



# Executive Cabinet

Agenda and Reports

For consideration on

## Thursday, 31st March 2011

In the Council Chamber, Town Hall, Chorley

At 5.00 pm



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## **PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS**

- Questions should be submitted to the Democratic Services Section by midday, two working days prior to each Executive Cabinet meeting to allow time to prepare appropriate responses and investigate the issue if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting.
- The question to be answered by the Executive Member with responsibility for the service area or whoever is most appropriate.
- On receiving a reply the member of the public will be allowed to ask one supplementary question.
- Members of the public will be able to stay for the rest of the meeting should they so wish but will not be able to speak on any other agenda item upon using their allocated 3 minutes.

## **PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS**

- Each of the executive decisions taken at the Executive Cabinet meeting are subject to the adopted 'call-in' procedure within 10 working days of the Executive Cabinet meeting at which the decision is made, unless the decision has been implemented as a matter of urgency.
- Guidance on the 'call-in' procedure can be accessed through the following internet link:  
<http://www.chorley.gov.uk/index.aspx?articleid=1426>
- If you require clarification of the 'call-in' procedure or further information, please contact either:  
Ruth Rimmington (Tel: 01257 515118; E-Mail: [ruth.rimmington@chorley.gov.uk](mailto:ruth.rimmington@chorley.gov.uk)) or  
Carol Russell (Tel: 01257 515196, E-Mail: [carol.russell@chorley.gov.uk](mailto:carol.russell@chorley.gov.uk))  
in the Democratic Services Section.

23 March 2011

Dear Councillor

## **EXECUTIVE CABINET - THURSDAY, 31ST MARCH 2011**

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 31st March 2011 at 5.00 pm.

### **AGENDA**

1. **Apologies for absence**

2. **Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 17 February 2011 (enclosed).

3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial 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.

4. **Public Questions**

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

### **ITEM OF EXECUTIVE MEMBER (PARTNERSHIPS) (INTRODUCED COUNCILLOR PETER MALPAS)**

5. **Interim Policy on Residential Car Parking standards (Pages 9 - 14)**

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

**ITEM OF EXECUTIVE MEMBER (POLICY AND PERFORMANCE) (INTRODUCED BY COUNCILLOR GREG MORGAN)**

6. **Council's Community Engagement Strategy (Pages 15 - 20)**

To receive and consider the report of the Chief Executive (enclosed).

7. **Equality Scheme Refresh 2011 (Pages 21 - 36)**

To receive and consider the report of the Chief Executive (enclosed).

**ITEM OF EXECUTIVE MEMBER (PEOPLE) (INTRODUCED BY COUNCILLOR JOHN WALKER)**

8. **Core Funding 2011/12 (Pages 37 - 42)**

To receive and consider the report of the Chief Executive (enclosed).

9. **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 Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

**ITEM OF EXECUTIVE MEMBER (TRANSFORMATION) (INTRODUCED BY COUNCILLOR KEVIN JOYCE)**

10. **Shared Assurance Budget 2011-12 (Pages 43 - 48)**

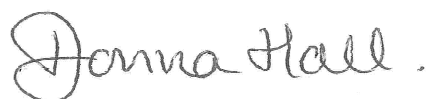
To receive and consider the report of the Director of Transformation (enclosed).

11. **Land at Pall Mall (Pages 49 - 54)**

To receive and consider the report of the Director of Transformation (enclosed).

12. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Donna Hall CBE  
Chief Executive

Ruth Rimmington  
Democratic and Member Services Officer  
E-mail: ruth.rimmington@chorley.gov.uk  
Tel: (01257) 515118  
Fax: (01257) 515150

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1. Agenda and reports to all Members of the Executive Cabinet, Lead Members and Directors Team for attendance.

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ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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## Executive Cabinet

### Minutes of meeting held on Thursday, 17 February 2011

**Present:** Councillor Peter Goldsworthy (Executive Leader in the Chair), Councillor Pat Case (Deputy Leader of the Council) and Councillors Eric Bell, Kevin Joyce, Peter Malpas, Greg Morgan and John Walker

**Also in attendance:**

**Lead Member:** Councillor Rosie Russell

**Other Members:** Councillors Alan Cullens, David Dickinson, Doreen Dickinson, Dennis Edgerley, Anthony Gee, Adrian Lowe, June Molyneaux, Mick Muncaster, Geoffrey Russell and Peter Wilson

#### 11.EC.242 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Harold Heaton (Lead Member Development Control).

#### 11.EC.243 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest by any of the Executive Cabinet Members in any of the meeting's agenda items.

#### 11.EC.244 MINUTES

The minutes of the last meeting of the Executive Cabinet held on 9 December 2010 were confirmed as a correct record for signature by the Executive Leader.

The Chair of the Overview and Scrutiny Committee passed to the Executive Leader observations from the Overview and Scrutiny Committee relating to the review of the Core Funding process.

#### 11.EC.245 PUBLIC QUESTIONS

The Executive Leader reported that there had been no requests from any members of the public to speak on any of the meeting's agenda items.

#### 11.EC.246 OVERVIEW AND SCRUTINY INQUIRY - ALLOTMENTS

The Executive Cabinet received and considered a report on the findings and recommendations of the Overview and Scrutiny Task and Finish Group that had been set up by the Overview and Scrutiny Committee to examine allotments following requests from two members of the public.

The inquiry had, in particular, reviewed the provision and demand for allotments, tenancy agreements, monitoring and inspection procedures and allotment charges. Consideration had also been given to community growing and community management of allotments.

The Chair of the Overview and Scrutiny Committee, Councillor Adrian Lowe, thanked the Task Group's Members and Officers for their involvement and commended the findings report's recommendations for adoption by the Executive Cabinet.

Further to comments from the Chair of the Overview and Scrutiny Committee it was noted that the report could not have been presented to the Executive Cabinet in December as it had not been approved by the Overview and Scrutiny Committee.

**Decision made:**

**That the findings and recommendations of the Overview and Scrutiny Task Group be received.**

**Reason for decision:**

The Executive's response to the Task Group's recommendations can be found at the next item.

**Alternative option(s) considered and rejected:**

None.

**11.EC.247 EXECUTIVE'S RESPONSE TO RECOMMENDATIONS OF OVERVIEW AND SCRUTINY TASK GROUP'S INQUIRY INTO ALLOTMENT ISSUES**

The Executive Cabinet received a report of the Director of People and Places outlining a suggested response to the inquiry report considered at the previous item.

The report outlined each of the Overview and Scrutiny Task Group's recommendations and contained a suggested response to each recommendation. All of the recommendations were accepted, at least in part. The recommendations were cost neutral and some of the actions would, in fact, recover expenditure the Council currently incurred.

Members discussed the recommendations made in respect of planning permission required for buildings on allotments, the provision of allotments by private land owners and the benefits of varying the size of allotment plots.

**Decision made:**

**That the Executive's response to the recommendations contained in the report of the findings of the Overview and Scrutiny Task Group following its inquiry into allotment issues, as outlined in the submitted report of the Director of People and Places, be endorsed for implementation.**

**Reason for decision:**

To respond to the Overview and Scrutiny Committee's recommendations and make improvements to the allotment service.

**Alternative option(s) considered and rejected:**

None.

**11.EC.248 REVIEW OF LICENSING POLICY STATEMENT UNDER THE LICENSING ACT 2003**

The Executive Cabinet received a report enclosing the reviewed Licensing Policy and summary of consultation responses.

The Council had a statutory duty under the Licensing Act 2003 to produce a Licensing Policy Statement detailing how the Council would determine applications or licences under the Act.

The current Licensing Policy Statement had served the Council well and had been approved by the Councils Licensing and Public Safety Committee subject to amendments required as a result of the consultation period which ran from 1 November 2010 to 31 December 2010.



Only minor change had been made to the original draft in the light of consultation response which had been agreed with the Chair of Licensing and Public Safety Committee and Head of Environment in line with the delegation granted by the Licensing and Public Safety Committee at its meeting on 1 December 2010.

**Decision made:**

1. **Approval of the reviewed Licensing Policy Statement (Licensing Act 2003), noting the consultation comments and the respective responses to them.**
2. **To recommend the approval and adoption of the Licensing Policy Statement by full Council.**

**Reason for decision:**

Approval of the Licensing Policy Statement (Licensing Act 2003) is required to meet the Council's statutory obligations with regard to its licensing function and the requirement to undertake a three yearly review of the Policy Statement.

**Alternative option(s) considered and rejected:**

None.

### **11.EC.249 FOOD WASTE COLLECTIONS - UPDATE**

The Director of People and Places submitted a report advising that the introduction of food waste collections to non-garden properties had been delayed by a minimum of 12 months. Lancashire County Council had now indicated that separate food waste collections were not required until 2012/13.

It would still be possible to phase in the introduction of food waste collections to properties who currently received a fortnightly garden waste collection as proposed in the Executive Cabinet Report of November 2010. The roll out costs of this scheme would be met by existing budgets and no additional vehicles or containers were required.

A report would be presented to Executive Cabinet once a date requiring the Council to collect food waste separately from all properties had been provided by LCC.

**Decision made:**

**That the report on the introduction of food waste collections to non-garden properties being delayed by a minimum of 12 months be noted.**

**Reason for decision:**

One of the key elements of the contract for the WTPs is energy production from the residual waste stream. Indications are that the Farington and Thornton plant will not generate the predicted levels of energy so there is now no urgency to divert all food waste into the composting process.

Lancashire County Council had indicated that separate food waste collections were no longer a requirement for Chorley Council to receive the £800,000 per annum waste cost share agreement payment in 2011/12.

**Alternative option(s) considered and rejected:**

To continue with the project to roll out of food waste collections to all householders in 2011 as recommended in the Executive Cabinet Report of 11 November 2010. This would not assist Lancashire County Council in meeting its energy generation targets at the Farington WTP.

To not introduce any food waste collections in 2011/12 would result in a shortfall in projected tonnages to the Farington WTP for its in vessel composting plant so acceptance testing could not be carried out. An increase in the Council's recycling rate would be very unlikely.

**11.EC.250 REVIEW OF MEMBER ALLOWANCES**

The Executive Leader presented a report advising Members that in line with the requirements of the Local Authorities (Members Allowances) (England) Regulations 2003 the Council was required to instruct the Independent Remuneration Panel to review the current Members Allowances Scheme and make recommendations on any changes to the Scheme for determination by full Council.

**Decision made:**

**The report be noted and any specific comments of the Executive Cabinet on the current Member Allowances Scheme be passed to the Independent Remuneration Panel.**

**Council be recommended to appoint Allan Jones, Chair of Chorley Partnership Board, as the third Member of the Independent Remuneration Panel for a period of three years with the existing Panel members, Dennis Benson and Tom Waring also being reappointed for the next three years.**

**Reason for decision:**

To ensure that the Council complies with the requirements of the Local Authorities (Members Allowances) (England) Regulations 2003.

**Alternative option(s) considered and rejected:**

None.

**11.EC.251 SECTION 106 FUNDING FOR YOUTH AND COMMUNITY ACTIVITIES AT BUCKSHAW**

The Director of People and Places presented a report advising that as part of the Buckshaw Section 106 agreement Chorley Council were due to receive a contribution towards youth and community activities/development in Buckshaw.

The developers had recently been invoiced for £64,000. The funding would be used for youth and community activities/development for the whole of Buckshaw Village; the Chorley and South Ribble areas. Youth and community activities were initiatives, activities and/or events that encouraged participation and involvement in community life.

**Decision made:**

**The following recommendations be approved:**

- 1. The funding be allocated over a four year period, equally. This ensures that existing residents receive the benefit immediately and new residents, as properties continue to be built, also enjoy the benefit of the funding.**
- 2. The grants be awarded from £ 500 to £ 5,000. The grant applicant would need to demonstrate that the funding would be spent within a 12 month period. If their project is to run for more than 12 months they would be asked to make this clear in their first application and to say whether they plan to apply for funding in subsequent years.**
- 3. Applicants can apply for up to 90% of the total value of their project. Their 10% contribution can be cash or in-kind volunteer time.**
- 4. There is an annual deadline for applications, for example, 31 April. Decisions would made in May/June, for projects to start from 1 July. In the event that the full year's allocation is used in the bidding round there will be no further funding allocated in that year. In the event that the annual allocation is not fully used in the annual bidding round, bids made in the year will be considered, subject to the annual allocation not being exceeded.**
- 5. The decision to allocate funding be delegated to the Executive Member for People.**

6. South Ribble Borough Council be formally consulted, and this be reported to the Executive Member, before any decisions are made.
7. Voluntary, community and faith sector organisations, and public bodies, are eligible to apply. All applicants should have effective governance arrangements in place, for example, be a constituted group and have a bank account.
8. For the avoidance of doubt, the majority of the projects beneficiaries should reside in Buckshaw Village. A majority being 51%. Projects that physically take place outwith Buckshaw Village, for example, due to the nature of the facility or activity, are permissible, so long as the majority of beneficiaries are Buckshaw residents. Applicants will need to provide evidence of how they will monitor this, to the Council's satisfaction.
9. Applications are assessed using the following criteria:
  - Does the project enhance the provision of youth and community activities/development in Buckshaw Village?
  - Is there evidence that there is a need for the project?
  - Is the project accessible to all, in terms of equality, notwithstanding the residency issue.
  - Is there at least 10% match funding, either cash or in kind?
  - How well does the applicant, and their project, encourage partnership working and cohesion in Buckshaw Village?
  - How sustainable is the project? What will happen to the project when the funding ends?
  - How well does the project encourage volunteering?

**Reason for decision:**

To ensure Section 106 funding is allocated in a way that is transparent, effective and efficient.

**Alternative option(s) considered and rejected:**

None.

**11.EC.252 CHORLEY COUNCIL PERFORMANCE MONITORING REPORT - THIRD QUARTER OF 2010/11**

The Executive Cabinet considered a report of the Director of Partnerships, Planning and Policy which set out and reviewed the Authority's performance in respect of the key projects and performance measures included in the Corporate Strategy, together with a number of other national indicators measured locally, during the third quarter of 2010/11,

Performance of key projects continued to be good, with the majority of the projects either on track, closed or completed. The two projects rated amber (develop a community engagement strategy) or red (carry out energy audit of all remaining council buildings) were expected to be brought back on track over the next quarter.

Overall performance for key measures in the Corporate Strategy and key performance indicators was strong, with all of the Corporate Strategy measures performing above target or within the 5% tolerance. Indicators performing better than target included street and environmental cleanliness – litter, detritus, graffiti and fly posting and new businesses established.

Three of the key performance indicators relating to processing of planning applications were below target. In these cases, action plans had been developed to outline what action would be taken to improve performance.

**Decision made:**

**The report be noted.**

**Reason for decision:**

To facilitate the ongoing analysis and management of the Council's performance in delivering the Corporate Strategy.

**Alternative option(s) considered and rejected:**

None.

**11.EC.253 CHORLEY PARTNERSHIP PERFORMANCE MONITORING REPORT - THIRD QUARTER OF 2010/11**

The Executive Cabinet received a report of the Director of Partnerships, Planning and Policy on the activities of the Chorley Local Strategic Partnership (Chorley Partnership) in achieving the targets set in the Sustainable Community Strategy for 2010/2011. Key measures and targets for the new Sustainable Community Strategy were currently being developed and would be reported from April onwards.

Overall crime had reduced by 3.8% compared to this period last year and reductions had been seen in most crime categories. The number of new businesses established was performing well with 51 new businesses being established last quarter against a target of 39. Unemployment had remained constant at 2.3% at the end of September to the end of December.

Performance was excellent on progress made in the delivery of the key projects commissioned by Chorley Partnership in 2010/2011, with all of the projects currently rated 'green'.

**Decision made:**

**The report be noted.**

**Reason for decision:**

To facilitate the ongoing analysis and management of the Chorley Partnership's performance and delivery of funded projects.

**Alternative option(s) considered and rejected:**

None.

**11.EC.254 REVENUE BUDGET, 2010/11 - MONITORING REPORT**

The Executive Cabinet considered a report of the Director of Transformation which set out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for 2010/11 for the General Fund.

The Council had achieved the overall target savings of £360,000 in 2010/11 made up of £300,000 from management of the establishment, £50,000 from the review of administrative and transactional services, and £10,000 from the review of the car leasing scheme. Any further savings made during the remainder of the year as a result of additional vacancies would contribute towards increasing general balances.

The projected outturn showed a forecast underspend of around £92,000 against the budget for 2010/11. A number of areas would be monitored closely as the year progressed, including major income streams, in particular car parking fees, planning/building control fees and concessionary travel and benefit costs.

An area likely to generate a saving was the Consultants Fees budget in Policy and Performance. The budget for 2010/11 was set to cover the cost of various corporate reviews, assessments and surveys. A recent partnership working agreement had been set up with ValueAdding.com Ltd. who conduct VFM reviews and this should help to reduce future costs. The Place Survey due to take place in 2010/11 was cancelled by the Government and it was unlikely that any significant further costs

would be incurred before the year-end. This should result in a budget under spend of around £15,000 for 2010/11.

Another area where the Council had achieved a saving against budget was in relation to the 2010 elections. As a result of the local elections being combined with the General Election the Council managed to reduce costs and this achieved a saving of around £12,000 this financial year.

An area the Council was likely to under achieve against its income budgets was in relation to tolls for the general and flat iron markets. Whilst the covered market continued to attract permanent stall holders, income levels for the flat iron market had suffered as casual stall holders had reduced. This might be partly as a result of the current pressures in the economic climate but was more likely as a direct result of the recent bad weather over the Christmas period. The position would be monitored closely over the remainder of the year.

**Decision made:**

**The report be noted.**

**Reason for decision:**

To ensure the Council's budgetary targets are achieved.

**Alternative option(s) considered and rejected:**

None.

## **11.EC.255 CAPITAL PROGRAMME, 2010/11 TO 2012/13 - MONITORING REPORT**

The Executive Cabinet considered a report of the Director of Transformation which updated the capital programme to take account of expenditure rephased between financial years. The report added new projects that were to be financed by external contributions or virement from other existing capital budgets and proposed changes to other capital budgets.

The capital programme for would be reduced from £13,760,420 to £11,583,100 as a result of the changes totalling £2,177,320 identified in Appendix 1 of the report. Of this, resources to finance housing capital schemes were expected to be £900,000 less than previously estimated due to reductions in grant funding and non-acceptance of a bid for additional resources.

There was a small increase in financing by borrowing to add the previously approved purchase of food waste recycling receptacles to the 2011/12 programme at a cost of £30,000. However, to avoid any unplanned increase in borrowing, it was important that all budgeted resources were received, in particular VAT Shelter income from Chorley Community Housing and capital receipts from the disposal of surplus assets.

In response to a query it was clarified that the budget for Town Centre Investment would be reduced by £1,025,000 as the Market Street improvements would be implemented by ASDA. This had no effect on net resources, because the Section 106 contribution that would have financed the expenditure would also be deleted. Also, a contractual arrangement between Lancashire County Council and Network Rail had been established in respect of Buckshaw Village Railway Station, so there was no need for this Council to act as an intermediary as envisaged in October.

**Decision made:**

**The Council be recommended to approve the revised capital programme for 2010/11 as presented in Appendix 1.**

**The Council be recommended to note the amendments to the provisional capital programme figures for 2011/12 and 2012/13 as presented in Appendix 1.**

**Reason for decision:**

1. To update the 2010/11 capital programme to take account of the rephasing of expenditure between financial years; and to add and vire budgets to take account of the estimated availability of capital resources.
2. To update the provisional capital programme figures for 2011/12 and 2012/13 to take account of the rephasing of expenditure and changes to the resources estimated to be available to finance the programme.

**Alternative option(s) considered and rejected:**

None.

**11.EC.256 EXCLUSION OF THE PUBLIC AND PRESS****Decision made:**

**The press and public be excluded from the meeting for the following items of business on the ground that 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.**

**11.EC.257 OVERVIEW AND SCRUTINY INQUIRY - ASSET MANAGEMENT**

The Executive Cabinet received and considered a report on the findings and recommendations of the Overview and Scrutiny Task and Finish Group that had been set up by the Overview and Scrutiny Committee to examine asset management.

The Chair of the Task Group, Councillor Alan Cullens, thanked the Task Group's Members and Officers for their involvement and commended the findings report's recommendations for adoption by the Executive Cabinet.

**Decision made:**

**That the findings and recommendations of the Overview and Scrutiny Task Group be received and that the Executive's response to the recommendations be determined at a future meeting.**

**Reason for decision:**

The decision will allow the Executive the opportunity to assess the inquiry's findings and recommendations before firm decisions on implementation are reached.

**Alternative option(s) considered and rejected:**

None.

Executive Leader

Report of	Meeting	Date
Director Partnerships, Planning and Policy (Introduced by the Executive Member for Business)	Executive Cabinet	31 March 2011

## **INTERIM POLICY ON RESIDENTIAL CAR PARKING STANDARDS**

### **PURPOSE OF REPORT**

1. To inform Members of the recent change to national planning policy which enables Councils to introduce local residential car parking standards; and to seek approval of an interim policy for development control purposes.

### **RECOMMENDATION(S)**

2. That the Executive Cabinet approve the draft interim policy on Residential Car Parking Standards for a six week public consultation exercise.
3. That authority to adopt this policy as approved is delegated to the Chief Executive in consultation with the Leader of the Council, such delegation to be exercised only if there are no objections to the adoption of the policy received during the consultation period. In the event of objections being received the results of the consultation should be brought back to the Executive Cabinet for the policy to be considered further.

### **EXECUTIVE SUMMARY OF REPORT**

4. In January 2011, national planning guidance on Transport (PPG13) was amended to reflect the localism agenda, and in particular, the requirement for local planning authorities to set and apply maximum car parking standards for residential development was removed. An interim policy on parking standards for residential development to allow account to be taken of local circumstances is considered necessary to assist in determining proposals for residential development.

### **REASONS FOR RECOMMENDATION(S)**

#### **(If the recommendations are accepted)**

5. To ensure an appropriate response to changes in national policy and to reflect local circumstances in determining proposals for residential development.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

6. None

### **CORPORATE PRIORITIES**

7. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	X
Safe Respectful Communities		Quality Community Services and Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			

**BACKGROUND**

8. In January 2011, national planning guidance on transport (PPG13) was amended to reflect the localism agenda. In particular, the requirement for local planning authorities to set and apply maximum car parking standards for residential development was removed. The standards that are currently applied in Chorley for residential development are those contained within the Regional Spatial Strategy Partial Review, and are maxima. Members will also be aware that the Coalition Government intends to abolish RSS and that this intention is a material consideration within the planning system.
9. National research by the Commission for Architecture and the Built Environment (CABE) demonstrates that many people feel that the design for new residential development should accommodate typical levels of car ownership and that the level of parking in new developments can be inadequate. Attempts to restrict parking in order to curb car ownership in order to promote more sustainable transport choices are considered unrealistic and have had little or no impact on the number of cars per household. This has led to on-street parking congestion, problems for pedestrians, the conversion of front gardens to parking areas, increased surface water run-off, and detriment to local distinctiveness and visual quality.
10. Members will be aware that RSS remains part of the development plan; that it details maximum standards; that the partial review of RSS proposed changes to car parking standards; that an Examination in Public was held, and that the panel report was published in response to a request under the Freedom of Information Act. The panel recommended (inter alia) that local circumstances be taken into account in setting local standards (recommendation 12.3), and that RSS should set out the circumstances in which residential parking provision below the maximum levels might be negotiated (recommendation 12.4).
11. Policy 3: Travel of the LDF Core Strategy (publication version December 2010) details measures to plan for travel including setting and applying car parking standards, and paragraph 7.6 notes that local parking standards will be produced. The LDF Site Allocations & Development Management DPD will address such a policy at the next stage (preferred options) later this year. It is considered that this approach reflects the recently amended national guidance.
12. Given all of the above, it is considered appropriate to prepare an interim policy to reflect the national policy change. The proposed policy is appended to this report and seeks to take account of local circumstances in applying parking standards for residential development while continuing to have regard to promoting sustainable transport outcomes. Any parking provision above or below the standard will need to be supported with an appropriate level of evidence detailing the special local circumstances. Standards for all other forms of development will continue as per the partial review of RSS.
13. The proposed policy will be subject to public consultation for a six week period. Any responses received will be carefully considered, and should there be no substantive objections, it is recommended that delegated authority be given to adopt the policy for development control purposes. If substantive objections are received, the matter will be further reported to Executive Cabinet.



**IMPLICATIONS OF REPORT**

14. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	No significant implications in this area	

**COMMENTS OF THE HEAD OF GOVERNANCE**

15. The policy as drafted provides the Council with sufficient discretion to take into account all material planning considerations when making a decision on an appropriate level of car parking provision for new residential development.

LESLEY-ANN FENTON  
 DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Peter McAnespie / Jennifer Moore	5286 /5571	16 March 2011	***

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**DRAFT INTERIM POLICY  
MARCH 2011**

**RESIDENTIAL CAR PARKING PROVISION (C3: DWELLINGS)**

Proposals for residential development will need to make car parking provision in accordance with the following standard:

Dwellings with 1 bedroom	1 space
Dwellings with 2-3 bedrooms	2 spaces
Dwellings with 4 or more bedrooms	3 spaces

Locations that are considered to be more sustainable and well served by public transport may be considered appropriate for lower levels of provision.

Proposals for provision above or below this standard will be supported by evidence detailing the local circumstances that justify deviation from the standard.

The local circumstances that will be taken into account include:

- a) The quality of provision for pedestrians - width of footways, quality of surfaces, access points to the site, provision and quality of street furniture and lighting;
- b) The quality of provision for cyclists - cycle parking, dedicated cycling facilities, access points to site, quality of design and provision, any restrictions on cycle movement;
- c) The distance to and quality of bus stops, the frequency of services, quality of footways and lighting to stops, and the distance to the nearest interchange;
- d) The number of train stations within 1,200m walking distance, quality of station, and frequency of services; and
- e) Evidence of local parking congestion.

**Reasoned Justification:**

1. In January 2011, national planning guidance on transport (PPG13) was amended to reflect the localism agenda. In particular, the requirement for local planning authorities to set and apply maximum car parking standards for residential development was removed. The standards that are currently applied in Chorley for residential development are those contained within the Regional Spatial Strategy Partial Review, and are maxima.
2. National research by the Commission for Architecture and the Built Environment (CABE) demonstrates that many people feel that the design for new residential development should accommodate typical levels of car ownership and that the level of parking in new developments can be inadequate. Attempts to restrict parking in order to curb car ownership in order to promote more sustainable transport choices are considered unrealistic and have had little or no impact on the number of cars per household. This has led to on-street parking congestion, problems for pedestrians, the

conversion of front gardens to parking areas, increased surface water run-off, and detriment to local distinctiveness and visual quality.

3. The partial review of Regional Spatial Strategy for the North West (March 2010) proposed changes to car parking standards. An Examination in Public was held, and the panel report was published in response to a request under the Freedom of Information Act. The panel recommended (inter alia) that local circumstances be taken into account in setting local standards (recommendation 12.3), and that RSS should set out the circumstances in which residential parking provision below the maximum levels might be negotiated (recommendation 12.4).
4. Policy 3: Travel of the LDF Core Strategy (publication version December 2010) details measures to plan for travel including setting and applying car parking standards, and paragraph 7.6 notes that local parking standards will be produced. The LDF Site Allocations & Development Management DPD will address such a policy at the next stage (preferred options) later this year. It is considered that this approach reflects the recently amended national guidance, but that an interim policy is required to provide clarity in the determination of planning applications.

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	31 <sup>st</sup> March 2011

## **COMMUNITY ENGAGEMENT STRATEGY 2011/12**

### **PURPOSE OF REPORT**

1. This report and appendix contain the Community Engagement Strategy 2011/12 for approval by Executive Cabinet.

### **RECOMMENDATION**

2. That Executive Cabinet approve the Community Engagement Strategy.

### **EXECUTIVE SUMMARY OF REPORT**

3. This report provides details on the background and content of the new Community Engagement Strategy 2011/12.
4. The purpose of the Community Engagement Strategy is to bring together our current community engagement activities and to provide an overarching strategy which will clearly define our approach to community engagement, and put in place actions to help improve our existing methods for engaging with customers.

### **REASONS FOR RECOMMENDATION**

5. The Corporate Strategy 2010/11 – 2013/14 has a number of long term outcomes which rely on successful community engagement in order to be achieved. This includes being ‘an excellent community leader’ (9.2), ‘community that residents actively take care of and improve’ (4.3), and ‘empowered local people managing community assets’ (6.2). Having good community engagement also ensures that we are able to develop our services around customer need. By adopting this Community Engagement Strategy, we will ensure that we are able to achieve these outcomes, and will have a consolidated approach to the way in which we engage with our communities.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

6. The alternative option would be to not adopt a Community Engagement Strategy for Chorley Council. This has been rejected on the basis that we need this strategy to ensure that we meet our Corporate Strategy outcomes.

**CORPORATE PRIORITIES**

7. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	√
Safe Respectful Communities	√	Quality Community Services and Spaces	√
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	√
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			√

**BACKGROUND**

- 8. The purpose of the Community Engagement Strategy is to bring together our current community engagement activities and to provide an overarching strategy which will clearly define our approach to community engagement, and put in place actions to help improve our existing methods for engaging with customers.
- 9. We already have effective processes for engaging with communities in place, much of which includes the role of Elected Members in their ward and community leadership roles. This focus of this strategy is to consolidate the Council’s approach to community engagement in the delivery of services.
- 10. The timescale for the Strategy has been set for one year (2011/12). However, it is envisaged that the approach, principles and methods will stay consistent, but that an annual refresh will enable to us to develop new actions to continually improve community engagement.

**THE CONTENT OF THE COMMUNITY ENGAGEMENT STRATEGY**

- 11. The Strategy indicates our approach and principles of engagement, which are based on our existing Consultation and Participation Strategy. These principles apply to the four levels through which we engage with our customers, from informing and consulting, to involving and devolving.
- 12. Much of our engagement with customers is embedded within our business as usual and forms part of the Council’s values and competency framework. There are examples of the current provision indicated within the Strategy, alongside details of the main delivery plans.
- 13. However, to ensure that we are able to improve our engagement, the Strategy includes four key actions for 2011/12. These actions are contained with the Corporate Strategy 2010/11- 2013/14 or within service Business Improvement Plans.
- 14. The Strategy also contains measures of success, so that we can monitor if we have been successful in improving community engagement. These measures will be performance managed as part of the Council’s performance management processes.

**NEXT STEPS**

- 15. Following approval of this Strategy, an underpinning action is to update and expand the Consultation and Participation Toolkit. This will provide clear guidance and advice for staff to enable them to successfully engage with customers based on this strategic approach.

**IMPLICATIONS OF REPORT**

16. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	√
Legal		No significant implications in this area	

**COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS**

17. Equality and diversity considerations are important in ensuring that community engagement activity is accessible and provides opportunities for all Chorley to become involved in their community. Links have been made between the principles in this strategy and the Equality Scheme to ensure that appropriate consideration is made of equality and diversity when the strategy is implemented.

DONNA HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Sarah James	5348	3 <sup>rd</sup> March 2011	Community Engagement Strategy

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# Community Engagement Strategy 2011/2012

## Our Approach

**We will engage with our customers to ensure that we deliver high quality public services that are designed around customer needs. This means providing a range of engagement activities for communities, from providing information to engaging in consultation and involvement in shaping services.**

<b>Our Principles</b>	<ul style="list-style-type: none"> <li>We will ensure the information we provide is clear, accurate, timely and relevant</li> <li>We will ensure our activities meet the needs of all communities, including making provision for those who need additional support</li> <li>We will only use activities when there is a real opportunity for people to influence decisions and services</li> <li>We will co-ordinate activities to avoid duplication and 'consultation fatigue', caused by too many activities and too little feedback</li> <li>We will have clear processes to feedback the outcomes from activity and to give reasons for changes made as a result of activity</li> </ul>				
Process of Engagement	What ...	Why ...	Delivery Plan	Current Provision	Actions for 2011/12
<b>Inform</b>	Provision of information about council services, and ways in which customers can engage with us.	Ensures that customers and communities are informed to engage with the Council and access services	Marketing and Communications Plan Customer Care Policy	<ul style="list-style-type: none"> <li>Chorley Smile Magazine</li> <li>Website</li> <li>Local Media</li> <li>Social Networking</li> <li>Contact Centre</li> </ul>	<ol style="list-style-type: none"> <li>Refresh the Council's website Lead – Asim Khan</li> <li>Deliver a 'You Said, We Did' Campaign Lead – Chris Sinnott</li> </ol>
<b>Consult</b>	Discussing the options for the delivery or improvement of public services / policies with communities	Ensures that high quality public services will be shaped around customer need	Consultation and Participation Strategy	<ul style="list-style-type: none"> <li>Chorley Smile Panel</li> <li>Budget Consultation</li> <li>Equality Forum</li> <li>Circles of Need methodology</li> <li>Customer Surveys and Service Monitoring</li> </ul>	<ol style="list-style-type: none"> <li>Development of Citizens' Jury Lead – David Wilkinson</li> <li>Refresh of the Consultation and Participation Toolkit Lead – David Wilkinson</li> </ol>
<b>Involve</b>	Involving customers in the design of services or in the implementation of a service	Ensures that customers will be involved in their communities and in services that affect them	Consultation and Participation Strategy	<ul style="list-style-type: none"> <li>Chorley Smile Pledge Cards</li> <li>Volunteers e.g. Yarrow Valley</li> <li>Resident involvement in facility development e.g. play and recreation facilities</li> </ul>	Deliver a minimum of five Days of Action Lead – Simon Clark
<b>Devolve</b>	When community groups deliver services on behalf of the council	Ensures that communities feel supported to improve the quality of life in their neighbourhoods	Consultation and Participation Strategy Community Asset Transfer Manual (to be developed)	<ul style="list-style-type: none"> <li>Community Asset Transfers and ongoing management of facilities e.g. Tatton Community Centre</li> </ul>	Deliver Community Asset Transfers including Chisnall Playing Fields, and Euxton Scout Hut Lead – Jamie Carson
<b>Measures of Success</b>	<p>Successful community engagement will mean;</p> <ul style="list-style-type: none"> <li>Residents feel that they can influence decisions in their locality (Target 32% by March 2012)</li> <li>High levels of resident satisfaction with the council (% of customers satisfied with the way they were treated by the Council. (Target 80% by March 2012)</li> <li>Low levels of avoidable contact (Target 20% by March 2012)</li> </ul>				

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	31 March 2011

**EQUALITY SCHEME REFRESH 2011**

**PURPOSE OF REPORT**

- To present a revised version of the Equality Scheme for the Executive’s consideration and approval.

**RECOMMENDATION**

- That the Executive approve the updated Equality Scheme.

**EXECUTIVE SUMMARY OF REPORT**

- This report presents an updated Equality Scheme for the Council in terms of our duties as a service provider, employer and community leader. The scheme has been updated to take account of the Equality Act 2010, as this new legislation changes both our general duties and specific duties with regards to equality.

**REASONS FOR RECOMMENDATION**

- By adopting the new Equality Scheme, we will ensure that we are meeting the duties required by law with regards to Equality. However, a strong commitment to equality and diversity does not only meet legal obligations, but it also makes good business sense. As an organisation that is committed understanding and shaping services around customers needs, we need to be able to recognise and adapt to the diverse nature of our customers.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- Not to update the Equality Scheme.

**CORPORATE PRIORITIES**

- This report relates to the following Strategic Objectives:

Strong Family Support	√	Education and Jobs	√
Being Healthy	√	Pride in Quality Homes and Clean Neighbourhoods	√
Safe Respectful Communities	√	Quality Community Services and Spaces	√
Vibrant Local Economy	√	Thriving Town Centre, Local Attractions and Villages	√
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			√



**BACKGROUND**

7. Chorley Council published its first Equality Scheme in December 2006, which has since been refreshed on an annual basis, to take account of our changing community and the changing legislation.
8. Since the last refresh, in February 2008, the legislation regarding equality has been superseded by the Equality Act 2010. The requirement to have an Equality Scheme has been removed under the new legislation, which seeks to be less prescriptive regarding how public authorities meet the required duties.
9. However, it is recommended that we build on our good practice with regards to equality and diversity, and update the current scheme to help us to meet the changes in the new Act. As a reflection of this, the Scheme has been reduced in size and focuses on our commitment to equality, demonstrating how it is embedded within our processes and the additional work we will undertake to meet the requirements of the new legislation.

**THE CONTENT OF THE EQUALITY SCHEME**

10. The Equality Scheme identifies our nine Equality Strands. Each strand identifies a group of customers who share a similar characteristic, which is protected by law. The exception to this is the rurality strand, which is not protected by law but is contained within our scheme to ensure that the needs of customers who live in rural areas are considered. Rurality was adopted as an Equality Strand by the Council following an overview and scrutiny inquiry in 2007 which made that recommendation.
11. In terms of our service delivery role, the Equality Scheme describes how we ensure that equality is embedded into our processes, and indicates the information and tools that are used to do this. It introduces a new Integrated Impact Assessment tool which will be used by services to consider the impact of a policy / service / function on the equality strands, health, sustainability and reputational impact.
12. In terms of our role as an employer, the Scheme identifies our commitment to equality and diversity with regard to human resources policies, from recruitment and selection to training and development.

**MEETING OUR DUTIES IN THE EQUALITY ACT 2010**

13. The Equality Act imposes duties on all public bodies, including the Council. The Equality Scheme sets out how we will seek to meet those duties, in terms of the general equality duty and the specific public sector duty. There are some functions which must be met by April 2012, and the Equality Scheme sets out an action plan to achieve this.
14. Since the development of the Scheme and action plan, there have been recent policy changes in relation to the requirements of the specific public sector duty. On 17<sup>th</sup> March 2011, the Government Equalities Office published a policy review paper which proposed changes to the draft regulations, and reduces the requirements on public bodies to publish certain details and changes the timescales for publication. This policy review paper is currently out for consultation, and comments are sought by 21<sup>st</sup> April. Following this, regulations will be published and will come into force in July 2011. This will not change the aims and objectives of the Equality Scheme as presented for approval, but may mean that some changes have to be made to the action plan.
15. As part of this action plan, it is proposed that additional training is undertaken with Members and staff on the requirements of the new act and our responsibilities as a service provider, employer and community leader.

**IMPLICATIONS OF REPORT**

16. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	√
Legal	√	No significant implications in this area	

**COMMENTS OF THE HEAD OF GOVERNANCE**

17. Whilst there is no legal requirement to have an equalities policy it is acknowledged it is good practice to do so to ensure consistency of approach and certainty.

**COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS**

18. The Equality Scheme is a key document in clearly demonstrating the Council's commitment to equality and diversity and providing good customer service. It also supports the Council in meeting its duties, as set out in the Equality Act 2010.

Donna Hall  
Chief Executive

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Sarah James	5348	10/03/2011	Revision of the Equality Scheme

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# Equality Scheme

**March 2011**



## Purpose of this Equality Scheme

This scheme sets out the steps we will be taking over the coming years to proactively promote equality through our roles as a service provider, community leader and employer.

It also enables us to set out our plans as to how we will meet the Equality Act 2010 in terms of both the general duties and the specific public sector duty.

A strong commitment to equality and diversity does not only have a strong moral argument, and legal obligations, but it also makes good business sense. As an organisation that is committed to understanding and shaping services around customers needs, we need to be able to recognise and adapt to the diverse nature of our customers.

This Equality Scheme will set out;

- Our nine Equality Strands, and an understanding of the community of Chorley
- Our processes for embedding equality and diversity
- Our commitments to meeting the general duty and the specific public sector duty
- An Action Plan for 2011/12

## Our Equality Strands

We have identified nine equality strands. Each strand identifies a group of customers who share a similar characteristic, which is protected. These groups may need additional support or consideration in service delivery or policy development. The nine strands are:

- Age
- Disability
- Gender Reassignment
- Pregnancy and Maternity
- Race
- Religion and Belief
- Rurality
- Sex
- Sexual Orientation

All of the strands, except rurality, are protected by law through the Equality Act as people who have protected characteristics. Chorley Council has chosen to recognise rurality as an equality strand because of the issues that people living in rural areas can face when accessing services.

As well as making sure that we meet the duties set out in the Equality Act, this scheme will ensure that we make consideration of the particular needs of different customers and residents.



# Understanding our Community

## Age\*\*

0 – 4	6,100	5.83%
5 - 9	5,700	5.45%
10-14	6,000	5.74%
15-19	6,200	5.93%
20-24	6,000	5.74%
25-29	5,800	5.54%
30-34	6,100	5.83%
35-39	7,600	7.27%
40-44	8,500	8.13%
45-49	8,200	7.84%
50-54	7,100	6.79%
55-59	6,900	6.60%
60-64	7,600	7.27%
65-69	5,500	5.26%
70-74	4,200	4.02%
75-79	3,200	3.06%
80-84	2,100	2.01%
85+	2,000	1.91%

### Broad Age Bands

0-15	19,000	18.2%
16-64 (Males), 16-59 (Females)	65,000	62.0%
65 and Over (Males), 60 and Over (Females)	20,700	19.8%

## Disability

Disability or life long limiting illnesses *	19,000 (approx)	18.5%
16+ residents with a moderate disability****	11128	12.93%
16+ residents with a severe disability****	4280	4.97%
Rate of moderate to severe disability per 1,000 population 16+ ****	180/1000 (England 176)	
Physical or Motor Impairment (Incapacity Claimants)	4,730 Feb 2007	
Mental Health Issue	1,700	
Learning Disability	1,316-3,643	
Hearing Impairment- total	184	
Hearing Impairment – with speech	26	
Hearing Impairment – without speech	40	
Visual Impairment – partial	409	
Visual Impairment – complete	245	

## Race\*\*\*

<b>White</b>	<b>(100,100)</b>	<b>96.2%</b>
White British	98,200	94.4%
White Irish	700	0.7%
White Other	1200	1.1%

<b>Mixed</b>	<b>(900)</b>	<b>0.9%</b>
Mixed White and Black Caribbean	300	0.3%
Mixed White and Black African	100	0.1%
Mixed White and Asian	300	0.3%
Mixed Other Mixed	200	0.2%

<b>Asian</b>	<b>(1,900)</b>	<b>1.8%</b>
Asian or Asian British Indian	900	0.8%
Asian or Asian British Pakistani	700	0.7%
Asian or Asian British Bangladeshi	100	0.1%
Asian or Asian British Other	200	0.2%

<b>Black</b>	<b>(5230)</b>	<b>0.5%</b>
Black or Black British Caribbean	300	0.3%
Black or Black British African	200	0.2%
Black or Black British Other Black	23	0.02%

<b>Other</b>	<b>(600)</b>	<b>0.6%</b>
Chinese or other ethnic group Chinese	400	0.4%
Chinese or other ethnic group other	200	0.2%

**Religion or Belief\***

Christian	84,420	84.04%
Buddhist	197	0.20%
Hindu	179	0.18%
Jewish	46	0.05%
Muslim	647	0.64%
Sikh	47	0.05%
None	5,652	9.08%
Other Religion	138	0.14%
Religion Not Stated	5,652	5.63%

**Rurality\***

Urban	74,603	74.27%
Rural	25,846	25.73%

**Sex\*\*\***

Female	52,000	49.67%
Male	52,700	50.33%

**Sexual Orientation\***

Heterosexual	94,412 Est.*	94%
Homosexual	6,037 Est.*	6%
Households living in a same-sex couple		108

Source: ONS; \* 2001 Census, \*\* June 2007 Mid Census Estimates (updated Sept 2009), \*\*\* June 2009 Mid Census Estimates (released Nov 2010) \*\*\*\* Lancashire JSNA, Lancashire County Council Adult and Community Services, *Disability in Lancashire Report*, Dec 2010, Source: Health Survey for England

## Our Legal Duties

The Equality Act 2010 imposes duties on all public bodies, including the Council. There is the general equality duty and the specific public sector duty. The boxes below give some summary information about what the duties mean. This scheme supports the Council in complying with these duties.

### The General Equality Duty

When exercising its functions (for example, making policies or delivering services), the Council must give due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard involves; removing or minimising disadvantages suffered by people due to their protected characteristics; taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and, encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low. This may involve treating some people more favourably than others.

### The Specific Public Sector Duty

As well as complying with the general duty, the Council must also comply with some specific duties. These are:

1. Publish information to demonstrate it complies with the general equality duty. This must be done by 31 July 2011.
2. Prepare and publish equality objectives to help it meet the aims of the general equality duty, and details of the engagement it undertook when developing the objectives. This must be done by 6 April 2012.
3. Publish information about the analysis it has undertaken to understand whether its policies and practices meet the general duty.
4. Publish information about how it engages with people who have an interest in furthering the aims of the general duty.

## Ensuring equality issues are considered in our services

Chorley Council already does much to ensure that the needs of particular customers and residents are met, and that equality and diversity are considered in service delivery and policy making. This section outlines how we ensure that the needs of groups with protected characteristics are always considered.

### Integrated Impact Assessments

Integrated Impact Assessments (IIA) assess the possible impact that a proposed policy, function or service may have on different groups within Chorley. Anyone who is designing or changing a service, or developing or changing a policy or procedure, is responsible for carrying out an impact assessment. Directors have overall responsibility for ensuring that impact assessments are undertaken and acted upon.

Policy and Communications can provide support to anyone carrying out an assessment, to make sure there is consistency across the organisation.

All new policies, functions or services will have to undergo an IIA as part of their development process. Existing assessments should be updated at least every two years.

The assessment involves assessing the policy, function or service against the following:

- Equality Strands
- Health
- Sustainability
- Reputational impact

Each assessment requires an action plan to be compiled from any actions identified through the assessment. These actions will be included in service improvement plans to ensure that they are completed.

### How the Council Monitors Progress

All **Committee and Council reports** include details on equality implications of proposed recommendations, so that elected Members are aware of them when taking decisions.

**Policy and Communications** maintains an officer oversight and is accountable for ensuring implementation of the Equality Scheme. Human Resources and Organisation Development monitor and provide information about staff make-up, recruitment and other workforce related issues.

**Roles and Responsibilities** - The Executive Member for Policy and Performance has responsibility for equality and diversity. The Chief Executive is the lead Chief Officer from the management team. However, all elected Members and Chief Officers are responsible for ensuring that equality and diversity principles are reflected in all functions of the Council.

## Sources of Support and Information

**Policy and Communications** ensures that information about customer groups is available on the loop for staff to use to inform integrated impact assessments. This includes population profiles which ensure that the specific needs of our customers and communities are accounted for when planning and delivering services.

The Council has a **Community Engagement Strategy** which sets out the approach we take to engaging with our communities.

The Council also has a **Consultation and Participation Strategy** which sets out the approach we take to ensuring that all members of our community are able to actively shape the Council's services through consultation and participation.

These are supported by a toolkit for staff which provides guidance on how to engage, including with people from different backgrounds.

The **Equality Forum** invites representatives from groups from all strands of diversity to participate in discussions about new policies and Council activities and raise any concerns with regards to policies and service delivery. Any member of the community is welcome to attend and take part in meetings.

In terms of **Staff Training**, Equality and Diversity (Knowing Your Customers and Communities) is built into the Council's induction process, with all new staff receiving training on equality and diversity and the Council's objectives and processes. Specific training is given as required, including one-to-one training sessions on integrated impact assessments.

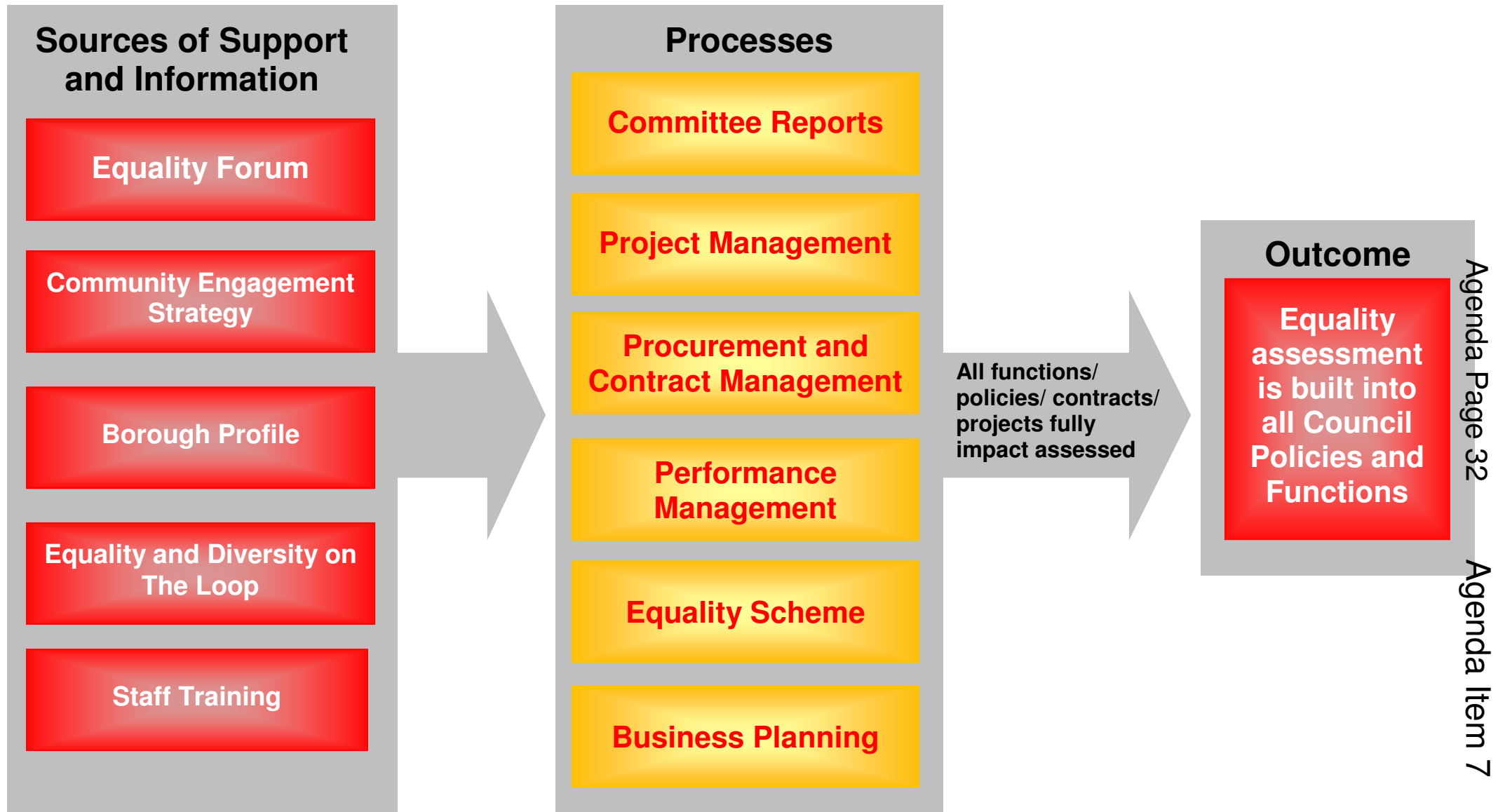
## Processes

Equality and Diversity is built into the **Business Improvement Planning** cycle, with equality being considered in the development of Service Improvement Plans. Updates are given on equality and diversity in business plan monitoring statements, which are considered by Overview and Scrutiny on a six monthly basis.

**Procurement and Contract Management:** The process of undertaking equality assessments is built into the procurement and contract management framework to ensure that the equality and diversity implications of contracted out services is fully addressed. Guidance on embedding equality and diversity into the procurement process is available on the Council's website and covers all elements of the procurement and contract monitoring process from pre qualification questionnaire. The Council's framework for Partnership Working and Sustainable Procurement Policy explicitly address equality monitoring objectives.

In terms of **Project Management**, the requirement to undertake impact assessments is built into our Project Management Toolkit. For **Performance Management**, there are some key performance indicators that are built into our monitoring of services and monitoring of the workforce that are measured and reported – more information is in the Council as an employer section of this Scheme.

# Processes for Embedding Equality and Diversity



## The Council as an employer

The Council is committed to equality of opportunity at all stages of employment. This includes advertising jobs, the recruitment and selection process, appointment, promotion, training and development, disciplinary proceedings, grievance and complaints procedures. All Human Resources policies are reviewed and developed with due consideration to the implications of legislation, specifically the Equality Act 2010, and best practice relating to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity, along with other equality and social inclusion issues.

### Recruitment and Selection

The Council recognises its specific and general duties under the Equality Act 2010, in relation to our arrangements for monitoring of employees and potential employees. Equal Opportunities monitoring of applicants, shortlisted and successfully appointed candidates takes place at all stages of the recruitment and selection process. Monitoring covers the following areas and is taken from the equal opportunities monitoring form of the Council's application form:

- Age
- Disability
- Race
- Religion and Belief
- Sex
- Sexual Orientation
- Caring Responsibilities

**Positive action** measures will be taken where it is found, through monitoring of the work force and the recruitment and selection process, that there is under-representation of certain groups. Positive action measures may include the provision of training targeted at people from specific groups so that they may gain appropriate experience and skills to give them an equal opportunity in competing for jobs.

**Pre-employment health-related checks;** The Equality Act 2010 limits the circumstances when we can ask health-related questions before we have offered an individual a job. Consequently, the council will only ask a candidate to complete a pre-employment health questionnaire when a job offer has been made. The council will not ask health-related questions during the recruitment process unless it is to help us to decide whether we need to make reasonable adjustments, decide whether an applicant can carry out a function that is essential to the job, to monitor diversity among job applicants, to take positive action to assist a disabled person or if the post has an occupational requirement.

## **Training and Development**

Staff from under-represented groups within the Council will be encouraged to participate in training and development initiatives. All employees will be given equal access to training and development opportunities that are identified via the Performance Reviews and PDP's.

## **Monitoring Equality in Employment**

The Council also monitors and analyses data and information arising from:

- Performance Reviews (where there is benefit or detriment);
- Bullying and harassment cases;
- Disciplinary cases
- Grievances
- Mediation
- Capability

In addition, the Council monitors on a monthly basis the percentage of staff who consider themselves to have a disability and staff from BME backgrounds. The Council also has a facility to produce monitoring information on staff broken down by grade, age, disability, race and sex.

Monitoring these areas during recruitment, selection and promotion and in employment ensures that our services extend to those hard to reach and disadvantaged groups, that our processes are fair and within the remits of legislation, that people from all backgrounds are represented and have equality of opportunity and that we eliminate all forms of discrimination.



## How will we meet the new duties?

### An action plan for 2011/12

As well as continuing with our established procedures, we have developed an action plan to set out what we are going to in 2011/2012 to help us comply with the new duties.

Theme	Requirement	Action	Lead	Timescale
Assessing relevance	All functions need to be considered to determine which are most relevant to the duty	Undertake a mapping exercise of functions, including those that are contracted out, to create a priority list for action	Partnerships Manager	July 2011
Equality information	Publication of information, including; <ul style="list-style-type: none"> <li>Information on the effect that our policies and practices have had on people who share a relevant protected characteristic</li> <li>Evidence of analysis that we have undertaken to establish whether our policies and practices have (or would) further the aims of the general equality duty.</li> <li>Details of the information that we considered in carrying out this analysis.</li> <li>Details of engagement that we undertook with people whom we considered to have an interest in furthering the aims of the general equality duty.</li> </ul>	Develop a process for collating information on functions identified as relevant (including monitoring / consultation / analysis as part of the IIA's) and a plan for publication. To publish information broken down by protected group and to include performance information, access and satisfaction measures.	Partnerships Manager / Customer Services Manager	July 2011
		Identify any relevant information gaps and develop plans to fill them	Partnerships Manager	July 2011
		Employment Information - Workforce Monitoring – to prepare to publish information; <ul style="list-style-type: none"> <li>the race, disability, gender, age breakdown and distribution of the workforce</li> <li>indication of likely representation on sexual orientation and religion or belief, provided that no individuals can be identified</li> <li>an indication of any issues for transsexual staff, based on engagement with transsexual staff or voluntary groups</li> <li>gender pay gap information.</li> </ul>	HR	July 2011
Engagement	Publishing information about the engagement undertaken in this process	Develop the Engagement Toolkit to reflect the requirements of the Act. In addition, developing a process to collate the engagement activity that is ongoing for use in IIA's.	Partnerships Manager / Performance Improvement Officer	July 2011

Theme	Requirement	Action	Lead	Timescale
Equality Analysis	Looking at the equality information, and the outcome of engagement, in order to understand the effect of decisions on different protected groups.	Fully develop and implement a method to undertake the equality analysis – integrated impact assessments	Partnerships Manager	July 2011
Training	No specific duty but fits within the requirements that to exercise its functions staff must be aware of the duty's requirements – mainly the general duty	Develop a series of training events for Staff, Managers and Members on the content of the Equality Act 2010.	Partnerships Manager / HR	July 2012
Commissioning and Procurement	The Council is legally responsible for complying with the general equality duty in its timing and undertaking of procurement. The requirement applies to all procurement regardless of the value; the value of the contract may, however, impact upon the relevance and proportionality of equality considerations. There is no explicit specific duty relating to procurement.	Embed new equality considerations i.e. strands into Commissioning and Procurement Strategy, with guidance to determine the relevance of equality matters to the service and therefore the extent of the incorporation into the procurement process	Partnerships Manager / Procurement and Partnerships Manager	September 2011
		Review contractual obligations, including – specification to publish information about the compliance with the duty, and possibly equality outcomes – and minimum conditions as listed in the guidance	Partnerships Manager / Procurement and Partnerships Manager	September 2011
Business Planning and Reporting	No specific duty but fits within the requirements to publish objectives and how these are embedded within wider business planning processes.	Develop a process to run alongside the development of equality objectives to consider fit into business planning processes	Partnerships Manager / Performance Improvement Manager	December 2011
Equality Objectives	To prepare and publish equality objectives by 6 April 2012, and at least every four years after that. They must be specific and measurable, and set out how progress towards the objectives will be measured.	Develop a timetable to set equality objectives based on the information, engagement and analysis undertaken. Develop a plan for publication, monitoring and review.	Partnerships Manager	April 2012



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for People)	Executive Cabinet	31 March 2011

## CORE FUNDING 2011/12

### PURPOSE OF REPORT

- To consider and approve the Core Funding allocation for 2011/12.

### RECOMMENDATION

- That the recommendations in Appendix A be approved, subject to agreeing and signing contracts and or grants with the organisations listed in Appendix A.

### EXECUTIVE SUMMARY OF REPORT

- Core Funding is provided to local voluntary, community and faith sector organisations whose activities contribute towards the delivery of the Sustainable Community Strategy. The process has been amended this year to ensure that the management and monitoring of Core Funding continues to be effective and provides value for money. A panel has assessed all applications received and this report provides recommendations for funding for 2011/12.

### REASONS FOR RECOMMENDATION

- To provide local voluntary, community and faith sector organisations with Core Funding for 2011/12, to enable them to deliver services in the borough which contribute towards the delivery of the Sustainable Community Strategy.

### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- Not to award Core Funding Grants in 2011/12

### CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Strong Family Support	X	Education and Jobs	X
Being Healthy	X	Pride in Quality Homes and Clean Neighbourhoods	X
Safe Respectful Communities	X	Quality Community Services and Spaces	X
Vibrant Local Economy	X	Thriving Town Centre, Local Attractions and Villages	X
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			X

**APPLICATIONS**

- 7. Core Funding is provided to local voluntary, community and faith sector organisations whose activities contribute towards the delivery of the Sustainable Community Strategy.
- 8. The process of allocating, managing and monitoring this Core Funding has undergone some changes this year to ensure that we are achieving value for money through an effective and proportionate process. This includes changes to the types of funding, which now includes three types - Large Core Funding, Project Funding, and Small Community Grants. These changes were approved at the Executive Cabinet on 9<sup>th</sup> December 2010.
- 9. The changes to the application forms include additional questions such as how the service links into similar provision to limit the risk of duplication, and value for money in terms of match funding and unit costs based on outputs and outcomes.
- 10. The application process opened in January, and a guidance pack was provided with the application forms to give information on changes. A briefing session was attended by 18 people in February which provided the opportunity for applicants to ask questions.
- 11. Forty applications were received by the close date at the end of February, as detailed in Appendix A. A panel scored them against assessment criteria as set out in the guidance, and recommendations have been made.

**RECOMMENDATIONS**

- 12. The recommendations include eighteen contracts and or grants for approval. This includes organisations who received core funding through this process in 2010/11, as well as six additional organisations who didn't receive funding last year.
- 13. If these recommendations are approved, contracts will be drawn up for the Large Core Funding and the Project Funding, and agreed and signed with the organisations. The performance against these contracts will then be monitored on a quarterly basis, and presented six monthly as part of the Corporate Performance Management Report. Grant agreements will be developed for the Small Community Grants.

**IMPLICATIONS OF REPORT**

- 14. This report has implications in the following areas and the relevant comments are included:

Finance	X	Customer Services	
Human Resources		Equality and Diversity	X
Legal		No significant implications in this area	

**COMMENTS OF THE DIRECTOR OF TRANSFORMATION**

- 15. The 2011/12 budget of £170k will not be fully committed if all the scheme recommendations are approved. Therefore there will be further opportunities to commit this funding during the year.

**COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS**

- 16. All applications have been proportionally assessed in terms of equality to ensure that we meet the requirements of the Equality Act 2010 and the Council's Equality Scheme.

Donna Hall  
Chief Executive

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Sarah James	5348	9 <sup>th</sup> March 2011	Core Funding 2011/12

**Appendix A**  
**Large Core Funding - Contracts**

Organisation	2010/11 Amount Funded	2011/12 Amount Requested	2011/12 Amount Proposed	Recommendation
Chorley and South Ribble Homestart	20,000	20,000	<b>20,000</b>	Funded to the same as 2010/11
Chorley Street Pastors	7,000	7,500	<b>7,000</b>	Funded to the same as 2010/11
Age Concern: Lifestyle Centre	7,600	10,000	<b>7,600</b>	Funded to the same as 2010/11
Chorley Citizens Advice Bureau	75,000	92,700	<b>75,000</b>	Funded to the same as 2010/11 (includes £18,200 for accommodation)
Chorley Women's Centre	4,550	4,687	<b>4,550</b>	Funded to the same as 2010/11
The Arts Partnership	7,000	7,000	<b>7,000</b>	Funded to the same as 2010/11
Central Lancs. Dial A Ride	2,080	2,500	<b>Deferred</b>	Decision deferred due to changes to Community Transport across Lancashire
Chorley & District Sports Forum	5,000	5,000	<b>4,000</b>	Funded with a 20% reduction in comparison to 2010/11
The Community Church	0	6,637	<b>1,165</b>	Partially funded for the Saturday Night Live project, on the condition that it links into the Sports Development Service.
Chorley and South Ribble CVS	4,165	4,165	<b>4,165</b>	Funded to the same as 2010/11
Help the Homeless	6,500	30,000	<b>0</b>	Not funded - the application did not meet the criteria
Chorley FM	0	12,000	<b>0</b>	Not funded - the application did not meet the criteria
Clayton Brook Community House	0	12,084	<b>0</b>	Not funded - the application did not meet the criteria
Lancashire Sport	2,000	5,750	<b>0</b>	Not funded - the application did not meet the criteria
Lancashire Wildlife Trust	0	5,000	<b>Withdrawn</b>	Application was withdrawn in favour of the Project application
<b>Total</b>			<b>130,480</b>	9 Approved

## Project Funding - Contracts

Organisation	2010/11 Amount Funded	2011/12 Amount Requested	2011/12 Amount Proposed	Recommendation
Astley & Buckshaw Juniors FC: School Holiday Diversionary Activities	0	1,500	<b>1,500</b>	Funded - new application
Chorley and South Ribble Disability Forum: Reach	0	1,000	<b>1,000</b>	Funded - new application
Music and Arts for Creative Youth: Making MACY Matter project	0	6,620	<b>3,740</b>	Partially funded for the staffing costs, project management and CRB Checks. On the condition that it works with the Arts Partnership ICIS Project to ensure no overlap
Chorley Women's Centre: Women's Centre Groups	0	1,927	<b>0</b>	A core funding grant has been provided and these courses are seen to be part of the core provision
The Arts Partnership: Project ICIS	7,940	7,700	<b>7,700</b>	Funded. On the condition that it works with the MACY Project.
Ulmes Walton Community Group: Annual Events	0	3,252	<b>0</b>	Not funded - the application did not meet the criteria
Villages in Partnership: Into the Woods	0	7,190	<b>0</b>	Not funded - the application did not meet the criteria
Lancashire Wildlife Trust: Community Growing for Healthy Hearts	0	16,100	<b>0</b>	Not funded - the application did not meet the criteria
Astley Village Residents Association: Fun Day	0	1,500	<b>0</b>	Not funded - the application did not meet the criteria
Groundwork: Chorley Neighbourhoods Green	0	30,000	<b>0</b>	Not funded - the application did not meet the criteria
Clayton Brook Community: Love A Cuppa	0	1,995	<b>0</b>	Not funded - the application did not meet the criteria
Age Concern: Lifestyle Centre Improvements	0	4,800	<b>0</b>	Not funded - the application did not meet the criteria
Chorley and South Ribble CVS: Volunteer Centre	0	26,611	<b>0</b>	Not funded - the application did not meet the criteria
Freestyle Urban Soccer	0	28,812	<b>0</b>	Not funded - the application did not meet the criteria
<b>Total</b>			<b>13,940</b>	4 Approved

### Small Community Funding - Grants

Organisation	2010/11 Amount Funded	2011/12 Amount Requested	2011/12 Amount Proposed	Recommendation
Music and Arts for Creative Youth	0	1,260	<b>1,260</b>	Funded - new application
Chorley Borough Bowls Forum	0	930	<b>930</b>	Funded - new application. On the condition that it links into the Sports Development Service
Chorley Pensioners Association	350	400	<b>350</b>	Funded to the same as 2010/11 amount
Chorley Silver Band	0	1,900	<b>1,900</b>	Funded - new application
SambAfriq Community Drumming Group	0	1,212	<b>1,212</b>	Funded - new application
Euxton Cricket Club	0	2,000	<b>0</b>	Not funded - the application did not meet the criteria
St Chads Bowling Club	0	1,350	<b>0</b>	Not funded - the application did not meet the criteria
Buckshaw Village Community Association	0	1,086	<b>Deferred</b>	Deferred to be considered in relation to Section 106 funding
Clayton Crusaders Badminton Club	0	2,000	<b>0</b>	Not funded - the application did not meet the criteria
Eccleston Bowling Club	0	1,900	<b>0</b>	Not funded - the application did not meet the criteria
Preston and West Lancs Racial Equality Council	0	1,750	<b>0</b>	Not funded - the application did not meet the criteria
<b>Total</b>			<b>5,652</b>	5 Approved

### Total

Core Funding Type	Total Contracts / Grants awarded	Total
Large Core Funding (Contracts)	9	<b>130,480</b>
Project Funding (Contracts)	4	<b>13,940</b>
Small Community Grants (Grants)	5	<b>5,652</b>
<b>Total</b>	<b>18</b>	<b>150,072</b>



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