

Executive Cabinet

Thursday, 12th December 2024, 6.30 pm
Council Chamber, Town Hall, Chorley, and YouTube

Agenda

Apologies for absence

1 Declarations of Any Interests

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

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

2 Minutes of meeting Thursday, 14 November 2024 of Executive Cabinet

(Pages 3 - 8)

3 Public Questions

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

Item of Executive Member (Early Intervention) (Introduced by Councillor Bev Murray)

4 Adult Social Care Transformation Fund

(Pages 9 - 14)

To receive and consider the report of the Director of Communities and Leisure.

5 Exclusion of the Public and Press

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Condition:

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

Item of Executive Leader and Executive Member (Economic Development and Public Service Reform) (Introduced by Councillor Alistair Bradley)

- 6 **Christmas Lights Procurement Strategy and Contract Award Delegation** (Pages 15 - 20)

To receive and consider the report of the Director of Planning and Property.

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

- 7 **Finance System Contract Award** (Pages 21 - 32)

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

Item of Executive Member (Customer, Streetscene and Environment) (Introduced by Councillor Adrian Lowe)

- 8 **Food Waste Caddies Joint Procurement** (Pages 33 - 40)

To receive and consider the report of the Director of Customer and Digital.

- 9 **Any urgent business previously agreed with the Chair**

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Executive Cabinet Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood, Margaret France and Adrian Lowe.

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

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

[To view the procedure for "call-in" of Executive Decisions click here](#)



Minutes of Executive Cabinet

Meeting date Thursday, 14 November 2024

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

Officers: Chris Sinnott (Chief Executive), Sarah Bullock (Deputy Chief Executive), Chris Moister (Director of Governance), Caroline Wolfenden (Director of Change and Delivery), Gayle Wootton (Director of Planning and Property), Louise Mattinson (Director of Finance), Jennifer Mullin (Director of Communities) and Nina Neisser-Burke (Democratic and Member Services Officer)

Apologies: Councillor Margaret France

Other Members: Councillor Michelle Beach, Tommy Gray, Alex Hilton and Roy Lees

31 **Declarations of Any Interests**

There were no declarations of any interests.

32 **Minutes of meeting Thursday, 10 October 2024 of Executive Cabinet**

Resolved: that the minutes of the Executive Cabinet meeting held 10 October 2024 be confirmed as a correct record for signing by the Executive Leader.

33 **Public Questions**

There were no public questions.

34 **2024/25 Corporate Budget Monitoring Report and Reserves for the 6 months to 30 September 2024**

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director of Finance which set out the provisional outturn for revenue and reserves forecast for 2024/25 for the Council, based on the position as at 30 September 2024.

In Summary, the provisional outturn was for an overspend of £209k. The most significant factor within this overspend was related to the ongoing income pressures at Market Walk which would be monitored throughout the year.

The Council's Medium-Term Financial Strategy approved in February 2024, reported that the minimum level of General Fund Reserves should be maintained at £4.0m to cushion against any potential, future financial risks that may face the Council. Based on the above forecast outturn overspend, the level of General Fund balances as at 31 March 2025 was expected to be £3.883m, however Officers would monitor the position during the year and report to Members accordingly.

Resolved (unanimously)

- 1. To note the 2024/25 forecast outturn for revenue and reserves, based on the position at 30th September 2024.**
- 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 recommendation

To ensure the Council's budgetary targets are achieved.

Other options considered and rejected

None, it is a requirement to report quarterly on the Revenue Budget monitoring and Reserves.

35 2024/25 Corporate Capital Programme and Balance Sheet Monitoring Report Outturn Position as at 30th September 2024

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director of Finance which outlined the financial position of the Council in respect of the Capital Programme as at 30 September 2024. The report highlighted key issues and explained the key variances, as well as providing an overview on various elements of the Council's Balance Sheet as at 30 September.

The Capital Programme for 2024/25 was set at £19.448m in February 2024. This was decreased to £15.253m following approval of the 2024/25 outturn position, and then increased to £16.152m following Executive Cabinet approval in October 2024. Following the changes detailed in the report, Members noted that the total programme for 2024/25 was £13.3443m.

Members noted the breakdown of the net decrease in the programme of £2.809m. Budget variations approved since the last Capital Monitoring report resulted in a total increase of £0.754m in the programme. These were in relation to the Refugee Resettlement Programme and Astley Hall but were countered by Asset Improvements and Levelling up.

Resolved (unanimously)

- 1. To approve the revised Capital Programme, as attached at Appendix A, which includes approved amendments to the programme of £0.754m as detailed at point 12 of this report.**
- 2. To consider 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 as at 30th September 2024.**

Reasons for recommendations

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

Other options considered and rejected

None, as it is good practice to report regularly on the Capital Programme and the monitoring of the Balance Sheet.

36 Chorley Quarter Two Performance Monitoring Report 2024-25

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director of Change and Delivery which set out the performance against the delivery of the Corporate Strategy during the second quarter of 2024/25, covering 1 July to 30 September.

Members noted that overall performance of the Corporate Strategy projects was very good, with three projects (15%) complete and 14 projects (74%) rated green, meaning they were progressing according to schedule. Two projects (11%) had been rated amber which provided an early warning sign of potential delays, and actions plans for these projects were detailed in the report.

Performance of the Corporate Strategy indicators and key service delivery measures continued to be closely monitored, with 92% of Corporate Strategy measures and 100% of key service delivery measures performing on or above target or within the 5% threshold.

Resolved (unanimously)
To note the report.

Reasons for recommendations

To ensure the effective performance monitoring of the Corporate Strategy and safeguard its delivery across 2024/25.

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.

37 External Funding Strategy

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director of Change and Delivery which presented the External Funding Strategy for approval.

Members noted the shared External Funding Strategy which would support officers in leveraging additional revenue into the council to help deliver priorities, by setting out a consistent approach to planning and approval of external fundings applications.

The strategy would support a two-pronged approach where the council would identify priorities and projects alongside any external funding opportunities available that would support these priorities. The strategy aimed to provide a framework for good governance and would support the priorities set by each Council.

Resolved (unanimously)
To approve the External Funding Strategy.

Reasons for recommendations

The External Funding Strategy will ensure there is a consistent process for applying for external grants and funding. The strategy will help the Council to have better oversight of the application process, monitoring and delivery.

Other options considered and rejected

The alternative option would be not to adopt an External Funding Strategy. This has been rejected as it is a management action from the Annual Governance Statement.

38 Charging a S106 Monitoring Fee

Councillor Alistair Morwood, Executive Member for Planning and Development, presented the report of the Director of Planning and Property for Members to consider the addition of a monitoring fee for Section 106 planning obligations agreements into the Council's upcoming Fees and Charges schedule.

Members were aware that Section 106 agreements were commonly signed with developers to deliver funds and activity to make development acceptable. Many local planning authorities charged a fee to cover the cost of the monitoring and reporting on delivery of S106 obligations, but Chorley Council did not.

Given the amount of staff time required, it was proposed that monitoring fees be added to new S106 agreements associated with planning applications in Chorley. Monitoring fees would not be sought retrospectively for historic agreements.

The fees, as set out in the report, were considered proportionate, in line with other Lancashire authorities and would contribute to the Council's reasonable costs of monitoring each obligation.

Resolved (unanimously)

To approve the inclusion of a S106 monitoring fee in the upcoming annual review of Fees and Charges Schedule.

Reasons for recommendations

The regulations allow us to charge for the monitoring of Section 106 agreements and payments. The income will assist with the Council's statutory obligations on monitoring and reporting.

Other options considered and rejected

The Council currently does not charge. There is an option to charge which is therefore the only alternative option.

39 Exclusion of the Public and Press

Resolved: that the press and public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined by paragraph 3 of Part 1 of schedule 12A to the Local Government Act 1972.

40 Disposal Strategy for Council Land at Shady Lane, Clayton-le-Woods

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

Director of Planning and Property which sought approval of the disposal strategy for land at Shady Lane for housing development via an informal tender process.

Resolved (unanimously)

1. **To approve the method of disposing the land at Shady Lane for housing development via an informal tender process.**
2. **To note a further cabinet report will be presented to recommend a preferred bidder for the site disposal.**

Reasons for recommendations

1. Capital receipt: Generates a capital receipt disposing of a surplus asset. Reduction in
2. Borrowing: capital receipt to be used to service existing council borrowing improving the council's revenue position.
3. Planning Policy: Disposing of the land for residential development supports the council in meeting housing supply targets.

Other options considered and rejected

Do Nothing: This was discounted due to the significant opportunity presented to the council to dispose of a surplus asset generating a significant capital receipt and delivering housing within the borough.

41 Chorley Bus Station - Contract Award

Councillor Alistair Bradley, Executive Leader and Executive Member for Economic Development and Public Service Reform, presented the confidential report of the Director of Planning and Property which, following the approval of the procurement strategy to undertake the Chorley Bus Station improvements, sought approval to award the contracts for the living wall and external cladding at the bus station.

Resolved (unanimously)

1. **To award the contract to Inleaf which are a local company in Chorley. The cost of the work including an annual maintenance fee is £97,260 following the procurement that has taken place.**
2. **To approve the provisional sum of £17,582.98 for the returned elevation of the green wall (section LW5) following the procurement that has taken place.**
3. **To delegate the contract award for the external cladding element of the Bus Station project to the Executive Member for Economic Development and Public Service Reform on the proviso that it is within the agreed budget. (Reason- to spend UKSPF money in line with funding timescales).**

Reasons for recommendations

4. To continue with the improvements to Chorley Bus Station
5. The proposals and funding have already been approved at Cabinet on 22nd February 2024. The Procurement strategy was approved via EMD on 20th August 2024. Following a compliant procurement process, the contract awards now need to be approved for the project to proceed.

Other options considered and rejected

No other options considered.

Chair

Date



Report of	Meeting	Date
Director (Communities and Leisure) (Introduced by Executive Member (Early Intervention))	Executive Cabinet	12 th December 2024

Adult Social Care Transformation Fund

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

1. This report is provided for Members to consider and approve acceptance of £55,000 from the Adult Social Care (ASC) Transformation Fund, administered by Lancashire County Council (LCC).

Recommendations to Executive Cabinet

2. That Members agree for the council to accept £55k from the ASC Transformation Fund, subject to agreement and signing of the grant funding agreements with LCC.
3. That Members approve the delivery framework set out within the report which seeks to pilot social prescribing as an approach for preventing, reducing or delaying the need for formal social care support.

Reasons for recommendations

4. It is important to have a clear framework and principles for delivery of external funding schemes, ensuring proposals will deliver better outcomes for our communities and are aligned to the council’s existing priorities. This includes clear understanding of any commitments, criteria or expectations of the council set by the external funder e.g. reporting on outcomes, or deliverables being achieved within set timescales

Other options considered and rejected

5. To not accept and allocate the funding would mean that those residents who need support within the local community will not receive it.

Executive summary

- 6. The Adult Social Care (ASC) Transformation Fund seeks to support residents to increase their independence, social inclusion, connection to their communities and have improved well-being. A further goal is to reduce pressures on the existing model of social care provision by deflecting inappropriate referrals into the system where those individuals identified could be better supported through low level interventions within the community.
- 7. The fund provides the council with the opportunity to build on existing strengths and local infrastructure to deliver a targeted response built around the principles of prevention, early intervention, and independence.
- 8. The response is based on enhancing our social prescribing capacity, an approach that we already know is helping to reduce service pressures across primary and secondary healthcare systems and we wish to pilot it with ASC to see if the same outcomes can be achieved.

Corporate priorities

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

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

Background to the report

- 10. The Adult Social Care (ASC) Transformation Fund seeks to support residents in Lancashire to increase their independence, social inclusion, connection to their communities and have improved well-being. More specifically, it aims to:
 - Develop pathways between County, District and Community assets to ensure that Lancashire residents have information and access to local tailored support, with a specific focus on reducing unwarranted demand into Adult Social Care.
 - Ensure advice, information, and signposting to support which is close to where people live, to prevent, reduce or delay the need for formal social care support.
 - Support interventions that are evidence based and connect residents with their communities and reduce social isolation.
 - Provide support embedded in the principles of and delivery methods that support residents to live as independently as possible which include (but not limited to) signposting, direct support, and holistic support using a strengths-based approach.
 - Build an integrated approach that offers support outside of the Provider(s) own delivery, utilising a place-based approach that links with community assets.
 - Develop a network of place-based opportunities and encourage ongoing peer connection and support network.
 - Support the collation and analysis of performance data to evaluate service design, develop new or improved processes and procedures to ensure we are effective, efficient, and focused on resident outcomes.
 - Target the top 3 wards for each district identified with the highest count of contacts to Adult Social Care.

- Embed prevention and early intervention actions to support reducing health inequity.
11. To support a model for intervention that can respond to these goals, the fund will provide £220k across Central Lancashire to support pilot activity, with funds split evenly across the four district authority areas - Chorley, Preston, South Ribble and West Lancashire (£55k per district).
 12. District partners were brought together in May 2024 to explore potential collaborative approaches and ideas across Central Lancashire in responding to the fund's leading goals. Whilst all districts are committed to working collaboratively to deliver and evaluate proposed activity, it was recognised that each locality requires a slightly different response that reflects local differences, existing infrastructure, assets, knowledge and experience.
 13. Therefore, whilst there are commonalities around capacity building to strengthen communications and connections in helping individuals to find community-based solutions, the proposed delivery models are distinct in aligning to existing local systems and infrastructure to maximise impact.
 14. It is envisaged that evaluation of pilot activities across all districts will help demonstrate which approaches are most effective in preventing, reducing and delaying the need for formal social care support and will help inform further potential investment opportunities in the future.
 15. It is also a requirement that each district's response to the fund should be endorsed by the local Health and Wellbeing Partnership. This outline proposal was therefore presented to the Chorley and South Ribble Partnership at its Board meeting on 26 September, with members agreeing in principle to the approach set out.

Delivery Approach

16. The proposal is based on an approach that we already know is helping to reduce service pressures across primary and secondary healthcare systems and we wish to pilot it with ASC to see if the same outcomes can be achieved.
17. It seeks to enhance the capacity of the social prescribing services in both Chorley and South Ribble through a tailored approach aligned to the existing infrastructure and model of delivery within each council. For Chorley, funding will be used to enhance existing social prescribing services through the appointment of a 12 months, fixed term Adult Social Care (ASC) Link Worker that will boost capacity to enable the team to respond to the cohort of residents who are requesting care support from ASC and who could be better supported in their local communities. Whilst an additional post will be created to provide the capacity needed to take on these new referrals, it is anticipated that the caseload from ASC will be spread across the team.
18. Unlike the approaches proposed by some districts which simply signposts and connects individuals to support services in the community, the social prescribing approach is more holistic and based upon a combination of direct one-to-one support, signposting and referral. Individuals will be offered personalised support to address those issues that impact daily life, help people manage their own health and wellbeing and support them in living independently for longer. They will also receive practical support and assistance in navigating and accessing local services. The approach is

built around finding solutions that work for the individual and timelines for support will be dependent upon individual needs.

19. Partnership working and collaboration with the VCFSE sector will be key to delivering a connected and cohesive local system with signposting and referrals to appropriate organisations and community services. The council has already built a rich and deep ecology of VCFSE support across each district. This includes but is not exclusive to the most common reasons that people seek support from ASC - dementia advice and support, mental wellbeing support, financial advice and support, mobility support, premises care and minor repair services, community activities to address social isolation, housing advice and support, etc. This means the social prescribing team has a comprehensive network through which they can readily refer their clients to the support they need. To support this element of the work, LCC have requested that £5k funding at each council is reserved for small grants provision and / or micro-commissioning of VCFSE services.
20. A further key element of the delivery framework will be establishment of a close working relationship with the new LCC Wellbeing and Early Support (WES) function for ASC, which alongside VCFSE, could bring a number of new opportunities to better link up services for our residents. To ensure that caseloads are made up from the target cohort, it is anticipated that appropriate enquiries into WES would be deflected to the district, and the council will work with ASC / WES to define referral criteria both into / from each service and ensure that there is a good understanding of the services available at a community level.
21. The council will also work closely with LCC ASC to deliver a data driven approach, targeting those wards known to generate a high number of calls to ASC as a focus for the pilot. This includes Chorley Northwest, Chorley North & Astley, Clayton East, Brindle & Hoghton.

Monitoring and Evaluation

22. To enable us to maximise best use of the funding and effectively help reduce system pressures, information and data sharing is crucial. The districts are all committed to a series of development workshops which will facilitate further collaboration, shared learning and identification of best practice. This will include identifying common datasets to evaluate outcomes, enable comparisons between the different district approaches and help inform future funding opportunities.
23. A range of indicators and outcomes measures are already monitored by the social prescribing team and it is proposed that they will identify existing measures of relevance alongside any new, additional indicators that will support evaluation processes.
24. A leading metric will be the reduction in the number of unwarranted ASC cases arising from calls to the service, with a target to reduce this by 10% across the target wards within each district. Further anticipated measures could include:
 - Number of people referred into the service (via WES at LCC)
 - Number of referrals and signposts (including type of support)
 - Qualitative case studies – demonstrating impact of interventions.
25. The councils will also explore the potential use of mapping tools to overlay shared data and facilitate analysis with wider indicators of health and inequality to build a more holistic picture of local needs and make wider connections as part of a person-centred approach.

Timelines for Delivery

26. Whilst LCC have not specified a timeframe for funding and delivery, it is anticipated that funds will be paid to district partners either in November or December, subject to agreement, approval and sign off on grant funding agreements.
27. Delivery will be led by the Communities team who is ready to mobilise quickly and recruitment to the proposed role (twelve months, fixed term post) is expected to take place early in the new year.

Climate change and air quality

28. The work noted in this report does not impact the climate change and sustainability targets of the Council's Green Agenda.

Equality and diversity

29. An assessment is in place for the social prescribing service, and it is anticipated that the proposal will have a positive impact on a number of protected characteristics such as age, disability, etc seeking to improve the health and wellbeing of individuals and by helping people to live independently for longer.

Risk

30. There is some financial risk to the council if the funding expected from Lancashire County Council is not forthcoming. This will be mitigated by not undertaking recruitment until relevant agreements are in place.
31. The proposal is based on fixed funding for a twelve months' period. Future funding beyond this period is not guaranteed and the outcome of the proposed evaluation work will inform further potential funding opportunities and activity. Should the service be withdrawn at the end of the pilot period there would be no impact on the Council in terms of obligations. However, there may be some short-term reputational risk whereby if there is clear demand for the service, some negative impacts may be perceived by those individuals who would be unable to access support.
32. Success of the pilot will be dependent upon several key factors including effective partnership working, referral processes and agreed methods for monitoring and evaluation. LCC and the other district councils in Central Lancashire are committed to developing strong and cooperative working relationships with roles and responsibilities set out in relevant funding agreements.

Comments of the Statutory Finance Officer

33. This is additional funding to support the Council in conjunction with its existing Social Prescribing funding. The budget will be increased by an equivalent amount to the grant.

Comments of the Monitoring Officer

34. Legal Services will advise and support in respect of the agreement between the two councils, ensuring that the team are aware of the obligations on the council.

Report Author:	Email:	Telephone:	Date:
Justina Ma (Partnerships Delivery Officer)	justina.ma@chorley.gov.uk	01257 515231	6 th November 2024

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.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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