesses, and grant support to implement the recommended carbon reduction/energy saving measures from those audits.

Reason for recommendations

With the energy caps being lifted, rising energy costs are now financially impacting the overheads of businesses placing additional financial pressure on them. This presents challenges for business viability, placing jobs at risk. In 2019 Chorley Council declared a climate emergency which involved pledging to make the borough carbon neutral by 2030. This new grant scheme will help businesses to reduce their energy usage, costs and ultimately, their carbon footprint.

Other options considered and rejected

To not provide a council scheme and instead sign post to partner provision. Other options considered were the MaCaW (Making Carbon Work) and the Chamber Low Carbon scheme. Funding for the MaCaW project recently ended and the Chamber only has limited funds left available for energy audits only and limited capacity.

23.EC.78 Bus Shelters

Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform presented the confidential report of the Director of Customer and Digital on behalf of Councillor Peter Wilson, Executive Member for Resources which outlined the proposals for a five-year replacement program for the Council bus shelter stock, design and procurement route for approval.

Members recognised the importance of these improvement works to maintain the successful use of the borough's bus routes.

Decision:

- 1. To proceed with a five-year program for replacing the council-maintained bus shelter stock, design, and procurement, commencing 2023/24.**
- 2. That the final award of the procurement of bus shelters contract be delegated to the Executive Member for Resources for approval following procurement exercise.**
- 3. That any agreement of a deed of variation to the Clear Channel contract be delegated to the Executive Member for Resources to include provision of eco-friendly living roof bus shelters, subject to commercial agreement.**

Reasons for recommendations

The current bus shelter stock is in varied condition but will benefit from replacement within a five-year term.

Other options considered and rejected

1. To retain the existing bus shelter stock and only repair or replace them on an ad hoc basis. This has been rejected as in some cases the cost of repair is significant and will not benefit from economies of scale. The shelters will also continue to deteriorate.

2. To remove the bus shelters and not replace them. This has been rejected as it would leave the public exposed to the elements leading to dissatisfaction and complaints.

23.EC.79 Unit 28 and 29 Market Walk - Renewal of Lease to Ryman Group Limited

Councillor Alistair Bradley, Executive Member for Economic Development and Public Service Reform presented the confidential report of the Director of Commercial Services on behalf of Councillor Peter Wilson, Executive Member for Resources which sought Member authorisation for the grant of a new lease of Units 28-29, Market Walk to Ryman Group Ltd. subject to terms provisionally agreed by the Council's Consultant Surveyor as detailed in this report.

Decision:

That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.

Reasons for recommendations:

Following extensive negotiations with The Tenant's Agent, the proposed terms have been provisionally agreed in conjunction with the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases on similar units which have recently been agreed/completed. A market commentary is provided for information at Appendix 2.

Other options considered and rejected:

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre. The Tenants already have a secure tenancy so it would be difficult to find valid ground to determine the Tenancy in any case.

23.EC.80 OSSRA Update - Gillett Playing Fields and Jubilee Playing Fields

Councillor Alistair Morwood, Executive Member for Planning and Development presented the confidential report of the Chief Executive which updated Members on the funding currently available and the site development proposals for both Gillett Playing Fields and Jubilee Playing Fields.

The Executive Cabinet supported the proposals and noted the following errors in the report which were verbally rectified:

1. The £73k allocated from the Letherlands Farm development was located in Chorley North East ward, not Buckshaw and Whittle.
2. The £1,599 allocated from Guildford Avenue was in Chorley North and Astley ward, not Chorley North East.

Decision:

1. **To approve the development of a site masterplan for Gillett Playing Fields following the principles set out in the report and summarised in paragraph 23-26.**
2. **To approve a budget of up to £73k at Gillett Playing Fields so this can be expended before the expiry of the Section 106 on 4th July 2023. A further report will be brought to Full Council setting out a budget for the full**

Gillett Playing Fields project including both received and pending s106 sums.

- 3. To approve the development of a site masterplan for Jubilee Recreation Ground following the principles set out in the report and summarised in paragraphs 27-33. Jubilee Recreation Ground already has Full Council budget approval of up to £749k through previous budget reports.**
- 4. To seek Executive Cabinet approval for the tender evaluation criteria for enhancement works at Jubilee Recreation Ground in Appendix 3.**
- 5. To request that the authority to award the high value procurement contract to the value of up to £467k for the enhancement of Jubilee Recreation Ground is delegated to Exec Member Decision.**

Reasons for recommendations

1. A proportion of the Section 106 already collected for Gillett playing Fields and valued at £73k has a spend deadline of 4th July 2023. The initial works proposed do not prevent the full development of the site at a later date and are essential to any significant redevelopment proposal of the site.
2. The Section 106 collected for Jubilee Recreation Ground needs to be spent from December 2023 onwards. There is a small sum that is allocated towards carrying out a topographical survey that has to be spent by June 2023.

Other options considered and rejected

1. Delaying any spend at Gillett Playing Fields until a scheme fully developed and the pending allocations have been received / collected was considered, however this would result in funding of £73k being returned to developers in 2023.
2. Should a scheme not be taken forward at Jubilee Recreation Ground as set out in the requirements of the S106 all the money collected and not spent by the expiry dates would need to be given back to the developer. A scheme needs to be delivered.

Chair

Date

This page is intentionally left blank

Financial Strategy recommends that General Reserves are maintained at a minimum of £4.0m to mitigate against any unforeseen financial risks that may present in the future. Based on the above and the amalgamation of reserves, the level of general fund balance is £4.271m at 31st March 2023.

Members discussed staffing costs and were provided with an update on current vacancies and the impact of not filling those vacancies. It was recognised that the staffing overspend was based on the above anticipated pay increase and a national shortage in certain professions which has led to the increased appointment of agency staff over the last year. Members noted the increased cost of agency staff but also recognised the need for this, particularly in regards to ensuring the progression of the Local Plan. Although the use of agency staff was likely to continue the council was moving in the right direction and would continue to try and recruit but also consider other options if required.

Decision:

- 1. To note the 2022/23 provisional outturn for revenue and the level of reserves, based on the position as at 31 March 2023.**
- 2. To note the virements made to and from the revenue budget during the period, as detailed in Appendix 2 of the report.**

Reasons for recommendations:

To ensure the Council's budgetary targets are achieved.

Other options considered and rejected:

None.

23.EC.85 Capital and Balance Sheet Outturn 2022-23

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which outlines the financial position of the Council in respect of the capital programme at 31 March 2023, highlighting key issues and explaining key variances, and to provide an overview of various elements of the Council's Balance Sheet at 31 March 2023.

The capital budget for 2022/23 was set at £24.2m at Council in February 2022. This was increased following approval of the 2021/22 outturn to £32.2m, then further amended in subsequent quarterly Capital Monitoring Reports through to Quarter 3 at 31 December 2022 to £15.8m. Following the changes detailed in this report, the total programme for 22/23 now stands at £13.5m. Members noted that the total cost of the Council's capital investment programme for 2022/23 has decreased since the Quarter 3 report approved by Executive Cabinet, from £15.8m to £13.5m as at 31 March 2023.

Members requested an update on progress at Brinscall Baths, including when it was likely to be fully open and the potential impact on the capital programme. Members were advised that the required structural improvement works were not as significant as initially anticipated following a further assessment on the structure of the pool. It was therefore being proposed that some of the surplus budget be used to improve the user experience at the site. Following commissioning of the work and going out to tender it was hoped that the works will be completed later this year.

Decision:

1. To approve the revised capital programme as attached at Appendix A, which includes approved amendments to the programme, as detailed in point 12 to 14 of this report, since the last Capital Monitoring report was approved by Cabinet in February 2023.
2. To note the variations to the programme (which are detailed by scheme at Appendix B and referenced within the body of the report);
3. To note the position in the Balance Sheet monitoring section of the report, in respect of cash, investment and loan balances and debtors, at 31 March 2023.

Reasons for recommendations

To ensure the Council's Capital Programme is monitored effectively.

Other options considered and rejected

None.

23.EC.86 Quarter Four Performance Report 2022/23

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Change and Delivery which sets out the performance against the delivery of the Corporate Strategy during the fourth quarter of 2022/23, covering 1st January 2023 to 31 March 2023.

The overall performance of the Corporate Strategy projects is good with 11% (2) classified as complete and 84% (16) of projects rated green, meaning they are progressing according to schedule. One project (5%) has been rated amber, which provides an early warning sign of potential delays. An action plan for this project is contained within this report. Performance of the Corporate Strategy indicators and key service delivery measures continues to be closely monitored with four (67%) performing on or above target, one (17%) is performing below target but within the 5% threshold, and one (17%) is performing below target and outside of threshold.

Members discussed the five key projects in relation to the green and sustainable borough corporate priority and the progress in the council's commitment to Chorley becoming carbon neutral by 2030.

Decision:

That the report be noted.

Reasons for recommendations

To ensure the effective performance monitoring of the Corporate Strategy and safeguard its delivery across 2022/23.

Other options considered and rejected

No other options have been considered or rejected. This is because the report does not present any items for decision.

Chair

Date

This page is intentionally left blank

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

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

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

Decision:

That the report be noted.

Reasons for recommendations:

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

Other options considered and rejected:

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

23.EC.11 Content Management System

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

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

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

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

Decision:

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

Reasons for recommendations:

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

Other options considered and rejected:

Other options to be considered are detailed within the report.

23.EC.12 Exclusion of the Public and Press

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

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

This item was considered earlier in the meeting.

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

This item was considered earlier in the meeting.

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

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

Decision:

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

Reasons for recommendations:

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

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

Other options considered and rejected:

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

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

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

Decision:

That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.

Reasons for recommendations:

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

Other options considered and rejected:

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

Chair

Date

This page is intentionally left blank

Chorley Council – Notice of Executive Decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.

2. A ‘Key’ Decision is defined as:
 - a) Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.

3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and five Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Public Service Reform)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources)	Councillor Peter Wilson
Executive Member (Early Intervention)	Councillor Beverley Murray
Executive Member (Homes and Housing)	Councillor Terry Howarth
Executive Member (Planning and Development)	Councillor Alistair Morwood
Executive Member (Health, Wellbeing and Partnerships)	Councillor Margaret France
Executive Member (Customer, Streetscene and Environment)	Councillor Adrian Lowe

4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk. Please note representations should be received 14 days before the date the decision is due to be taken.

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

Chris Sinnott, Chief Executive

Last updated: 14 July 2023

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 14 September, 12 October, 9 November, 7 December 2023, 18 January, 22 February and 21 March 2024							
September							
Cities Race to Zero - Decision of Joining	Executive Cabinet	Executive Member (Customer, Streetscene and Environment)		14 Sep 2023	Open		Report of the Chief Executive
Revenue Budget Monitoring Q1	Executive Cabinet	Executive Member (Resources)		14 Sep 2023	Open		Report of the Director (Finance)
Capital and Balance Sheet Monitoring Report Q1	Executive Cabinet	Executive Member (Resources)		14 Sep 2023	Open		Report of the Director (Finance)
Future meetings							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member Decisions							
Executive Leader and Executive Member (Economic Development and Public Services Reform)							
BAE Agreement - Alker Lane Bridge	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		July 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Corporate Strategy Refresh 2021/22 - 2023/24; https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=92374	Report of the Director (Commercial Services)
Network Rail Agreement - Alker Lane Bridge	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		July 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Corporate Strategy Refresh 2021/22 - 2023/24; https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=92374	Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
GA Pet Foods Agreement - Alker Lane Bridge	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		July 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Corporate Strategy Refresh 2021/22 - 2023/24; https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=92374	Report of the Director (Commercial Services)
Contract Award to Essensys Ltd Request	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	13 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Appointment of Consultants to provide support in the development of policies relating to sustainable water management and associated topic paper for the Local Plan	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		October 2022	Open No	Central Lancashire Local Plan Resourcing - http://mod/ieListDocuments.aspx?CId=115&MId=8822&Ver=4	Report of the Director (Planning and Development)
Appointment of Consultants to undertake a Level 2 Strategic Flood Risk Assessment for the Local Plan	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		October 2022	Open No	Central Lancashire Local Plan Resourcing - http://mod/ieListDocuments.aspx?CId=115&MId=8822&Ver=4	Report of the Director (Planning and Development)

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

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Deputy Executive Leader and Executive Member (Resources)							
Approval for the Contract Award for the Procurement of Accessibility Software	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Anti-virus Software	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Asset Management	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of AV Equipment	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Backup and DR	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of CCTV Hardware and Support	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of CCTV Support	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	5 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Customer Relationship Management (CRM)	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Direct Debit Processing	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Document Management for Revenues and Benefits	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Elections Software	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Estate Management	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of GIS (mapping)	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Hardware to Support Remote Working	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of ICT Helpdesk Solution	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of In Cab CCTV and Driver Technology	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Legal Case Management System	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Managed Service	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Meeting Room Technology	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Online Forms	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Payment Schemes	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Software for Regulatory Services	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Third Party Support for Professional Services	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Time Management Solution	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Virtual Mailroom	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of WiFi	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Wireless Access Points	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the contract extension for the CMS provider	Executive Member (Resources)	Executive Member (Resources)		16 Jun 2023	Fully exempt		Report of the Director (Customer and Digital)
Contract Award for Procurement of Mechanical Sweepers	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria to Procure Mechanical Sweepers: http://mod/ieListDocuments.aspx?CId=115&MId=9418&Ver=4&LO\$=1	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Contract Award for Replacement Ride on Mowers	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	June 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Approval for the Contract Award for the 4-year Lease of Nine (9) Electric Small Vans	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	July 2023	Open		Report of the Director (Customer and Digital)
Clear Channel Contract Extension and Deed of Variation	Executive Member (Resources)	Executive Member (Resources)		10 Jul 2023	Open		Report of the Director (Customer and Digital)
Hardship Relief	Executive Member (Resources)	Executive Member (Resources)		April 2023	Fully exempt		Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Support for energy bills - Discretionary Fund	Executive Member (Resources)	Executive Member (Customer, Streetscene and Environment)	A new or unprogrammed capital scheme of £100,000 or more	1 Oct 2022	Open No		Report of the Director (Customer and Digital)
Discretionary Rate Relief 2022/2023	Executive Member (Resources)	Executive Member (Resources)		April 2023	Open		Report of the Director (Customer and Digital)
Applications to waive Council Tax Long-Term Empty Premium	Executive Member (Resources)	Executive Member (Resources)		July 2023	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Director (Customer and Digital)
Application to Waive Council Tax Long-Term Empty Premium - 29 Devonshire Road, Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Open No		Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Mutual Agreement	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual. Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Mutual Agreement	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Deputy Chief Executive
Mutual agreement	Executive Member (Resources)	Executive Member (Resources)		31 Oct 2023	Fully exempt		Report of the Director (Change and Delivery)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Implementation of Senior Review	Executive Member (Resources)			3 Jul 2023	Open		Report of the Chief Executive
Health and Safety Service Review Update	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual. Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)		Report of the Director (Governance)
Procurement Service Restructure	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Director (Governance)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Creation of a Fixed Term Biodiversity Officer	Executive Member (Resources)	Executive Member (Resources)		8 Aug 2023	Open		Report of the Chief Executive
Common Bank Lane Disposal	Executive Member (Resources)	Executive Member (Resources)		October 2022	Open		Report of the Director (Commercial Services)
Disposal of 3 Parking Spaces at Farrington Street Car Park Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Land Rear of 50 and 52 Fairview Drive Adlington	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Commercial Services)
Land 5 Stansted Road Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Land Adjacent to 517 Preston Road Clayton-le-Woods	Executive Member (Resources)	Executive Member (Resources)		Before 24 Feb 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

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

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Unit 12 Market Walk	Executive Member (Resources)	Executive Member (Resources)		Before 27 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive
Grant of a Lease - 37 New Market Street - First Floor Above Iceland - Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Grant of Lease - 98 Market Street Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

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

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Proposed Renewal of Lease to New Look Retailers Ltd - Units 20-21 Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Acquisition of Refugee Property - No 5	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Refugee Resettlement Programme: http://mod/documents/s133142/Council%20Report%20-%20Refugee%20Resettlement%20Programme.pdf	Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Acquisition of Refugee Property No - 11	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	2 Dec 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Deputy Chief Executive
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 2	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 5	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 9	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 12	Executive Member (Resources)	Executive Member (Resources)		Before 1 Jun 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 14	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 27	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Strawberry Fields Digital Office Hub - Grant of a Lease - Offices 33a 34 35 36 37	Executive Member (Resources)	Executive Member (Resources)		Before 7 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Deputy Chief Executive
Strawberry Fields Digital Office Hub - Grant of a Lease - Office GO-A	Executive Member (Resources)	Executive Member (Resources)		Before 26 May 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

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

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Primrose Cafe - Primrose Gardens	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Grant of a Lease - Strawberry Meadows -	Executive Member (Resources)	Executive Member (Resources)		28 Oct 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a 6-year lease - Strawberry Meadows - Units A4 and A5	Executive Member (Resources)	Executive Member (Resources)		Before 29 Jun 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Grant of a Lease - Strawberry Meadows - Block C12 13	Executive Member (Resources)	Executive Member (Resources)		Before 17 May 2023	Fully exempt		Report of the Director (Commercial Services)
Grant of a Lease - Strawberry Meadows - Block C14,15,16	Executive Member (Resources)	Executive Member (Resources)		14 Oct 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Strawberry Meadows - Block D18	Executive Member (Resources)	Executive Member (Resources)		Before 17 May 2023	Fully exempt		Report of the Director (Commercial Services)
Lease of part of first floor Council Offices, Union St, Chorley to TVS Limited	Executive Member (Resources)	Executive Member (Resources)		Before 26 Jul 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Kiosk/Cafe Coronation Recreation Ground Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt	Contract Award for the Refurbishment of Coronation Recreation Ground Refreshment Kiosk: http://mod/mglsueHistoryHome.aspx?IId=72018&optionId=0&\$LO\$=1	Report of the Director (Commercial Services)
Lease of Cafe Coach House Astley Park	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

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

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Shop Front Grant EMD - 36 Market Street	Executive Member (Resources)	Executive Member (Resources)		March 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Change and Delivery)
Approve an application for ERVS	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Deputy Chief Executive
Decarbonisation Works at the Town Hall	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more		Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Decarbonisation of the Town Hall: http://mod/documents/s141805/Decarbonisation%20of%20the%20Town%20Hall.pdf?LO\$=1	Report of the Director (Planning and Development)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Decarbonisation Works at the Town Hall	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more		Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Decarbonisation of the Town Hall: http://mod/documents/s141805/Decarbonisation%20of%20the%20Town%20Hall.pdf?LO\$=1	Report of the Director (Planning and Development)
Decarbonisation Works at the Town Hall	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more		Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Decarbonisation of the Town Hall: http://mod/documents/s141805/Decarbonisation%20of%20the%20Town%20Hall.pdf?LO\$=1	Report of the Director (Planning and Development)
Contract Award for Bus Shelter Replacement	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	6 Jun 2023	Fully exempt		Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Early Intervention)							
Public Health Funerals Policy	Executive Member (Early Intervention)	Executive Member (Early Intervention)		4 Apr 2023	Open		Report of the Director (Communities)
Pest Control Service Review	Executive Member (Early Intervention)	Executive Member (Early Intervention)		14 Jun 2023	Fully exempt		Report of the Director (Communities)
Household Support Fund - 2023/24 delivery	Executive Member (Early Intervention)	Executive Member (Early Intervention), Executive Member (Resources)	A contract worth £100,000 or more	25 May 2023	Open		Report of the Director (Communities)
Food Service Delivery Plan 23/24	Executive Member (Early Intervention)	Executive Member (Early Intervention)		30 Jun 2023	Open		Report of the Director (Communities)
Tatton Gardens Social Value Project	Executive Member (Early Intervention)	Executive Member (Early Intervention)		April 2023	Open		Report of the Director (Communities)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Community Safety Partnership Action Plan	Executive Member (Early Intervention)	Executive Member (Early Intervention)		26 Jun 2023	Open		Report of the Director (Communities)
Appointment of Consultant to Prepare Proposal and Specification of Decarbonisation and Improvement Works at Leisure Centres Managed by Chorley Leisure Limited	Executive Member (Early Intervention)			29 Jun 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Homes and Housing)							
Tatton Gardens Policies	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		14 Oct 2021	Open		Report of the Director (Commercial Services)
Extra Care Policies	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		October 2022	Open		Report of the Director (Commercial Services)
Houses in Multiple Occupation	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		1 Oct 2022	Open		Report of the Director (Planning and Development)
Low Cost Home Ownership Scheme Options	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A significant impact in environmental, social or physical terms in two or more wards	October 2022	Open		Report of the Director (Planning and Development)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Low Cost Home Ownership Scheme - removal of eligibility restrictions for 14 Wood Beech Gardens, Clayton-le-Woods	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		7 Dec 2022	Open		Report of the Director (Communities)
Adoption of revised Private Sector Housing Assistance Policy	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A significant impact in environmental, social or physical terms in two or more wards	July 2023	Fully exempt		Report of the Director (Communities)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Planning and Development)							
Wigan Lane Sports Facility Development Contract Award	Executive Member (Planning and Development)	Executive Member (Planning and Development)	A contract worth £100,000 or more		Fully exempt	Wigan Lane Sports Facility Development Contract Award	Report of the Director (Planning and Development)
Milestone Meadow Play Area budget approval and tender process	Executive Member (Planning and Development)	Executive Member (Planning and Development)			Open	Open Space, Sport & Recreation Strategy Summary and Action Plan - https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=71337&PlanId=909&RPID=7050336	Report of the Director (Planning and Development)
Executive Member (Health, Wellbeing and Partnerships)							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Customer, Streetscene and Environment)							
Streetscene Strategy 2022-2025	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)			Open	Executive Cabinet - 16 June 2022: http://mod/ieListDocuments.aspx?CId=115&MIId=9418&Ver=4&\$LO\$=1	Report of the Director (Customer and Digital)
Recycling Strategy	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)		October 2022	Open		Report of the Director (Customer and Digital)
Chorley Town Centre Recycling Trial Extension	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)		October 2022	Open	Climate Change Programme Update: http://mod/ieListDocuments.aspx?CId=1015&MIID=8752	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Carbon Pathway Approval to Appoint	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)		11 Sep 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive

**Health and Adult Services Scrutiny Committee and Steering Group
Proposed Plan of Work 2023/24**

Suggested Items 2023/24	Item Request Detail	Update from 2022/23 Work Programme
Committee Meeting		
Workforce: <ul style="list-style-type: none"> • Health • Adult Services • Public Health 	<p>Recommendation - Update on the ICB priorities/action plans in around 6 months' time/12 months' time to see actions undertaken and changes seen.</p> <p>Recommendation - To invite the Cabinet Member back to discuss the ASC workforce strategy at a future meeting to understand challenges across adult social care specifically.</p> <p>New ways of working opportunity. Absence rates/support to employees.</p>	Yes 22/3/23
Place Integration Deal and development of 'Place'	Disparities in health and life expectancy between districts and to better understand how this will have a positive impact on these variances.	No
Strengthened Community Services: <ul style="list-style-type: none"> • Health • Adult Services • Public Health 	Lancashire and South Cumbria Integrated Care Board, priority to strengthening community services – how will the VCFSE be kept up to date on changes and offered training, upskilling, shadowing opportunities etc.	No
NHS Community Mental Health Transformation Programme Public Health 'Happier Minds'	<p>Recommendation - Further update on progress be provided to the committee in the autumn.</p> <p>Recommendation - A progress report be provided on Substance Misuse and Alcohol/Suicide Strategy and action plans to a future meeting of the committee.</p> <p>Update on 'Happier Minds' priority.</p>	Yes 1/2/23

**Health and Adult Services Scrutiny Committee and Steering Group
Proposed Plan of Work 2023/24**

Suggested Items 2023/24	Item Request Detail	Update from 2022/23 Work Programme
New Hospitals Programme	The implications of the NHP on revenue costs vs improvement on service delivery. Update report to be provided at the 12 July meeting.	Yes
Virtual Wards	Update report to be provided at the 12 July meeting.	Yes
Integrated Neighbourhood Working	Report to be provided at the 12 July meeting.	No
Housing with Care and Support	To report on implementation of the Housing with Care and Support Strategy 2018-2025 – ensuring there is sufficient supply of good quality housing support provision across the county to meet local needs.	No
Living Better Lives in Lancashire	Roll out of strength-based/asset-based support – to report on the development of the ASC transformation programme to support people living at home longer, avoiding hospital admission and reducing overall spend.	No
Care market insights/shaping market	Overview of the quality of the care market, key challenges and mitigation.	No
Recovery and transformation	Financial challenges and potential contract reductions.	No
Health visiting services	Key area identified and due to be recommissioned alongside the overall Public Health service transformation.	No
Public Health Service Transformation	Due to come to committee last year but was postponed to a future date in 2023.	No

**Health and Adult Services Scrutiny Committee and Steering Group
Proposed Plan of Work 2023/24**

Suggested Items 2023/24	Item Request Detail	Update from 2022/23 Work Programme
Steering Group		
Dental services – pilot programmes update	Recommendation - update on the review of local initiatives including pilot programmes to be provided to the Steering Group at a future meeting	Yes 27/4/23
Transformation and Reconfiguration Programmes	Clinical and non-clinical services. Use of tech and AI, speciality services e.g. cancer centres. Further detail of planned programmes to be requested from the Integrated Care Board to further plan.	No
Public Health – recommissioning services	Healthy Child Programme (Health Visitors and School Nurses) Nicotine Deaddiction (Stop smoking) Healthy Weight Sexual Health Services Substance misuse services NHS Health Checks	No
Children's health update	To include mental health - creating the opportunity for parents to see their children diagnosed and accessing the right help.	No
Enhanced Acute and Rehabilitation Stroke Services	Email update received June 2023.	Yes 22/3/22
Shaping Care Together	Briefing note received confirming further review to be undertaken.	Yes 29/3/23
CQC inspection framework	New inspection framework due to be implemented 2023	No
NHS health check programme	50% corporate priority targets met. Recommendation - further update reports to future meetings of the steering group be provided.	Yes 23/11/22

**Health and Adult Services Scrutiny Committee and Steering Group
Proposed Plan of Work 2023/24**

Suggested Items 2023/24	Item Request Detail	Update from 2022/23 Work Programme
Place Delegation Deal	Integration of health and social care - joined up approach to deliver prevention and reducing health inequalities programmes with the ICB, Districts Councils and the wider NHS, VCFSE sectors to support people to remain well in our communities.	No
Carers	To report on the development and engagement of the Joint Carers Strategy. Care Act implementation update.	No
Demand for services	Work with the NHS locally to model capacity, agree plans and procedures with a particular focus on Continuing Health Care.	Yes
Corporate Priority - Promoting independence and choice	Update and watching brief.	No
Corporate Priority - Financial sustainability	Update and watching brief.	No
Communication	How services are communicating and engaging with communities in deprived areas and improving representation in those areas to ensure capturing voice of most vulnerable.	No
Steering Group Briefing Notes/Monitoring		
DNA CPR	Recommendation - Future updates to be provided to the steering group	Yes 23/11/22
Pathology	Recommendation - The Pathology Collaboration remain on the work programme for 2023/24.	Yes 27/4/23
Tobacco control	Watching brief	No

**Health and Adult Services Scrutiny Committee and Steering Group
Proposed Plan of Work 2023/24**

Suggested Items 2023/24	Item Request Detail	Update from 2022/23 Work Programme
Sexual health	Watching brief	No
Liberty Protection Safeguards	Recommendation - Further update to be provided to the steering group in 12 months	Yes 8/1/23
Social Care Reforms	Reforms delayed until 2025 – updates to be provided on preparation.	Yes
Corporate Priority - Making the Right Impact	Watching brief	No

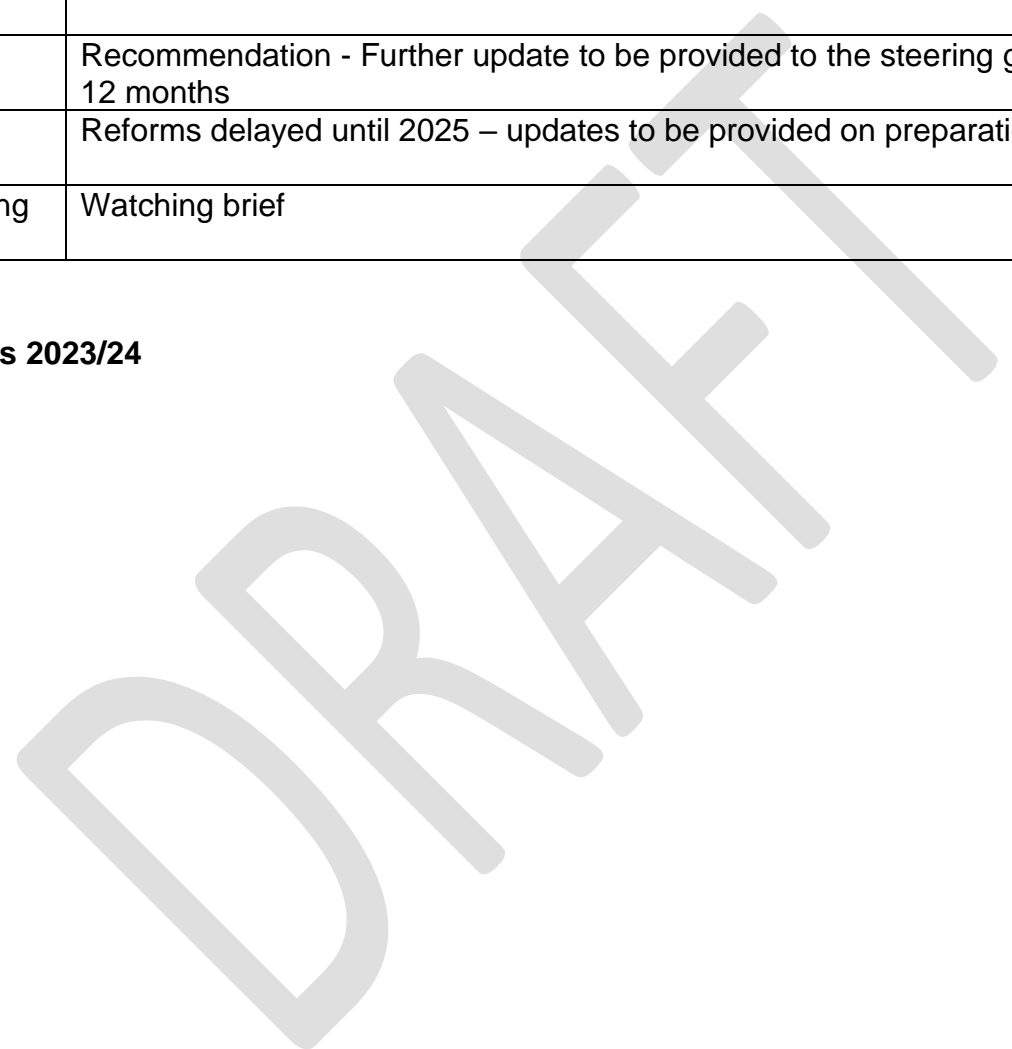
Scheduled meeting dates 2023/24

Committee:

12 July 2023
13 September 2023
25 October 2023
4 December 2023
22 January 2024
20 March 2024
8 May 2024

Steering Group:

5 September
4 October
15 November
10 January
21 February
3 April
22 May



This page is intentionally left blank



Report of	Meeting	Date
Director (Planning and Development)	Overview and Scrutiny Committee (Please list any other meetings this report is going to i.e. Leader Brief, Cabinet with the date in the next column)	Thursday, 6 July 2023

Cycling Project Update

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

Is this decision key?	No
-----------------------	----

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

Purpose of the Report

- To provide the final update of the work undertaken to deliver a cycling project and to gain a wider understanding of cycling and wheeling within the Borough.

Recommendations

- To receive the final report for the work undertaken on the cycling project for the Overview and Scrutiny Committee.

Reasons for recommendations

- The specific actions noted in the March 2022 O&S report have been achieved. A number of these have been developed further and are on-going; to be progressed through individual SMT/EMB reports or through the Climate Change Working Group.

Other options considered and rejected

- N/A

Executive summary

- This report provides details on work undertaken as part of the cycling project, measured against actions proposed by the Overview and Scrutiny Committee.
- Actions covered in this report include:
 - Use of comms, social media platforms and promotion of cycling
 - Online consultation of cycle users in the Borough (Residents)
 - Online consultation of cycle users in the Borough (Internal Council Staff)

- d. Provision for cycle parking across the Borough
- e. Engagement with Lancashire County Council
- f. Local Plan
- g. Engaging partners and preliminary options for further work

7. There are no HR or customer service implications resulting from this report.

Corporate priorities

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

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

Background to the report

9. A recommendation was made to establish a cycling task group at the March 2022 Overview and Scrutiny Committee. It was proposed that instead of a Task Group, a project of work was undertaken to achieve key objectives and to gain a wider understanding of cycling within the borough.
10. This report details the work undertaken on this project between March 2022 to present, with reference to on-going work packages.
11. It was proposed that the Cycling Project comprised measures intended to achieve several key objectives:
- a. Engage with our communities to develop a wider understanding of cycling needs in the borough
 - b. Use social media promote and raise awareness about cycling and the available resources in the Borough
 - c. Engage with Lancashire County Council to better understand the plans for future provision of cycling related infrastructure in the Borough
 - d. Engage our partners to develop an understanding of existing provision for cyclists for bike training, maintenance, and access to free equipment/security marking.
 - e. Develop policies in the new Local Plan to promote and enable cycling
12. The specific actions proposed for the Cycling Project are listed in the table below:

	Action	Lead	Outcome
1.	Use of comms and social media platforms such as Facebook, twitter etc to promote cycling in the borough including raising awareness of changes to the Highway Code and promotion of cycling as part of the refreshed Check out Chorley tourism campaign	Comms/ Spatial planning	A number of social media posts
2.	Online consultation of cycle users in the Borough	Spatial planning/ Comms	Citizenspace survey undertaken late Spring and survey findings to be reported back to members inform future cycle priorities and actions
3.	Explore provision for cycle parking in the	Spatial	Report with recommendations

	Borough focussing on the Town Centre and service centres across the borough	planning	including locations, costs, and next steps to be presented to members
4.	Engage with Lancashire County Council to investigate plans for cycle infrastructure in Chorley	Spatial planning	Present findings to members as to plans /costs and any opportunities for the Council to enable scheme delivery.
5.	Engage partners (statutory/voluntary sector) to find out what the offer is for Chorley residents/cyclists for cycle training, bike maintenance courses (particularly targeted at vulnerable cyclists, excluded or minority groups) and any free or low cost equipment opportunities (for example bike lights, helmets etc)	Spatial planning	Identify what provision exists and ways to promote these and /or gaps or opportunities which would encourage higher volumes of cycling in the borough.

- Intermediate work updates have been provided to the Climate Change Working Group (CCWG), where a steer also has been provided by members for work packages.

Use of communications, social media platforms and promotion of cycling

- There is an objective to raise the profile of cycling and educate using social media, as one of the barriers to cycling is lack of confidence and a perception that cyclists should not be given the same priority on the highway as motor vehicles. Recent changes to the Highway Code, e.g. the hierarchy of road users, are intended to address this. The intention was to build on that and use it as a platform to raise awareness. Communications Team have put out some posts regarding the changes to the highway code at the beginning of this project. However, it is intended others will be released periodically.
- Check Out Chorley website has a dedicated cycling section, including urban and rural cycling maps for the Borough, as well as links to local cycling groups and suggested routes.
- Chorley Council Climate Change website has also included a sustainable transport section.

Online consultation of cycle users in the Borough (Residents)

- An active travel consultation took place online using Citizen Space from the 11th October 2022 to the 20th November 2022.
- The survey was designed to ensure a comprehensive understanding of the main issues, understanding and wants of the residents in Chorley with respect to active travel methods. Input was sought from Sustrans during the drafting stage, to improve the accessibility and wording of questions. For example, by using inclusive language as we recognise that some people who use wheeled mobility aids, for example a wheelchair or mobility scooter user, may not identify with the term walking and may prefer to use the term wheeling.
- The questions within the survey were a mix of multiple choice (quantitative) and open questions (qualitative). Questions covered all areas of active travel provision including,

walking, wheeling, and cycling for daily journeys and commuting, as well as storage and infrastructure.

20. Explanations were designed to manage expectations and what Chorley Council could realistically manage to do. Reference to LCC (as the highways authority) was made where necessary.
21. Due to issues around GDPR the consultation was aimed at older teenagers and adults. This was felt to be appropriate in this instance as the aim was to find the views of people who could drive but may consider active travel as an alternative.
22. The consultation was promoted on Chorley Council's social media pages, with several sponsored posts promoted on social media during the period of the consultation. This was supported by a press release sent to local newspapers to raise awareness.
23. Internally the consultation was promoted via Yammer, In the Know, Parish liaison and at working group meetings
24. An email detailing the consultation was also sent out to relevant local cycling and green groups.
25. The online survey received **179 responses**, of which **2** were on behalf of local cycling groups:
 - a. The Bus Stop Bikers Cycling Group: an informal recreational cycling group catering for beginners to experienced cyclists, ranging in age from teenagers to well into the seventies.
 - b. Horwich Ride Social: a voluntary group that provides social rides for both ladies only and mixed groups covering all ride disciplines.
 - c. There were no written responses.
 - d. Social media comments were also collated for themes to be captured from comments made outside of the formal consultation. These responses are noted at the end of the report.
26. Key themes emerging from the responses include:
 - a. The majority of respondents reported that they would visit Chorley's towns and villages more and spend more time and money if there were improved cycling facilities.
 - b. The top three most popular infrastructure measures were: New segregated cycleways, Pedestrianised areas and Incentives for residents/visitors to walk or cycle.
 - c. Interest was also shown for the following three categories:
 - i. Bike maintenance (Beginners maintenance courses, free minor repair workshops and security marking).
 - ii. Cycling courses and training for children and adults.
 - iii. Group leisure activities, including guided ride and walks.
 - iv. An app offering rewards for green choices
 - d. Road Safety – Including traffic, road surface condition, lighting and signage, obstructed cycle lanes, gully cleaning and education.
 - e. Infrastructure – Cycle parking and storage, suggestions for new or upgraded off-road routes (including bridleways).
 - f. Personal topics – Impact on vulnerable groups, personal barriers, and health.

- g. Connections to other public transport.
27. Other themes raised include:
- a. Design of the consultation
 - b. The science behind climate change
 - c. Items not related to the consultation.
28. Recommended Actions Arising from the Survey:
- a. Assess provision and distribution of secure cycle storage facilities to ensure it is attractive to use and near to where people need to go.
 - b. Comments relating to other projects are being collated to be passed onto the officer working on them for their information, e.g. Canal towpath improvements.
 - c. Comments regarding highways will feed into the infrastructure work with LCC.
 - d. Develop and deliver periodic communications to the public regarding the benefits of active travel, linked with climate change and air quality messages through the website and social media channels where appropriate.
 - e. Link with partners or leisure colleagues to investigate potential or promote existing cycle training, group leisure opportunities and cycle maintenance/repair workshops.

Online consultation of cycle users in the Borough (Internal Council Staff)

29. With cycling to work still very low at the Council, an internal survey was released to understand why staff were not cycling to work and what measures could be taken to improve cycle to work rates.
30. The survey ran February – March 2023 and promoted on the Loop and through email with the Senior Leadership Team.
31. The survey received a total of 26 responses, all but one of the respondents had no interest in cycling to work. Reasons given for this include:
- a. living a long distance from work
 - b. childcare responsibilities around work hours
 - c. lack of desire to due to perceived fitness levels
 - d. weight of kit which must be taken to and from work (e.g. the new laptop system)
 - e. lack of or out-dated shower facilities, with staff feeling uncomfortable waiting for single shower facilities
32. Survey respondents suggested measures which could lead to increased interest in cycling to work:
- a. Provisions of secure cycle storage near to work locations, this could be indoors, due to the expense of the bikes
 - b. Comfortable changing facilities
33. In 2022 secure cycle storage units were installed at Bengal Street Depot. Usage has been low despite promotion. Internal survey suggests they are too far from where people work, (Town Hall to Bengal Street).
34. As part of the wider accommodation project, officers are looking at how the design of the Town Hall basement could be adapted to include secure indoor cycle storage along with access, large lockers for storage and improvements to the basement shower facilities, which are also due for renewal in this project.

35. HR have also started to look at a relaunch of the “cycle2work” scheme available to staff. This is a government initiative which offers the most cost-effective way to get new cycling equipment and is designed to get more people cycling to work by offering a tax free, salary sacrifice scheme for purchase of bikes and equipment.

Provision for cycle parking across the Borough

36. Officers have explored provision for cycle parking/storage initially focussing on the Town Centre and service centres across the borough. Work is on-going to identify suitable sites for new bike storage pods/bins and a trial on Portland Street car park to assess public appetite.
37. The Council would like to place a total of 6 secure cycle storage facilities on the Portland St car park as a trial for secure cycle storage use in the Town Centre. This will comprise relocating 2 underused bike bin units from the staff trial and will require the purchase of 4 additional units.
38. The cost of bike bins is £500 each, therefore the 4 additional storage units will be £2,000 to funded through the Climate Change budget.
39. The Council has provided several open bike storage rails throughout the Town Centre. However, the lack secure storage was raised by residents as some bikes are very expensive and can be subject to vandalism or theft. Open racks are acceptable for short-term cycle parking, whereas the cycle storage bins provide longer term alternatives.
40. The proposal is for the 6 bike bins to be secured on Portland St car park balancing a location near to railway, bus station and town centre, allowing storage for people completing a journey using public transport or for those who work in the town centre.



41. Figure 1 Plan of Portland Street car park showing the design and proposed location of secure cycle storage units.

42. Members at the CCWG raised concerns over the design of the units. Chorley Council will own these bike bins, which can have designed sticker branding added to make them more appealing during the trial.
43. If the trial is successful and the units are used by residents, officers will investigate alternative designs going forward for a larger roll-out.
44. The trial will be promoted on the Council's social media pages and the Town Centre Ambassadors will be monitoring usage over the period to understand uptake and monitor any misuse of the units.
45. The uptake will allow the Council to understand the scale of secure cycle storage required, to allow budgets to be set and this information can also be fed into the EV Feasibility Study which covers cycle storage and bike storage points.
46. Two storage units will still be available to staff at the Bengal Street Depot.
47. Following the completion of the trial a decision can be made as to whether the bike storage bins are relocated for staff or distributed to other assets such as leisure or community centres.
48. The summer period will also provide a greater indication of peak usage due to the more palatable weather when cycling rates are usually higher.
49. Concerns have also been raised regarding the impact of taking short-stay car parking spaces out of use as part of the trial or longer-term storage unit placement. A request was made to consider the grassed areas or hashed sections of the car parks. This was not considered viable for the current trial due to potential safety conflicts between cyclists and cars in the hashed areas, and lack of suitable groundwork to anchor the storage units securely on the grassed areas. If the trial is successful and rolled out further, all options will be considered regarding permanent placement.
50. Alternative cycle storage provision is being considered for the Borough's more rural or touristic locations, which would be more in keeping with the surrounding environment, e.g. Astley Park.
51. These examples utilise trunks from fallen trees, which could be obtained at relatively low cost with notches cut in for bicycle wheels and metal hooks for locking.
52. The National Trust and some wildlife trusts have examples of these installed on their properties:



Figure 2 Example of tree trunk bike rack from the National Trust

Next Steps for Delivery of Cycle Storage

53. The town centre cycling trial will be the first work package, success will be evaluated before further options are considered.
54. Officers are now finalising costs, design options (to make them more attractive for a prominent location) and assessing final locations (taking on member concerns).
55. Approval to proceed will be sought from SMT, Leader Brief and then CCWG.
56. Due to lead times for design and report writing it is envisaged to have final approval and installation by September 2023.
57. The trial will last for approximately 2 months and will be supported by promotion on social media and support from the Town Centre Ambassadors to ensure success and for any questions to be answered and issues resolved as soon as practically possible.
58. Following this time, the usage figures and any problems or conflicts encountered will be reflected upon to decide on the viability and future work packages.

Engagement with Lancashire County Council

59. The work with LCC is on-going. We have engaged with LCC on the forthcoming Central Lancs Local Cycling Walking Infrastructure Plan (LCWIP) revision.
60. Chorley have been feeding into County our preferred options within Chorley and on connections outside of the Borough such as to South Ribble, Preston, Wigan and Bolton. This has included resident responses from our local consultation and advice sought from our own transport consultants, Tetra Tech who are producing the Chorley Transport Strategy, and the draft Chorley Transport strategy has also been shared.

61. Jacobs, LCC's appointed transport consultants are currently refining the plans based on comments from all Lancs Local Authorities and interested parties (e.g. Sustrans). This work is on-going at County level and we are awaiting the draft LCWIP proposals to share with members.
62. LCC have obtained money from the government Active Travel Fund, after looking into this for Chorley the funding rules state it is only available for Highways/Transport authorities and is not available to district councils.
63. During the Emergency ATF in 2020, a number of pop-up cycle routes and low-traffic neighbourhoods were implemented – one of which was along Shady Lane in Cuerden.
64. LCC have communicated that some previously planned routes in Chorley, e.g. Park Road (from town centre to A6), which were not progressed as part of Covid restart funding do remain a priority for the district as well as the LCWIP work.
65. For Active Travel Fund 4, there are no schemes from Chorley in the shortlist.
66. Going forward, The LCC Active Travel team would like to be a consultee for planning applications and feed in views about how active travel can be enabled for developments. This is currently being progressed and would enable improved 'designing in' for active travel in future developments.

Next Step for Engagement with Lancashire County Council

67. We will continue to engage on the LCWIP and bring the plans to Local Plan Working Group and Climate Change Working Group for information as soon as they are received.
68. We will also continue to lobby for active travel investment in Chorley and push for projects with LCC.

Local Plan

69. The emerging Central Lancashire Local Plan includes a spatial strategy that seeks to direct development to the most sustainable locations which will help to reduce reliance on cars and encourage active travel. The design and layout of new developments can also reduce the dominance of cars and provide permeability to support active travel, and better walking and cycling links can help support more active and healthy lifestyles.
70. Policy direction 20 Active Travel (included below) sets out the policy approach to be taken in the new Local Plan and this will be developed into specific policy.

Policy Direction 20: Active Travel

A higher proportion of journeys made by walking, wheeling, and cycling will be achieved by:

1. Ensuring development proposals are in accordance with the spatial strategy.

2. Increasing the capacity of the walking, wheeling, and cycling network across Central Lancashire in locations where significant growth in the number of short journeys is anticipated.
3. Protecting existing land designations that support active travel such as open spaces.

New developments must enable and encourage active travel by:

1. Being located in proximity to essential services and facilities to minimise the need to travel, where feasible within a 20 minutes public transport journey.
 2. Ensuring footpaths and related infrastructure (e.g. kissing gates etc.) are disability and pram accessible as standard and include measures to reduce pavement parking.
 3. Prioritising sustainable transport over the use of the private car, by creating safe, attractive, and integrated walking, wheeling, and cycling routes/provision within the development.
 4. Being fully integrated and connected to existing walking and cycling infrastructure where feasible.
 5. Providing cycle storage, electric bike charging, changing and showering facilities in all Class E developments.
 6. Providing cycle storage in apartment block developments.
 7. Incorporating attractive active travel connections to public transport hubs. A Sustainable Travel Plan must be submitted with planning applications for new development demonstrating how the above criteria have been met.
71. The Part Two Preferred Options Consultation (draft local plan) which is expected late 2023/early 2024, will include all the partners referenced in the report including the Active Travel Team to ensure the policies are fit for purpose and achieve the objective of enabling more cycling across Chorley.

Engaging partners and preliminary options for further work

72. This section of work is on-going and comprises an investigation of further measures in response to residents' and members' feedback.
73. There are several existing partners which provide resources for bike training, maintenance, and equipment across Lancashire. These include:
- Wyre Wheels offer four weeks of LCC funded training sessions for people who are disabled, have limited mobility, recovering from illness or injury or elderly.
 - Love to Ride Lancashire, provides an information resource for riding and maintenance tips as well as a social space.
 - LCC use funding from the Department for Transport to offer some free Likeability training courses, which are delivered by Go Velo (a Lancashire based cycle training company).
74. Chorley Council have partnered with some of these organisations on other projects and we are collating updated information to provide greater visibility of these resources by signposting on social media channels and in updates to the Chorley Council Climate Change website.

75. Some local authorities offer directories of local cycle shops, national organisations and local route maps on the own websites. As mentioned above Check Out Chorley provides some of this already.
76. Bike maintenance opportunities were raised by some residents to help build knowledge and South Ribble Borough Council have periodically offered free bike repair sessions for residents, which have been very successful.
77. South Ribble Borough Council have accessed funding through the Big Bike Revival with Cycling UK for a programme of free bike servicing. There were positively received, and sessions are now funded through members ward budgets.
78. Figures received from the South Ribble Active Health team suggest that a 2-hour Dr Bike session costs around £200, if provided by in-house expertise. Whereas an external supplier can cost upwards of £300 from a reputable supplier, such as GoVelo.
79. Spaces for residents are usually booked in advance to allow for appropriate work planning.
80. The repairs undertaken are:
 - Brakes (cables, balancing, blocks)
 - Gears (cables and indexing)
 - New inner tubes/puncture repairs
 - New Handlebar Grips
 - General service/clean/lubrication
 - If clients bring parts (new headset, tyres, new derailleurs) they are fitted at no cost, but are not provided through the scheme.
81. As LCC is the highways authority Chorley Council is limited in the hard infrastructure solutions we can provide. However, where possible and to complement a future roll-out of cycle-storage, officers have started preliminary work to investigate alternative infrastructure suitable for our own land or properties. These include:
 - a. Stands:
 - i. Cost around £1000-£1200 for a complete model with tools and pump
 - ii. Normally sited in secure/semi-secure areas e.g. cycle parking, railway stations, tourism facilities.
 - iii. Cheaper versions exist (e.g. ~£600 for just a pump).
 - iv. Often aimed at commuters to provide facilities for puncture repairs etc.
 - v. If the new cycle parking/storage is a success this may be worth investigating further to improve the offer.
 - b. E-bike charging
 - i. Facilities for charging e-bikes are not yet common away from home, though some businesses allow battery charging from a standard socket within commercial premises (e.g. cafes)
 - ii. Outside chargers traditionally require connection to a mains circuit extension from a building can be costly
 - iii. Investigating as part of wider electric vehicle work.
 - iv. Solar alternatives Currently being trailed across some NHS properties to improve staff health and with decarbonisation efforts.
 - v. Cost is around £5,000 for complete system with solar panel and battery.

82. The progression of the higher cost measures is dependent on the results from the storage trial to see if there is a genuine need for these before committing officer time and taking further.

Next Step for Engagement with Partners

83. A paper will be brought to the CCWG setting out what we can offer as a Council for bike maintenance and training, which may include a scheme like South Ribble Borough Council or alternatives.
84. Investigate potential for revamping Council webpages (including whether it is a better fit on the Leisure or Climate pages) to include directory useful links to local and national cycling suppliers/organisations.

Climate change and air quality

85. The work noted in this report has an overall positive impact on the Councils Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.
86. In particular the report impacts on the following activities:
1. **net carbon zero by 2030,**
 2. energy use / renewable energy sources
 3. waste and the use of single use plastics,
 4. **sustainable forms of transport,**
 5. **air quality,**
 6. flooding risks,
 7. green areas and biodiversity.
87. The following mitigation measures have been undertaken to limit the environmental impact:
1. The environmental footprint of the proposed measures will be considered as the measures are taken forward, as some will depend on usage figures from the storage trial.

Equality and diversity

88. Input was sought from Sustrans during the drafting of the public consultation, to improve the accessibility. For example, by using inclusive language, such as the term “wheeling”, we recognise that some people who use wheeled mobility aids (a wheelchair or mobility scooter) may not identify with the terms walking or cycling.
89. No impact assessment has been completed for this report, as impacts will be considered via an EIA as part of the proposed works taken forward.

Risk

90. Overall risk of the work undertaken in this report is low. Though there are areas which should be considered as part of developing future projects:
91. Reputational risk, considered low:

- 1. There could be conflict between perceptions of different road users and vulnerable groups and responses to social media posts.
 - 2. Inappropriately designed infrastructure for vulnerable users.
92. Operational risk, considered low currently:
- 1. Need to ascertain if resident consultation responses translate into real world actions, the town centre storage trial should help with this, prior to committing to funding further infrastructure measures.
 - 2. Locations of proposed infrastructure to be considered to reduce space conflict following assessment of storage trial, as part of viability assessment for permanent locations.
 - 3. Potential vandalism of cycling and infrastructure assets.

Comments of the Statutory Finance Officer

93. There are no direct financial implications arising from this report.

Comments of the Monitoring Officer

94. There are re no legal implications arising from this report.

Background documents

Overview and Scrutiny Committee, Sustainable Public Transport Second Monitoring Report 17/03/2022. [Agenda for Overview and Scrutiny Committee on Thursday, 17th March 2022, 6.30 pm \(chorley.gov.uk\)](https://www.chorley.gov.uk/Agenda/Agenda-for-Overview-and-Scrutiny-Committee-on-Thursday-17th-March-2022-6.30-pm)

Overview and Scrutiny Committee, Cycling Update (Verbal) 16/03/2023. [Agenda for Overview and Scrutiny Committee on Thursday, 16th March 2023, 6.30 pm \(chorley.gov.uk\)](https://www.chorley.gov.uk/Agenda/Agenda-for-Overview-and-Scrutiny-Committee-on-Thursday-16th-March-2023-6.30-pm)

Appendices

List the appendices in the order that they are attached to the report with titles as appropriate. Any spreadsheets/diagrams should be in pdf format and be headed up.

Appendix A: <https://checkoutchorley.com/cycling/>

Appendix B: <https://chorley.gov.uk/ClimateChange#Sustainable%20transport>

Appendix C: <https://www.lovetoride.net/uk?locale=en-GB>

Report Author:	Email:	Telephone:	Date:
Matt Evans, Zoe Whiteside (Air Quality and Climate Change Officer, Head of Spatial Planning)	matt.evans@chorley.gov.uk, zoe.whiteside@chorley.gov.uk		

This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council’s Constitution.

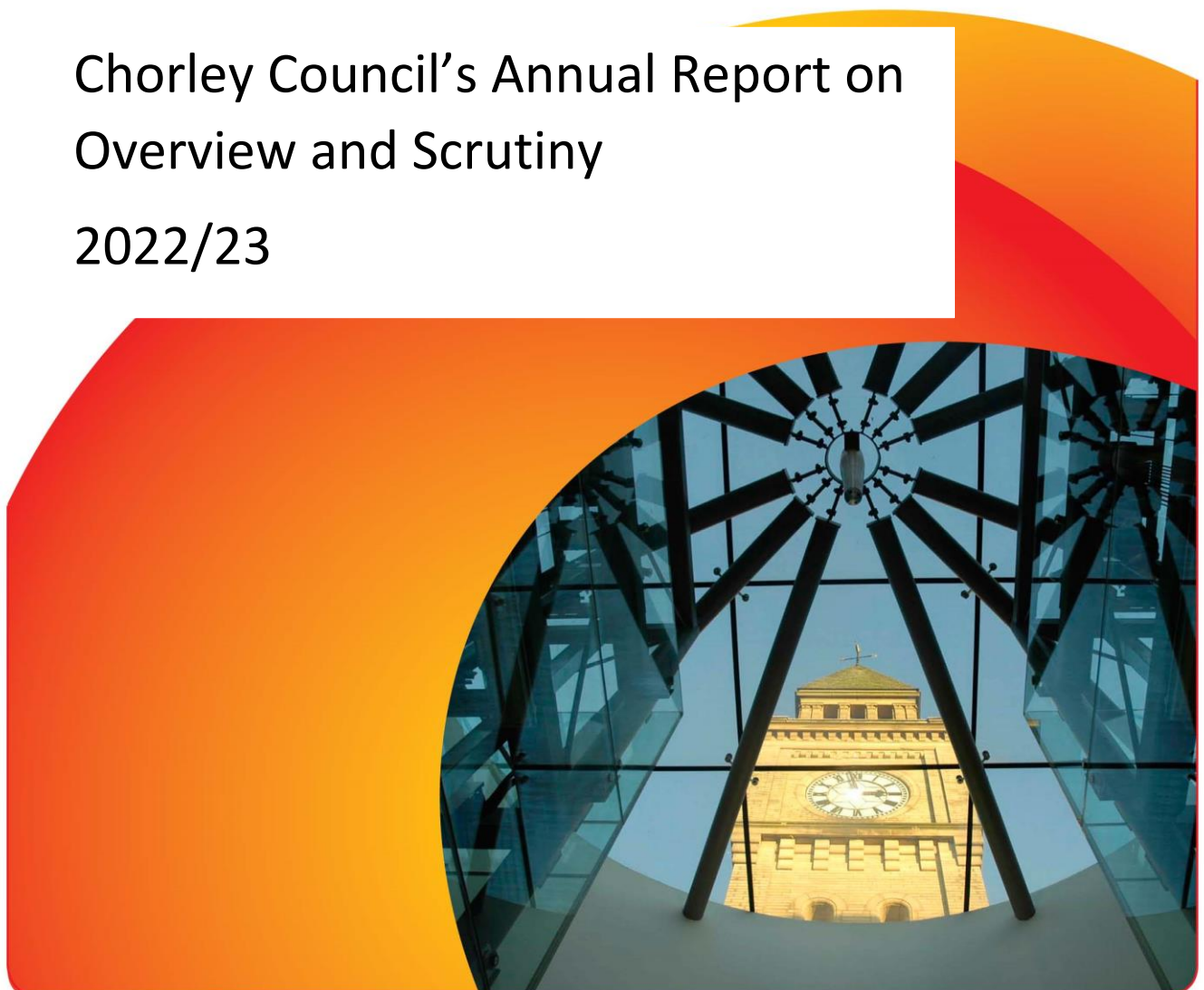
This page is intentionally left blank



Scrutiny Reporting Back

Chorley Council's Annual Report on
Overview and Scrutiny

2022/23



Contents

1. Membership of the Overview and Scrutiny Committee 2022/23..... 3

2. Introduction by the Chair and Vice Chair of Overview and Scrutiny 4

3. Challenging Performance..... 4

 Customer and Digital 4

 Policy and Governance 5

 Communities 6

 Planning and Development..... 6

4. The Overview and Scrutiny Task Groups..... 6

 Select Move – Chaired by Councillor June Molyneux..... 6

 Empty Properties – Chaired by Councillor Sarah Ainsworth 7

5. Budget Scrutiny 7

6. Topics presented to the Committee 7

 Chorley Leisure Company 7

 Crime and Disorder – Community Safety Partnership 8

 Open Space, Sports and recreation Strategy 8

 Period Poverty 8

 Cycling 9

 Updates from the Lancashire County Council’s Health and Adult Services Scrutiny
Committee 9

Monitoring Reports..... 10

 Quality of Housing provided by Social Landlords..... 10

 Sustainable Public Transport..... 10

7. Conclusion and the Year Ahead 10

1. Membership of the Overview and Scrutiny Committee 2022/23



Councillor John Walker

Chair of Overview and Scrutiny Committee 2022/23



Councillor Roy Lees

Vice Chair of Overview and Scrutiny Committee 2022/23

Councillors:

- Sarah Ainsworth
- Hasina Khan
- Samir Khan
- James Nevett
- Aidy Riggott
- Kim Snape
- Jenny Whiffen
- Michelle Le Marinel
- Dedrah Moss
- Alan Platt
- Arjun Singh
- Ryan Towers

2. Introduction by the Chair and Vice Chair of Overview and Scrutiny

The Overview and Scrutiny Committee had a busy year undertaking a varied and extensive work programme that featured two task group reviews. Councillor John Walker and Roy Lees were re-appointed Chair and Vice Chair respectively for the year. There were also several new members welcomed to the Overview and Scrutiny Committee.

The Overview and Scrutiny Performance Panel, which consisted of six members and met five times monitored the business planning and performance of the council along with a focus on each of the Directorates in turn.

Over the year, the Overview and Scrutiny Committee observed the completion of the Select Move and Empty Properties Task Group.

Following the approval at Executive Cabinet, the committee continued to receive six monthly monitoring reports which included information about implementation and success of previous scrutiny reviews, these were:

- Quality of Housing Provided by Social Landlords
- Sustainable Public Transport

3. Challenging Performance

The Overview and Scrutiny Performance Panel scrutinised the performance of the council with all monitoring information considered. Scrutinising performance is essential to ensure key details are examined, questioned and that consistency prevailed.

The panel for the 2022/23 consisted of:

- Councillor John Walker (Chair)
- Councillor Roy Lees (Vice Chair)
- Councillor Sarah Ainsworth
- Councillor Michelle Le Marinel
- Councillor Arjun Singh
- Councillor Kim Snape (replaced Councillor James Nevett December 2022)

Customer and Digital

The Customer and Digital portfolio covered Chorley's Neighbourhoods, Streetscene, and Waste Services Teams, in addition to the shared services of ICT and Customer Services. Three quarters of the corporate service level performance measures performed at or above target at the end of Quarter Four. Of the eight business plan projects, five were completed, and three were amber. The reason for the amber was due to challenges faced by ICT and customer services.

Good performance led to increased targets for street cleaning and ground maintenance. There were acknowledged issues with customer services and the contact centre, but efforts were underway to correct and improve.

Covid-19 did not result in a decrease in staff, but there were ongoing difficulties with recruitment, however 12 apprenticeships were created. Financially, the directorate had 1.6% variance in the budget.

Commercial and Property

The cost of living crisis, and increase cost of staffing, energy and construction caused considerable challenge and delays to the directorate. The financial position of the directorate was a concern with a 165% overspend. It was hoped that the Shared Services arrangement with South Ribble would assist with recruitment. It was noted that there was a concern that the council could face succession issues with the large number of staff at the start or the end of their careers.

A significant loss of income came from the delay with Tatton Gardens following the fire and subsequent fungal contamination. Income from car parks were down due to the continuation of the Covid charges, but a new car park strategy was due to be introduced.

Town centre and market footfall, in addition to visiting coaches started to indicate a return to normality following the pandemic. Voids on the covered market met the target. Actions were in place to collect outstanding rent.

Thirty-five projects were green, four amber and five rated red. Some of the red rated projects were due to the pandemic and implemented supportive measures.

Policy and Governance

The directorate covered five services, Communications and Visitor Economy, Finance, Governance, Transformation and Partnerships and Business Support.

The directorate had a variance in the budget of 0.6% equalling £33,000, and the overspend was due to the increase in the cost of utilities, the increase in audit fees and the pay award against the budgeted 2%. Half of the indicators were at or above target and better than Quarter 2 2021/22.

Work was ongoing with the Youth Zone and the Department for Work and Pensions to identify the barriers in place causing young people to not be in Education, Employment or Training (NEET).

All four of the Communications and Visitor Economy indicators were at or above targets. Two thirds of the finance performance indicators were at or better than target. 80% of Governance indicators were on or above target. Of the twelve indicators for Transformation and Partnership, eight were on or above target, one was within the 5% threshold and three were below target.

The percentage of shared services staff satisfied was below target and worse than Quarter 2 2021/22. It was understood that organisation change of any kind created uncertainty, roles were changed, and workplace culture adjusted. The council frequently held opportunities for feedback, discussion and offered support to staff.

Vacancies remained throughout the council, and the vacancy rate had decreased, but there were ongoing recruitment issues. Interim appointments were made to fill required roles.

The typical council employee worked on a hybrid basis with an average of two to three days a week in the office, but this was dependent on role and levels of productivity with management discretion. The council understood that there were advantages to office working, particularly for younger and more inexperienced staff, as training and mentoring was more successful in an office environment while surrounded by experience. The council also appreciated the appeal of flexibility and was aware that they were competing in a more

flexible labour market. The health and wellbeing of employees was taken seriously with a high value placed on employees maintaining a healthy work-life balance.

Communities

The directorate included Communities, Housing Solutions and Public Protection.

The directorate overspent £135,000 which was a 7.27% variance against the budget. This was due to the proposed pay award for 2022/23, an increase in the allocated amount towards Bed and Breakfasts, and an overall reduced income from the NHS and Lancashire Constabulary.

There were difficulties with recruitment and staffing capacity, but there was the recruitment of a Housing Standards Officer.

The performance indicators were reviewed, with positive performance related to percentage of families in B&B's for less than six weeks, and the percentage of positive outcomes in prevention and relief cases.

Planning and Development

Financially, there was an overspend of £37,346 due to the increased costs of professional fees, statutory notices, legal fees and staffing.

Covid witnessed the suspension of the pre-application advice service that was replaced with improvements made to the planning portal and supplementary guidance.

Staffing remained a challenge within the council, failed recruitment attempts required the use of agency staff. Efforts to train staff from within risked departure to the private sector.

As the Local Plan neared its conclusion and the process underway for the new one, there were fewer allocated housing sites. The council was negotiating with a developer to purchase a number of affordable homes in its role as a registered provider.

Of the three projects within the directorate, two were on target, with one slightly off track.

4. The Overview and Scrutiny Task Groups

Select Move – Chaired by Councillor June Molyneux

The final report of the Overview and Scrutiny Task Group – Select Move was presented to the Committee in October 2022. The Task Group was formed due to concerns that the recommendations made in the 2014 Task Group were no longer being adhered to.

Throughout the process, the Task Group engaged with Local Authorities within the partnership, users of Select Move via a survey, Registered Providers within the partnership, the Allocations Policy Consultant, the MP, the Select Move Coordinator and Officers within the Council.

The recommendations within the report were identified over the duration of the investigation, and it was hoped that the recommendations provide positive momentum and change within the partnership.

The first monitoring report to update Members of the progress of the recommendations will be due at the October Overview and Scrutiny Committee.

Empty Properties – Chaired by Councillor Sarah Ainsworth

The final report of the Overview and Scrutiny Task Group – Empty Properties was presented to the Committee in July. The Task Group formed as a result of the Overview and Scrutiny agenda setting workshop as the committee felt a task group would be more effective in building and developing understanding of long term empty properties in the borough instead of an officer report.

The task group engaged with various officers within the local authority and reached out to neighbouring authorities to compare and contrast figures.

The recommendations within the report were identified over the duration of the Task Group and hoped that the investigation, report and recommendations will enable a greater and more accessible understanding of long term empty properties in the borough.

The first monitoring report to update Members of the progress of the recommendations will be due at Committee in 2024.

5. Budget Scrutiny

At the time of the Scrutiny review, the budget deficit was reported to be £1.17m, and it was believed that the budget could be balanced without cuts to services or staffing. Significant income had been gained since the purchase of Market Walk in 2014, and there was optimism for Strawberry Fields and Strawberry Meadows, in addition to future investments.

The priorities of the council were considered during the creation of the budget.

There was long term uncertainty around the funding from central government, due to the decreased figure received and the increased costs and pressures.

Council tax and special expenses proposed to increase by 1.99%, at this figure, Chorley would have the second lowest rate of Council Tax in Lancashire.

6. Topics presented to the Committee

Chorley Leisure Company

Following a procurement exercise in 2019, the preferred bidder withdrew their bid due to the challenge caused by Covid. The decision was made for the council to take on the operation of the leisure facilities.

The Leisure Company was established in April 2021, and operation commenced August 2021. The entity was separate from the council and held its own objectives. The governance structure of the company included the board of directors made up from the Directors of Chorley Council. The position of Managing Director would be the Director of Commercial Services, but due to vacancy, the Director of Governance held this position.

Chorley Council was the sole shareholder in the Leisure Company, and the functions were fulfilled by the Executive Cabinet.

To deliver the objectives of the Leisure Company, a single year business plan was adopted to reflect the imminent priorities of the council.

The Leisure Company faced a challenge financially, despite this, to ensure accessibility and affordability for the community, the decision was made not increase the price of membership.

Following the single year business plan, a five-year business development strategy was to be introduced with the objective to become financially self-sustained. Surplus and profits would be reinvested into the company and facilities.

Turnover of staff was high, but this was not unusual for the leisure industry.

Renovations of Brinscall Baths was not yet underway, although £600,000 was allocated for work as additional surveys were required. All three of the Leisure Company buildings required investment and modernisation.

Crime and Disorder – Community Safety Partnership

Background information, the role and purpose of the Community Safety Partnership was shared. Key topics included youth anti-social behaviour and the actions, interventions and support available to alleviate the issues present.

There were good working relationships within the Partnership. The Inspector was happy for Members to reach out and report any concerns or issues. Resources were available to increase presence of PCSO's and Neighbourhood Officers, in addition to providing roadshow and engagement stalls as required.

Concern was raised with the proposed move of the police station from the Town Centre to Exton Lake Campus, however, there was consideration for a satellite office with Officers still stationed within the town centre.

Open Space, Sports and recreation Strategy

The Open Space, Sports and Recreation Strategy was approved by Executive Cabinet in 2021.

The presentation provided highlighted the scope and remit of the work that was undertaken with the programme in addition to the issues that caused delays, which were primarily due to sourcing and securing funding.

Locations were identified for five green bus stops in the borough, and funds were made available to repair the worst sections of towpaths in the Borough.

The urban wildflower corridors were highlighted, and it as reiterated that there was no risk of introducing invasive species or damaging the local ecology due to their location.

Period Poverty

The borough was said to have a good provision of products available. Students in school were offered a good supply, but there were noted additional opportunities to expand the scope and range, and was acknowledged that there were gaps in what was provided in council owned buildings for staff and visitors.

Only Morrisons provided free products. Provisions that were available were not localised within the town centre, but wide across the borough, and were provided by a range of charities and groups.

Cycling

Work was being completed to gain the views of cycling and promote the activity in the borough.

A consultation was completed to manage expectations and to sign post the councils needs to the County Council. 180 responses were received, and comments from social media were collated and included. The results of the consultation would be incorporated into the objectives going forward.

There was also interest in gaining an understanding into the cycling habits of staff, it was noted that the cycle pods at Bengal Street were not being used as much as desired.

Work was underway with Lancashire County Council to ensure that Chorley was well represented within the Lancashire Cycle and Walking Infrastructure Partnership, it was noted that District Councils were not eligible for active travel funds.

The forthcoming Local Plan was believed to contain an emphasis on walking and wheeling for new developments.

Updates from the Lancashire County Council's Health and Adult Services Scrutiny Committee

Over the course of the year, the Committee were periodically provided updates from the Lancashire County Council's Health and Adult Services Scrutiny Committee that was attended by Councillor Alex Hilton or Councillor Margaret France.

The Government directive was to build 40 new fit for purpose, and state of the art hospitals. Both the Royal Preston Hospital and Lancaster Royal Infirmary were identified as having aged infrastructure, increased maintenance costs and struggled to meet the demands of modern health care.

A shortlist of four options was published, and it was decided for two brand new hospitals to be built, one in Preston and one in Lancaster. It was estimated that construction would start in 2025 with plans to open in 2030.

Chorley Hospital was to continue to receive investment by Lancashire Teaching Hospital Trust and there were no plans to close Chorley Hospital.

The Social Care Reform that was announced in September 2021 and due to be introduced in October 2023 was now delayed to 2025.

Reforms considered to streamline the financial and needs assessment online and despite assurances, there were concerns that those with complex needs would be disadvantaged

Information around virtual wards was provided, their use, purpose, and eligibility.

The Chair of the Overview and Scrutiny Committee agreed to write to the Health and Adult Services Scrutiny Committee to request the addition of tender and procurement for the Integrated Care Boards to the work programme.

Monitoring Reports

Quality of Housing provided by Social Landlords

Member Learning Sessions had been held around housing issues. Work was undertaken with various housing providers in the borough to increase the uptake of disabled facilities grants. The County Council employed additional occupational therapists to work across Central Lancashire to ease the backlog caused by Covid 19. The Select Move Coordinator was in post at Chorley Borough Council to work with registered providers, the Steering Group and the partnership to progress improvements and assist with implementation of the Charter

The Good Homes Charter had been delayed due to the pandemic and new legislation.

Two recommendations had not progressed, and they were for a residents association and a social housing sector, it was believed that due to the delays caused by the pandemic, and with the placement of the Select Move Coordinator, the aims of both recommendations would be met.

Sustainable Public Transport

The final monitoring report observed that 18 of the recommendations were completed, five were in progress and a number were ongoing with the development of the new Local Plan, which would be monitored at the Local Plan Working Group and the Central Lancashire Strategic Planning joint Advisory Committee.

7. Conclusion and the Year Ahead

It had been an interesting year for the Overview and Scrutiny Committee, scrutinising, reviewing, and exploring topics that were of interest and concern to Members and to the public.

The Committee is committed to working closely with Members, partners, Officers, and the Executive and will continue to challenge and hold the Executive to account while remaining a critical friend to ensure positive outcomes.

In the forthcoming municipal year, there will be four meetings of the Overview and Scrutiny Committee and four meetings of the Overview and Scrutiny Performance Panel.

A third of the Council is up for election in May 2023, four of the fourteen members of the Committee are either standing down or contesting their seats. There is to be a significant change to the Committee's Membership, with Councillor John Walker standing down after 25 years on the Council.

In late June, the Committee will partake in a workshop to draft the upcoming work programme, which will be presented and confirmed at the first Overview and Scrutiny Committee of the year.

Overview and Scrutiny Task Group – Empty Properties July 2023



Contents

Contents..... 2

Introduction 3

Summary Recommendations 4

Membership of the Task Group 5

Officer Support 5

Approach to the Task Group..... 5

Scoping the review 5

The Desired Outcomes Were: 5

Terms of Reference..... 5

Witnesses..... 6

Meetings..... 6

Background and Context 6

What are Long Term Empty Properties, and Why Are They an Issue? 7

Empty Properties and Chorley 8

Empty Properties and Other Local Authorities in Lancashire 9

What Can Be Done About Long Term Empty Properties? 11

Conclusion 11

Appendix A – Legal Powers available to the Council. 12

Introduction

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



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

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

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

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

Summary Recommendations

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

The recommendations

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

Membership of the Task Group

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

Officer Support

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

Approach to the Task Group

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

Scoping the review

The objectives the Task Group wished to achieve

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

The Desired Outcomes Were:

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

Terms of Reference

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

Witnesses

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

Chorley Council Officers

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

Chorley Council Executive Members

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

External Partners

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

Meetings

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

Background and Context

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Empty Properties and Chorley

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

Recommendation 1: The subject of ‘empty properties’ should be reviewed within the structure of the council to assess which directorate would be most appropriate.

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

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

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

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

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

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

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

This figure can be broken down into parish's as seen below, and accurate as of 2 June 2023

Ward	Number of Premiums	100% Premium	200% Premium	300% Premium
Adlington	4	2	0	2
Anderton	2	2	0	0
Bretherton	1	1	0	0
Brindle	1	0	0	1
Charnock Richard	1	1	0	0
Clayton le Woods	7	2	2	3
Coppull	3	3	0	0
Croston	1	0	1	0
Cuerden	1	1	0	0
Eccleston	6	5	0	1
Euxton	13	5	3	5
Heath Charnock	3	3	0	0
Heskin	2	1	1	0
Hoghton	5	2	1	2
Mawdesley	6	5	0	1

Figure 2: Breakdown of empty properties by ward, and number charged additional council tax due to duration

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

Recommendation 5: The latest parish and unparished figures for long term empty properties to be provided (which are subject to a Council Tax Long Term Empty Premium) to Members at the first Neighbourhood Area Meeting of the year.

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

Empty Properties and Other Local Authorities in Lancashire

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

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

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

Rossendale Borough Council, as of 21 December 2022, had a total of 32,418 domestic properties in the borough. 340 properties had been vacant for more than six months, but less

than two years. 102 properties had been empty longer than two years but less than five years. 35 had been empty for more than five years but less than ten. And there were 32 properties that had been empty for more than ten years. It was also added that there were 63 properties that were undergoing major repair or structural alteration that been ongoing for more than a year.

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

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

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

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

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

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

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

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

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

What Can Be Done About Long Term Empty Properties?

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

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

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

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

Conclusion

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

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

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

Appendix A – Legal Powers available to the Council.

Empty Dwelling Management Order (EDMO)

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

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

Enforced Sale

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

Compulsory Purchase Order (CPO)

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

Additional Statutory Powers

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

Partnership Approach

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

Working with Registered Providers (RSLs)

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

Voluntary Property Acquisition

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



This page is intentionally left blank



Draft Overview and Scrutiny Committee Work Programme 2023/24

To be considered:	6 July	27 July	5 Oct	23 Nov	11 Jan	25 Jan	7 March	14 March
	O+S	PP	O+S	PP	PP	O+S	PP	O+S
Panel Meeting (OSPP) to consider Council and related performance in addition to scrutiny of key service areas		Customer and Digital		Policy and Governance	Communities and Leisure		Planning and Property	
Performance Report / Business Plans		Quarter 4		Business Plans	Quarter 2		Quarter 3	
Overview and Scrutiny Performance Panel minutes	*		*			*		*
Executive Cabinet Minutes	*		*			*		*
Notice of Executive Decisions	*		*			*		*
Health Scrutiny	*		*			*		*
Overview and Scrutiny Work Programme	*		*			*		*
Annual Reporting Back	*							
Budget Scrutiny						*		
Cycling Project Update	*							
Anti-Social Behaviour in the Town Centre								
Assessment of 2030 Climate Targets								
Cost of Living								
Impact of Development in The Local Area								
Water Availability								
Wheelchair Accessibility								
Youth Services Outreach								
Crime and Disorder Scrutiny								
Community Safety Partnership update						*		
Task Group –								
Empty Properties	Draft Report							
Monitoring Reports								
Select Move			*					*
Empty Properties						*		
Potential topics for Task Group Review								
Water Safety								
Mental Health Support – Suicide Bereavement								
Wheelchair Accessibility								
Cost of Living								

This page is intentionally left blank