



# Executive Cabinet

Agenda and Reports

For consideration on

**Thursday, 24th November  
2011**

In the Council Chamber, Town Hall, Chorley

At 4.00 pm

## **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.

16 November 2011

Dear Councillor

## **EXECUTIVE CABINET - THURSDAY, 24TH NOVEMBER 2011**

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 24th November 2011 at 4.00 pm.

*\*\*Please note the revised start time for this meeting\*\**

### **AGENDA**

1. **Apologies for absence**

2. **Minutes** (Pages 1 - 10)

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 20 October 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.

**MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY COMMITTEE (INTRODUCED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE, COUNCILLOR ADRIAN LOWE)**

5. **Funding the Independent Domestic Violence Advocacy (IDVA) Service (Pages 11 - 16)**

To receive and consider the report of the Chair and Vice Chair of Overview and Scrutiny Committee (enclosed).

**ITEM OF EXECUTIVE MEMBER (PARTNERSHIPS AND PLANNING) (INTRODUCED BY COUNCILLOR ALAN CULLENS)**

6. **Planning Review - Fees (Pages 17 - 20)**

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

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

7. **Safeguarding Policy - Review and Update (Pages 21 - 64)**

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

8. **Update on London 2012 progress in Chorley (Pages 65 - 68)**

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

9. **Allotments Update Report (Pages 69 - 96)**

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

**ITEM OF EXECUTIVE MEMBER (PLACES) (INTRODUCED BY COUNCILLOR ERIC BELL)**

10. **Waste Contract Update (Pages 97 - 100)**

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

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

11. **Second Quarter Council Performance Report 2011/2012 (Pages 101 - 108)**

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

12. **Second Quarter Chorley Partnership Performance Report 2011/2012 (Pages 109 - 114)**

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

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

13. **Capital Programme Monitoring 2011/12 - 2013/14 (Pages 115 - 124)**

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

14. **Revenue Budget Monitoring 2011/12, Report 2 (End of September 2011) (Pages 125 - 132)**

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

15. **Grant of a Lease - Land at Balshaw Lane, Euxton (Pages 133 - 138)**

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

16. **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 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

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

17. **Results of a Joint Insurance Procurement Exercise In Conjunction with South Ribble Borough Council (Pages 139 - 146)**

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

**ITEM OF EXECUTIVE MEMBER (PARTNERSHIPS AND PLANNING) (INTRODUCED BY COUNCILLOR ALAN CULLENS)**

18. **Planning Review and Restructure Report**

To receive and consider the report of the Director of Partnerships, Planning and Policy (to be tabled at the meeting).

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

Yours sincerely



Gary Hall  
Chief Executive

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## **Distribution**

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

**This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.**

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

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, 20 October 2011

**Present:** Councillor Peter Goldsworthy (Executive Leader in the Chair), Councillor (Deputy Leader of the Council) and Councillors Eric Bell, Alan Cullens, Greg Morgan and John Walker

**Also in attendance:**

**Lead Members:** Councillor Harold Heaton

**Other Members:** Councillors Alistair Bradley, Terry Brown, Pat Case, Anthony Gee, Alison Hansford, Steve Holgate, Paul Leadbetter, Adrian Lowe and Marion Lowe

#### 11.EC.29 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Ken Ball (Deputy Executive Leader), Kevin Joyce (Executive Member Resources) and Henry Caunce.

#### 11.EC.30 MINUTES

**RESOLVED - The minutes of the meeting of the Executive Cabinet held on 18 August 2011 were confirmed as a correct record for signature by the Executive Leader.**

#### 11.EC.31 DECLARATIONS OF ANY INTERESTS

In accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct Councillor Eric Bell declared a prejudicial interest in respect of item 8: Allotments Update and Councillor Alan Cullens declared a prejudicial interest in respect of items 11: Disposal of Parcel 10 Gillibrands and 15: Free School Proposal.

#### 11.EC.32 PUBLIC QUESTIONS

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

#### 11.EC.33 3 TIER FORUM

The Executive Leader presented a report outlining the Council's involvement in the new 3 Tier Forum arrangements.

The membership of the Forum would be all 7 local County Councillors and an equal number of District Councillors. The proposal from Lancashire County Council was that only one Town/Parish Council would sit on each Forum. There had been a meeting with Town/Parish Councils the previous evening where representatives had reiterated their wish not to participate.

The recommended membership would ensure there was broad political involvement and give groups representing nonparished areas the opportunity to put members forward. The membership would be confirmed at the next Council meeting.

**Decision made**

1. **Chorley Council would participate in the local forum to work towards enhanced joint working.**
2. **The Council would be involved for an initial period of 12 months. At this point a report to be brought back to the Executive Cabinet on the effectiveness of the local forum and to decide on future involvement.**
3. **The Council would make representations for the number of Parish/Town Councillor representatives to be increased for the Chorley 3 Tier Forum.**
4. **To achieve a political balance in relation to the Borough Council membership of the Forum for the remainder of the current municipal year would be:**  
**Conservative representatives - 3**  
**Labour representatives - 2**  
**Liberal Democrat representatives - 1**  
**Independent representatives – 1**

**Reason for decision**

To improve joint working between Chorley Council, Lancashire County Council and Parish/Town Councils.

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

Not to participate.

**11.EC.34 CHORLEY RURAL HOUSING NEEDS STUDY**

The Executive Member for Partnerships and Planning presented the major findings and recommendations of the Chorley Rural Housing Needs Study 2011.

This would be the topic for part of the Member Learning session on 21 November and Town/Parish Councils had been invited to attend the session. It would also be presented to the Equality Forum.

The report made several recommendations:

- That the Council took the report into account when considering any new residential development in a rural parish, especially the highlighted need for all tenures of affordable housing, and to balance the aspirations of new households for home ownership with the highly apparent need for increased numbers of social housing, including social rented accommodation.
- Where housing need could only be met by new social rented properties, wherever possible local lettings policies should be applied to prioritise households with a local connection, along with similar criteria for the sale of intermediate ownership properties.
- At planning application stage the Council's Strategic Housing function should look at models of intermediate ownership which would allow new households in rural parishes to fulfil their aspiration to buy given the affordability issues raised in this report.
- The Strategic Housing function should do more to raise awareness of and promote intermediate home ownership models and availability, as the study highlighted a possible gap in knowledge of the benefits of this tenure.
- That new residential developments took into account older people's housing needs, which were for mainly 2 (and some 3) bedroom semi-detached bungalows.
- That the Council promoted the borough's housing related support services including the Home Improvement Agency, to ensure rural parishes were fully aware of Disabled Facilities Grants and support to enable people to live independently in their own homes.



**Decision made**

**The major findings and recommendations of the Chorley Rural Housing Needs Study 2011 be noted.**

**Reason for decision**

To recognise extent of housing need in rural parishes, particularly affordability of newly forming households, many of which are likely to be displaced from their communities which compromises sustainability.

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

Not applicable.

**11.EC.35 PRIVATE SECTOR STOCK CONDITION SURVEY 2010**

The Executive Member for Partnerships and Planning explained that the report outlined the major findings of the Private Sector Stock Condition Survey and how the information would be used.

The Private Stock Condition Survey was a sample survey carried out in 2010. The survey concentrated on the physical condition of Chorley's 38,236 occupied privately owned and rented residential properties. Survey forms were sent to 2,315 households. A target of 1,350 surveys was set and 1,359 surveys were achieved (1175 private 184 Registered Social Landlord).

The two most significant measurements used by the survey were the number of homes classed as Non-Decent and the number of households in Fuel Poverty. The data from the survey showed Chorley's stock condition compared favourably to national averages.

The stock condition survey would help to inform private sector housing policy, such as Chorley's Home Energy Saving Scheme which provided free loft and wall insulation to economically vulnerable households and people aged over 70. Both of these groups were at higher risk of experiencing fuel poverty.

The survey had highlighted the need for continuing the discretionary Minor Repairs Assistance grant which assisted vulnerable home owners who could not otherwise afford to carry out repairs. The Minor Repairs budget for 2011/12 was £50k, with the maximum individual grant being £3,000. The survey data would help the Council prioritise areas that were in the most need of assistance and help to inform future housing and neighbourhood policy, and bids for funding.

**Decision made**

**The major findings of the Private Sector Stock Condition Survey and how the information would be used be noted.**

**Reason for decision**

It was recognised good practice to conduct stock condition surveys every 5 years. The previous survey was carried out in 2004.

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

Not applicable.

**11.EC.36 ALLOTMENTS UPDATE**

(Councillor Eric Bell declared a prejudicial interest but stayed in the meeting)

The Executive Member for People presented a report which updated Members on the progress with the Manor Road and Duke Street elements of the allotments project. A report would be presented to a future meeting in relation to the Common at Adlington.

The initial work for the sites had focused on consultation; determining planning application requirements and issues concerning the transfer of land ownership at the Duke Street site.

The previously reported legal issues at Manor Road, Clayton Le Woods concerning rights of access had now been resolved and there were no outstanding matters in this respect. Work required on the drainage should be completed in by November 2011 and a full planning application would then be submitted. Subject to planning approval the allotments would then be created.

At Duke Street, Chorley there had been discussions with the school regarding the exchange of a portion of Rangletts recreation ground, for part of the school land on Duke Street, to provide for 40 new allotment plots.

Lancashire County Council (LCC) had commissioned a desktop study of the land to be exchanged which had a suspected old mineshaft under it. Following the investigation, it emerged that the Coal Authority had no record of how the pit was capped and LCC now required a further site investigation at a cost of approximately of £ 6,000. LCC had indicated that this cost would have to be met by the Council and / or school and without this work the land exchange could not proceed. If this work was undertaken it could also lead to further costs with no guarantee that the land exchange would happen. Given that this land had been used as a play area for many years, without any reported land movement, it was doubtful that any further investigation offered any significant value.

If the land exchange does not take place, allotment provision for a similar number of new plots could be progressed on part of the Council owned land on Rangletts Recreation Ground. The estimated outline costs for 40 new plots on the school land at Duke Street or Rangletts Recreation Ground would be approximately £15,000.

The Cabinet discussed the options which needed to be agreed to progress the Duke Street allotments further.

**Decision made**

1. **The report detailing the current position on the development and provision of both allotment sites be noted.**
2. **The Council would not fund any further site investigation work and continue negotiations regarding the land exchange to be concluded by 30 November 2011.**
3. **If recommendation 2 does not proceed, the Council would progress with a similar number of new plots on part of the Council owned land on Rangletts Recreation Ground.**
4. **The project delivery timeframe be reprofiled into 2012-13.**

**Reason for decision**

1. To allow officers to develop new allotments on sites which had been identified.
2. To increase future allotment provision and attempt to address public demand.

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

Not applicable.

**11.EC.37 DUXBURY PARK GOLF COURSE**

The Executive Member for People presented a report updating Members on the improvement works at Duxbury Golf Course, the likely financial saving and the proposal to use this saving to improve the access road at Duxbury Park.

At the start of the 25 year lease with Glendale Golf in 2006 a number of improvement works were identified and it was agreed the capital cost of these works would be split 50:50 between Glendale Golf and Chorley Council. The amount of improvement works judged necessary at Duxbury Golf course had been reduced as they provided little added value. This resulted in a £45,000 capital saving to the Council.

The Council was responsible for maintaining the access road to Duxbury Golf Course and Park which was an unadopted road. The road was badly pot holed and, especially in the winter, numerous complaints about the state of the road were made by users of the golf course and workers based at the Coach House and Barn. The Council would be liable for claims resulting from the poor standard of the road surface each year. The Council carried out repairs and over the past four years had spent £14,500 on repairs.

**Decision made**

- 1. The Council's capital saving of £45,000 from revision to the improvement works at Duxbury Golf course be earmarked for improvements to the access road to Duxbury Park and Golf Course.**
- 2. Liberata be instructed to start negotiations on the Council's behalf with European Settled Estates (ESE) for a contribution to improvements to the access road.**
- 3. Amendments to the golf course improvement works be included in the revised lease agreement with Glendale Golf.**

**Reason for decision**

The Council was jointly responsible for the access road which required major improvements rather than patch repairs. The saving from the improvement works could part fund this work and reduce the Council's future liabilities.

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

To return the saving to the Corporate capital programme. The access road would remain in a state of disrepair and the Council would continue to receive complaints and need to undertake regular patch repairs to meet its responsibilities.

**11.EC.38 DESIGNATED PUBLIC PLACES ORDER REVIEW**

The Executive Member for Places presented a report showing the results of the Chorley Town Centre and Astley Park Designated Public Place Order (DPPO) review.

The review had included an evaluation of crime and Anti Social Behaviour (ASB) data for the current DPPO zone and its surrounding area. Consultation had been undertaken with key stakeholders. The results of the review demonstrated that since the introduction of the Chorley Town Centre and Astley Park DPPO, alcohol related crime and ASB within the DPPO zone had reduced and there was no statistical evidence that indicated that alcohol related crime and ASB had been displaced from the Town Centre and Astley Park area to other areas.

There was evidence to support that Chorley Town Centre and Astley Park DPPO was being effectively enforced by Lancashire Constabulary and 100% of respondents to the consultation were supportive of the DPPO remaining in place.

**Decision made**

1. **The continuation of the Chorley Town Centre and Astley Park Designated Public Place Order (DPPO) be supported in its current form.**
2. **To recommend the continuation of the Chorley Town Centre and Astley Park Designated Public Place Order (DPPO) in its current form to Council.**

**Reason for decision**

1. Since the introduction of the Chorley Town Centre and Astley Park DPPO alcohol related crime and ASB within the order's current boundary had reduced and there was no statistical evidence which indicated that alcohol related crime and ASB had been displaced from the Town Centre and Astley Park area to other surrounding areas.
2. There was evidence to support that Chorley Town Centre and Astley Park DPPO was being effectively enforced by Lancashire Constabulary.
3. Respondents to the consultation were supportive of the DPPO remaining in place.

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

1. That the existing Chorley Town Centre and Astley Park DPPO be extended to include areas outside the current DPPO zone.
2. That the current Chorley Town Centre and Astley Park DPPO be revoked.

**11.EC.39 DISPOSAL OF PARCEL 10 GILLIBRANDS**

(Councillor Alan Cullens declared a prejudicial interest but stayed in the meeting)

The Head of Governance presented a report which sought approval for Parcel 10 to be transferred at nil value to Adactus Housing Group, subject to the assessment of further information on the financial viability. The report also sought approval to retain a small area of land in Chorley Council's ownership which was part of the access to Grundy's Farm.

In response to queries from Members it was clarified that the land had been offered to various Registered Social Landlords (RSL) but Adactus were the RSL who had pursued the option.

**Decision made**

1. **The transfer the land at nil value to Adactus be agreed, subject to the schemes financial viability and taking into account the value of the nominations to Chorley Council and the requirement by the HCA on funding applications was approved.**
2. **Delegated authority be granted to the Head of Governance to approve the transaction at a land's value upon consideration of further information on financial viability being provided by Adactus Housing Group.**
3. **Approval be agreed to the retention of a strip of land that might be required for access from Grundy's Farm.**

**Reason for decision**

1. The sale of Parcel 10 would facilitate the development of approximately 25 new affordable homes for rent in perpetuity. It would provide 100% nominations on first and subsequent lets to Chorley Council;
2. There could potentially be a receipt from the sale of the land to Chorley Council depending upon the financial viability of the proposed scheme by Adactus;
3. The provision of affordable housing on Parcel 10 would help meet the Council's housing need in the Borough and help provide a sustainable community similarly to the way Parcels 8 and 9 at Gillibrands had been successfully developed;

4. Retaining a piece of land, which would be required as future access to Grundy's Farm, would ensure that the Council were able to recoup a proportion of any future ransom strip receipt.

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

1. A decision not to enter into negotiations with Adactus would delay the development of Parcel 10 which was the last remaining affordable housing parcel at Gillibrands which was undeveloped;
2. The community would not benefit from the development proposals that would create new housing for those requiring housing at affordable rents;
3. Selling the site for commercial housing would not be viable owing to the S106 restrictions and in accordance with the planning obligations for the site.

**11.EC.40 2009/12 JOINT PROCUREMENT STRATEGY PERFORMANCE MONITORING REPORT**

The Statutory Finance Officer presented a report which set out performance against the 2009/2012 Joint Procurement Strategy with South Ribble approved at the Executive Cabinet in September 2009.

The service had embedded well across the two authorities and key officers were now contacting the team for procurement support and advice as a matter of course.

Arrangements put in place during year 1, coupled with new procurement activity in year 2 had increased the level of savings achieved this year well in advance of the Year 2 target.

In response to a query it was noted that the Chest was a North West e-tendering system, which was free of charge to suppliers, and provided suppliers with quick, easy and transparent on-line access to both Chorley and other North West public sector procurement opportunities. There was a link to the Chest on the Council's website.

**Decision made**

1. **The progress achieved to date be noted.**
2. **The refreshed and extended Joint Procurement Strategy be approved.**
3. **The refreshed Sustainable Procurement Policy be approved.**

**Reason for decision**

To continue the efficiency gains made by procuring jointly with South Ribble.

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

None.

**11.EC.41 TREASURY STRATEGIES AND PRUDENTIAL INDICATORS 2011/12 TO 2013/14**

The Statutory Finance Officer presented a report which reviewed the Treasury and Investment Strategies approved by the Council on March 1 2011, and reported on performance in the first half of the year and compliance with prudential indicators. The report would be presented to Council on 15 November.

The document reported performance in the first half of the year and compliance with prudential indicators. The Code of Practice for Treasury Management specified that the Council should review the treasury strategy and activity half yearly.

The Council had a statutory duty to determine and keep under review the "Affordable Borrowing Limits" within the approved Treasury Management Statement. In line with this, and the turbulence in the financial markets, the Council's Treasury Advisor,

Sector, had recommended restricting deposit periods to three months for all institutions excepting the part nationalised banks.

The Council had put all possible steps in place to minimise the risks which included the recommendation within this report. Since the report had been written the Council's deposits had been placed within government accounts.

In response to a query on the Landsbanki situation officers advised that the Icelandic courts had previously upheld the Council's status as a priority creditor, but an appeal against that judgement would be heard by the Icelandic Supreme Court mid September, with a decision to be announced within the following month.

#### **Decision made**

1. **The report be noted.**
2. **The maximum period for deposits with institutions other than the nationalised banks was currently restricted to 3 months be noted.**

#### **Reason for decision**

The Code of Practice for Treasury Management specifies that Councils should review their treasury strategy and activity half yearly. This report met that requirement.

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

None.

### **11.EC.42 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED That the press and public be excluded from the meeting for the following items of business on the ground that it involved 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.43 FREE SCHOOL PROPOSAL**

(Councillor Alan Cullens declared a prejudicial interest and left the meeting)

The Statutory Finance Officer presented a report updating Members on the Free School proposal.

#### **Decision made**

1. The Council be authorised to enter into a lease with the Governors of the Chorley Career and Sixth Form Academy, or the appropriate legal body, for the use of either of two sites as a Free School.
2. Delegated authority be granted to the Chief Executive, in consultation with the Executive Member for Resources, to settle terms.
3. The Executive Member for Resources to report back to the Executive Cabinet as to any terms agreed.

#### **Reason for decision**

1. It was part of the Council's Transformation Strategy to improve the usage and financial return on Council assets. The recommendation would provide a significant income for the Council.
2. Pursuant to the recommendation of Overview and Scrutiny Committee to the Council, the Council were seeking to rationalise its building and site usage, particularly in the Town Centre to improve efficiency and reduce expenditure. This recommendation promoted this objective by reducing the number of office sites.
3. The proposal to lease out the Bengal Street Depot Site at a commercial rent provides an annual revenue stream whilst retaining it as a Council asset and was in line with the Council's aims and objectives.

4. The site at 24-26 Gillibrand Street was currently occupied by Chorley Community Housing under a lease entered into at the time of the Stock Transfer. The lease ends in March 2012 and CCH had served notice upon the council confirming they intend to vacate the premises on that date.
5. The leasing of the premises on commercial terms without the need for marketing and commencing on a date immediately or shortly after the vacation of the premises by Chorley Community Housing has the combined benefit of avoiding a potentially costly marketing exercise and providing a continuous income.

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

1. To sell the Bengal Street Depot Site, would provide a capital income which would not assist on year on year budget.
2. To leave the status quo, the Bengal Street Depot Site be retained for both office space and storage for vehicles machinery and plant. This perpetuates the expenditure the Council would incur by maintaining an additional office building and would not bring in any income to assist in the budgeting going forward.
3. The Bengal Street Depot Site be marketed for rent. This would mean the Council incurring the associated costs of the marketing exercise, there would be delay and would not realise any additional income (market rental value being realised pursuant to the recommendation).

Executive Leader

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Report of	Meeting	Date
Chair and Vice Chair of Overview and Scrutiny Committee	Executive Cabinet	24 November 2011

## **FUNDING THE INDEPENDENT DOMESTIC VIOLENCE ADVOCACY (IDVA) SERVICE**

### **PURPOSE OF REPORT**

1. To report on the Overview and Scrutiny Committee's scrutiny of the Independent Domestic Violence Advocacy Service for Chorley and South Ribble and seek Executive Cabinet's support in ensuring the continued delivery of the IDVA service beyond the likely expiry of the Area Based Grant in March 2012.

### **RECOMMENDATION(S)**

2. To request that the Executive Cabinet consider making provision for funding for the Independent Domestic Violence Advocacy Service for Chorley and South Ribble in the 2012/13 budget and that Chorley lead the way in seeking funding from the other key partners who benefit from the service, namely the Police, South Ribble Borough Council, Lancashire County Council, the PCT and CCH and other social landlords.
3. That the Executive Cabinet consider a three year commitment to fund the service from March 2012 to March 2015 (with annual review) during the budget process, and that a similar commitment be sought from other partners through the Community Safety Partnership.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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### **REASONS FOR RECOMMENDATION(S)**

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

4. To ensure that the IDVA service continues to be available to victims of domestic violence from across Chorley and South Ribble once the area based grant comes to an end in March 2012 and to encourage other partners to contribute towards the funding over the next three years.

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

5. If funding cannot be sourced, the IDVA service is likely to cease in the Chorley area leaving victims without the support network provided by the service – and this may well lead to an increase in the number of domestic violence cases.

**CORPORATE PRIORITIES**

6. 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 TO THE IDVA REVIEW**

7. The Overview and Scrutiny Committee is required to scrutinise the work of the Community Safety Partnership through at least one meeting a year. This year the Committee chose to scrutinise the IDVA service – to understand the value of the service to residents of Chorley and South Ribble and to look at future delivery of the service. The Committee received a detailed presentation about the service in October where the aims of the service had been explained. These were:

1. To increase confidence in the criminal justice system
2. To reduce repeat homelessness
3. To reduce levels of injuries sustained
4. To increase notification of children at risk
5. To decrease victimisation
6. To increase victim safety
7. To reduce the number of victims unwilling to support prosecution.

The cost of providing the IDVA service in its current form across Chorley and South Ribble, was a total of £47,000 per annum.

8. At the meeting on 7 November the Committee heard from a number of partners from the Community Safety Partnership around three key themes:

- What value did they put on the IDVA service in the context of their organisation?
- How would they plug the gap if the IDVA service ceased when the area based grant ended?
- Would their organisation be prepared to contribute to funding if other partners did?

9. The Committee heard from:

1. Acting Chief Superintendent Coulston-Herrmann;
2. Simon Clark and Councillor Eric Bell (Chorley);
3. Mark Gaffney and Councillor Peter Mullineaux (South Ribble);
4. Mel Ormesher (Community Safety and Criminal Justice Manager at LCC)
5. Mary Kiddy (NHS Central Lancashire).
6. Written responses were also received from CCH and New Progress Housing.

A summary of each partners comments is detailed below.

**POLICE**

10. The value of the IDVA service for the police was in the signposting it gave to victims of domestic violence to ensure they received the necessary help and support – in particular housing; childcare, money etc. where they had left the family home. If IDVA didn't provide this it was unlikely that another service would and it would therefore be down to the victim to find support. Inevitably this may mean the most vulnerable individuals and their families suffered.
11. In terms of future funding, the police were undertaking a review of the public protection unit with the aim of making savings. Because of the level of support the police provided to the MARACs (multi agency risk assessment conferences undertaken for all victims) then it was unlikely they would be able to contribute towards the IDVA service. Whilst loss of the IDVA service may ultimately increase the work of the public protection unit, it was felt that an approach to LCC was appropriate in terms of the benefits for adult social care and children's services.

**CHORLEY COUNCIL**

12. The value of IDVA was in the specialist help available to victims of domestic violence. In Chorley there were 490 incidents of domestic violence for the period April to July 2011 – an average of 4 cases a day. Whilst not all would be IDVA referrals, there was clearly a need for the service and it was an integral part of community safety support providing Specialist Domestic Violence Court services for victims. The service was oversubscribed and the loss of the service would inevitably put more people at risk. There was a clear link between repeat cases and the high incidence of murder or suicide.
13. In terms of contributing to future funding, this would be a Council budget decision as part of the annual budget process, however if all key partners looked to contribute towards funding the service it becomes an affordable amount and ultimately creates savings for all those partners. The service should have been mainstreamed rather than subject to annual funding and there was now an opportunity for partners to demonstrate their commitment to helping the victims of domestic violence in the borough.

**SOUTH RIBBLE COUNCIL**

14. The value of IDVA was in the support provided to victims and their families and the improved confidence victims felt having received that support. If each case costs an estimated £14,000 to deal with (approximate total of each agency's input) then the financial benefits of preventing repeat cases are clear. The service contributes to the whole safeguarding agenda and has particular benefits for adult social care and children's services.
15. The cost of the service is £47,000 a year which would be a manageable amount if divided amongst partners – but not just between Chorley and South Ribble Councils. Budgets are extremely tight at the moment. The Community Safety Partnership needs to seek financial support from a range of partners for the service to continue.

**LANCASHIRE COUNTY COUNCIL**

16. The value of the IDVA service is hard to quantify as it is part of a whole system approach. Lancashire County Council is a major contributor to supporting victims of domestic violence and has worked with the police on seeking funding. The difficulty in mainstreaming the funding of IDVA is that it works across so many organisations. LCC are undertaking a major piece of work to look at how they deliver support for victims of domestic violence in different areas. IDVA's position isn't sustainable and LCC are looking at how they can provide

support for victims in a more sustainable way. The County Council cannot just consider funding for one part of the county but must look at the wider implications for the whole of their area. The review being undertaken will report to the next Community Safety Partnership meeting in January 2011.

**NHS CENTRAL LANCASHIRE**

- 17. The NHS supports victims of domestic abuse in many ways and whilst IDVA provides part of the care and support network – it isn't valued more than any other support service. Significant health resources go into helping victims – A & E, GP and hospital services, mental health services etc. and all these form part of safeguarding provision. In terms of financial support, all requests for funding need to be considered centrally and all projects/services requiring funding need to have been formally evaluated. There was an opportunity for IDVA to be evaluated through the National Institute of Clinical Excellence.

**REGISTERED SOCIAL LANDLORDS**

- 18. Comments about the IDVA service were sought from social landlords as the concentration of domestic violence cases in Chorley were in areas with large areas of social housing. Written comments from both CCH and New Progress Housing Associations detailed the provisions they make for victims of domestic abuse. Both housing associations said they would consider a request for a contribution to the future funding of the IDVA service although they gave no firm commitment.

**CONCLUSIONS OF THE COMMITTEE**

- 19. Having listened to the comments of each of the partners, Members of the Committee agreed that the IDVA service was highly valued not only in supporting victims of domestic abuse but also in preventing repeat cases. In doing so it was of benefit to all partners and would, in the long term, mean savings within each organisation.

There was no clear commitment on funding from partners but Members felt that one organisation should take the lead by making a financial commitment and then work with the other partners through the Community Safety Partnership to urge them to contribute and ensure the continuation of the IDVA service. The Committee felt Chorley Council should take that lead.

- 20. Whilst ideally the Committee wanted to see the service mainstreamed, they would like the Executive Cabinet to make a three year commitment to part fund the IDVA service subject to an annual review of the service.

**IMPLICATIONS OF REPORT**

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

Finance	/	Customer Services	
Human Resources		Equality and Diversity	
Legal	/	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

22. At present the funding position is unsure in respect of the Area Based Grant, but clearly if there is a significant risk it will be reduced or removed altogether. The request for including a sum in the Council's budget will need to be considered against the Council's current priorities and the need to balance the Council's own budget. That said a partnership approach would be welcome and spreading the cost amongst beneficiary organisations would make the scheme more affordable and sustainable.

**COMMENTS OF THE MONITORING OFFICER**

23. The Monitoring Officer has no comments.

**COUNCILLOR ADRIAN LOWE, CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE  
COUNCILLOR DEBRA PLATT, VICE CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE**

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Carol Russell	5196	8 November 2011	***

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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Partnerships and Planning)	Executive Cabinet	24 November 2011

## PLANNING REVIEW - FEES

### PURPOSE OF REPORT

1. To secure the Executive Cabinet's approval to amend and introduce new changes to the planning fee schedule.

### RECOMMENDATION(S)

2. To approve the proposed changes and additions to the planning fee model for implementation from 1 January 2012.

### EXECUTIVE SUMMARY OF REPORT

3. The report presents proposed changes and additions to the current fee model. All of the proposals can be done within current legislation and many local authorities currently levy charges for these services. The table below lists the proposals and the additional income that we estimate can be generated.
4. Should the report be approved and the new fee arrangement implemented, this would represent an additional income stream, but would only go part way to making the costs of the Planning Service neutral to the tax payer as there would still be a cost of circa £200,000 per annum. The majority of the fee proposals relate to commercial developers and those relating to householders are a matter of choice as to whether they take up that service. Therefore the impact on Chorley residents is minimal. Further changes to legislation will enable the Council to consider different charging options in the future.

Option	Additional Income
Discharge of conditions	£8,600
Certificate of lawfulness	£11,250
<u>Pre-application advice</u>	
New commercial fee	£5,000
20 % increase in current fees	£3,000
Enforcement	£10,500
S106	£15,000
Property planning history	£5,000
<b>Total</b>	<b>£58,350</b>

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- To improve and extend the services provided to customers whilst covering some of the outstanding costs.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- To not extend the services to customers which some other authorities are currently providing.

**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**

- As part of the planning review, work was undertaken to establish whether there was potential to introduce new and improved services to the customer.
- This involved researching the approach taken by other local planning authorities and whether any such services were charged for. The results of this research, along with the suggestions made by senior staff within the service have been used to formulate the options set out below.

**PLANNING FEES**

- As part of the planning review, consideration has been given to both updating the current fee structure and introducing new chargeable services. The options aim to improve and extend the services provided to customers, while also recovering costs in the region of £60,000. The review has included comparisons of other Council’s fee charging structures and all options are already in place in some other Council’s across Lancashire.
- Details of ‘how’ any revisions and additions to planning fees will be implemented will be developed following approval of the options. It is anticipated that the new fee model, if approved would come into force on 1 January 2012.



12. All options can be done within current legislation. A number of the options propose increasing existing fees while maintaining or improving service levels, these predominantly target businesses rather than householders. Other options including the Certificate of Lawfulness and Property Planning history are new services that could be provided and charged for in order to recover costs.

### **Discharge of Conditions**

13. The fee to discharge planning conditions is currently £85. It is estimated that one third of applications would be willing to pay for a speedier turnaround period. The current turnaround target is eight weeks, therefore it is proposed that to offer a 20 working days service for a £300 fee. The potential additional income this could generate is estimated at £8,600.
14. To balance the effect this may have on the service it is proposed that the current eight week target is extended to an 11 week turnaround (the maximum period before the Council has to return the £85 fee) for applicants who want to pay the standard fee of £85.

### **Certificate of Lawfulness**

15. Many councils encourage customers to apply for a certificate of lawfulness (which attracts a fee) rather than a letter from the Council to say that they do not require planning permission which is not a legal document and therefore carries no weight and for which we make no charge. It is therefore proposed to introduce a guidance and advice service to encourage the submission of Certificates of Lawful Use. This service could be provided for a £75 fee, which is applicable mainly to householder applications. Approximately 300 letters were sent in the last 12 months, a 50% uptake on this way of dealing with such requests is estimated. This would generate £11,250 additional income.
16. If an application is required the applicant can apply for a full application (less the fee paid) within a time limit of 20 working dates. Applications after this period are processed at standard rate fee.

### **Pre Application Advice**

17. The Council already successfully operates fee earning pre application advice for major and minor applications. Feedback on this service is highly positive. The annual income target for this pre-application service is currently £10,000, although this has been achieved midway through the current financial year and it appears that the actual figure will be at least £15,000.
18. It is proposed to increase the current fees for major and minor pre-application advice by 20%. This could generate an additional £3,000.
19. Additionally it is proposed to introduce a chargeable service for commercial pre-application advice at £100 per pre-application, which would include things like telecoms, change of use etc. Based on current volumes it is estimated that this could generate £5,000 per annum.

### **Enforcement**

20. There are currently no fees charged for investigating enforcement action and any request for retrospective planning application, which is rare, is not charged any more than the normal rate. The current approach is to try and work with customers to resolve the issues, which are mostly due to wrong advice by builders or other trade and professionals or just lack of knowledge about planning and building control requirements.

21. There is the option of taking a stronger approach to enforcement. This would result in more enforcement enquires being asked to submit retrospective applications for which there would be a normal rate charge. This could generate an additional £10,500.

**S106**

22. It is proposed to introduce a fee for managing and monitoring S106 agreements and this would result in a charge of £500 or 2% of the value of the 106 agreement, whichever is the higher. This is expected to generate additional income of approximately £15,000.

**Property Planning History**

23. Property planning history search are currently conducted for free. This amounts to approximately 100 per year, in addition to which property searches are completed on requests about the need for planning permission, which takes up officer time. Other Councils who have introduced a fee have found that demand dropped for this service, which while it only generates minimal income, does in turn free up some capacity which could be better used elsewhere. It is proposed to charge £50 per planning history search. Therefore the potential additional income from this option is £5,000.

**Future Proposals**

24. Currently planning fees are set nationally for the range of planning applications. It is understood that at a national level there are plans to devolve responsibility for planning fees to local government which would enable service costs to be recoverable. Currently fee's amount to 54% of the service costs, the proposed fee's would increase this to 60% and in future all costs may be recoverable.

**IMPLICATIONS OF REPORT**

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

Finance	✓	Customer Services	✓
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

26. Should the report be approved the additional income to be generated will be factored in to future budget forecasts and will, as the report sets out, start to contribute towards mitigating the net cost of the Planning Service to the general tax payer.

**COMMENTS OF THE MONITORING OFFICER**

27. The proposals are allowed within current legislation, it is appropriate to seek Member approval as this reflects a change in approach for the Council.

LESLEY-ANN FENTON  
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Lesley-Ann Fenton	5323	09/11/2011	***



Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	24 November 2011

## **SAFEGUARDING POLICY – REVIEW AND UPDATE**

### **PURPOSE OF REPORT**

1. To advise Executive Cabinet of the review and revision of the Council's child protection policy and arrangements for dealing with safeguarding issues that may arise through our contact with children and young people.

### **RECOMMENDATION(S)**

2. Executive Members are asked to note the review of our child protection policy and arrangements and approve the revised policy document as attached at Appendix A

### **EXECUTIVE SUMMARY OF REPORT**

3. The Council's current Child Protection Policy (now referred to as Safeguarding) was drafted in 2009 and the arrangements for dealing with safeguarding issues have altered due to senior management restructures in late 2010.
4. Best practice guidance indicates that such policies and procedures should be reviewed at 3 year intervals and given the structural changes it was determined this review should be undertaken now.
5. The review has resulted in minor alterations to policy and procedure as detailed below.
6. The revised policy has been subject to an Integrated Impact Assessment. No additional actions arise out of that assessment.
7. A future Members Learning Hour will be arranged to provide detailed information on the policy and procedures as well as Members responsibilities with regard to safeguarding
8. Training for frontline staff is being provided to ensure they are fully conversant with their responsibilities and understand the procedures for raising safeguarding concerns arising from their work activities.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- To ensure the Councils safeguarding arrangements are up to date and reflect the responsibility on everyone to ensure the protection of children and young people.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- None

**CORPORATE PRIORITIES**

- This report relates to the following Strategic Objectives:

Strong Family Support	X	Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities	X	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			X

**BACKGROUND**

- Members should note that the post of Head of Health Environment and Neighbourhoods is now the Councils lead officer on safeguarding issues supported by officers in the Human Resources and Occupational Development Team, Legal Team and Strategic Housing Team.
- In relation to safeguarding issues directly affecting Members then the first point of contact is the Councils Monitoring Officer.
- The review team comprised of the following Council officers and reflects the cross section of services that come into contact with children and young people on a daily basis:
  - Head Health Environment and Neighbourhoods
  - Partnerships Manager
  - Housing Manager
  - Senior HR Consultant
  - Sports and Play Development Manager
  - Waste and Leisure Contracts Manager
  - Senior Benefits Officer
- The review and update of the policy has resulted in minor changes in the following areas:
  - An additional designated safeguarding children officer has been identified to deal with concerns and issues raised about child protection
  - Lines of responsibility have been clarified for the variety and nature of the safeguarding issue being addressed
  - Guidance on work placements has been revised
  - General guidance references have been updated
  - Standard forms have been updated

- Contact details for partner agencies have been updated

16. Training is an important part of safeguarding and Members will be invited to a specific Learning Hour on the subject and the impact of the policy and procedures.
17. In addition a training update programme will be rolled out for employees, and partner representatives will be made aware of the revised policy and its impact on their activities that involve children and young people.
18. An Integrated Impact Assessment has been undertaken on the revised policy and there were no negative impacts noted. Therefore no additional actions in regard to equality, health, sustainability or reputation are required in relation to the implementation of the policy and procedures.

**IMPLICATIONS OF REPORT**

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

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

20. The report sets out changes to an existing policy and arrangements and therefore there are no financial implications to be considered for approval.

**COMMENTS OF THE MONITORING OFFICER**

21. The Monitoring Officer has no comments.

JAMIE CARSON  
DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	8 November 2011	safeguarding policy

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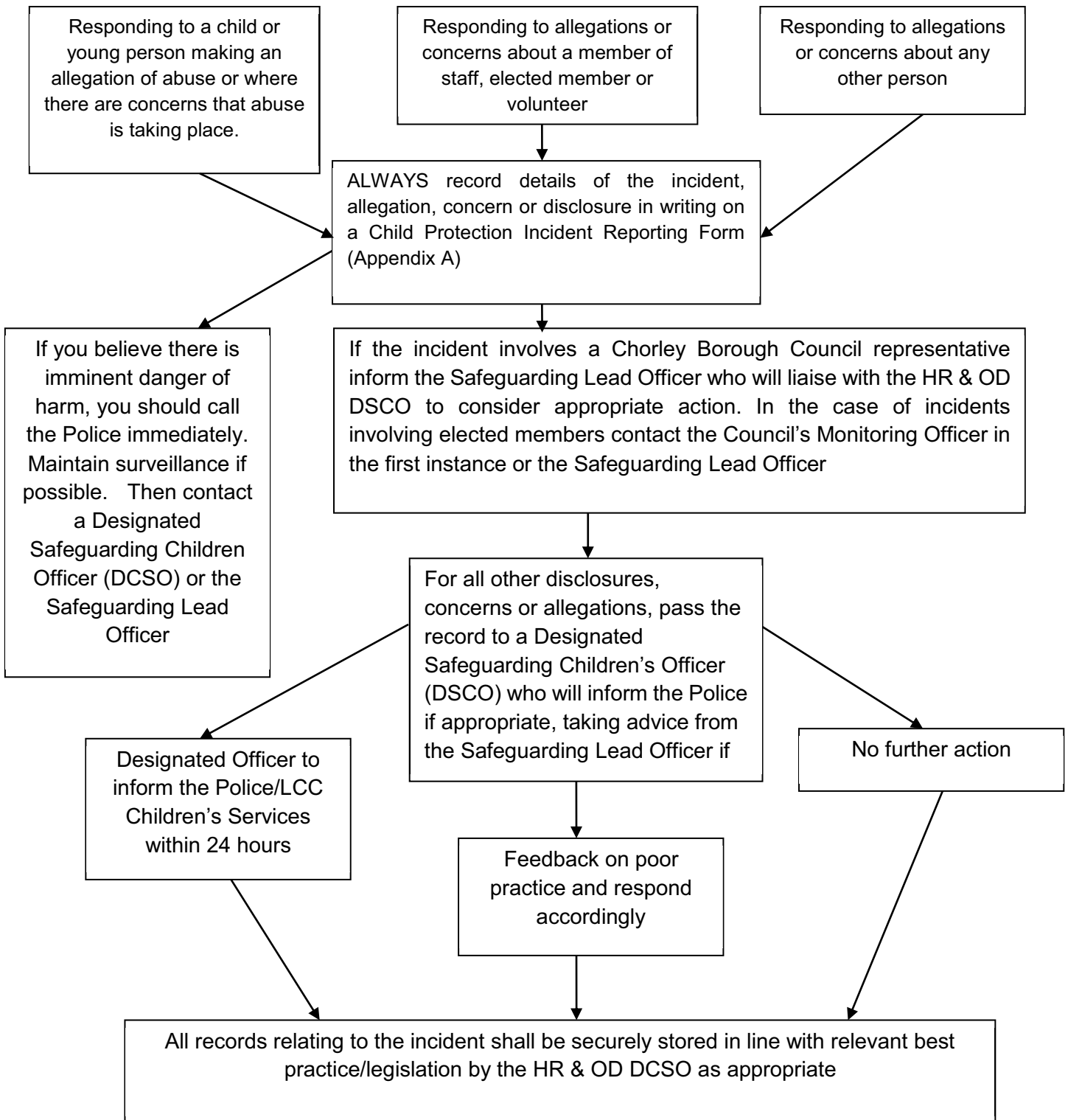
# Safeguarding Policy – 2011



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**Remember your role is not to investigate but to gather, collate and report relevant information about safeguarding concerns, disclosures or allegations of abuse.**

**If you are not sure what to do contact a Designated Safeguarding Children's Officer for advice.**

**You can also gain help from the NSPCC 24-hour help line. Tel: 0808 800 5000.**

**If there is imminent danger of harm, you should call the Police immediately and try to maintain surveillance.**

## Introduction

Chorley Council is committed to safeguarding and promoting the welfare of children and young people and to delivering services for children that promote good practice and expects all Council representatives, colleagues and partners to share this commitment.

All children and young people have the right to be safe in the services provided for them and the activities they choose to participate in and the Council is committed fostering a safeguarding culture across the organisation.

This policy sets out the Council's guidance on best practice in dealing with children and young people, protection procedures and specifies the roles and responsibilities of the Council's representatives for whom this policy is mandatory. The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection and to allow Council representatives to make informed and confident responses to specific child safeguarding issues

### Key Definitions:

**Child Protection**-The process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.

**Children's Trust** – the local statutory partnership that has a remit to ensure children and young peoples issues are effectively addressed by all relevant agencies.

**Children/Young people:** In line with the Children Acts 1989 and 2004 a child is anyone who has not yet reached his or her 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989.

**Chorley Council representatives** are defined as:

- Employees
- Agency Staff
- Members
- Contract Staff
- Volunteers - when working for and on behalf of Chorley Council

**Common Assessment Framework (CAF)** – this is a methodology for ensuring that a multi agency approach to safeguarding issues is taken. It ensures the central collection and collation of data and information on a particular case and documents the actions that agencies have agreed to take. **Note – it is not a referral document and should not be used as such.**

**Criminal Records Bureau (CRB)** – this is the agency that administers applications for criminal records. Legislation, guidance and local job descriptions indicate which representatives need to undergo a CRB check prior to working with children and young people.

**Designated Safeguarding Children's Officer (DSCO)** – a role undertaken by some Council officers following appropriate training. These officers act as a point of contact and advice on safeguarding issues. Chorley Council has three DSCO's:

Head of Health Environment and Neighbourhoods  
 Head of Housing  
 Senior HR&OD Consultant

**Lancashire County Council Children and Young People Service** – the upper tier authority service responsible for delivering child protection and safeguarding services across the County.

**Lead Safeguarding Officer** – the Chorley Council officer with overall responsibility for ensuring the Councils obligations and responsibilities with regard to safeguarding issues are carried out. The responsibility currently lies with in the post of Head of Health Environment and Neighbourhoods.

**Local Authority Designated Officer (LADO)** – this is a specific designated officer within the Lancashire County Council involved in the management and oversight of individual cases of allegations of abuse made against those who work with children Their role is to give advice and guidance to employers and voluntary organisations; liaise with the Police and other agencies, and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. The Police also have an identified officer to fill a similar role.

**Local Safeguarding Children’s Board (LSCB)** – the statutory, multi agency body that has strategic oversight for the delivery of safeguarding issues. The overall role of the LSCB is to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together.

**Monitoring Officer** – a statutory Council appointment held by the Head of Governance at Chorley Council. The role includes the responsibility for ensuring elected Members actions and activities are within set standards.

**Parent** is used throughout this document as a generic term to represent parents, carers and guardians.

**Safeguarding** is the generic term which refers to the whole spectrum of ensuring children and young persons are protected from harm.

**Substantial Access to children and young people** is defined as:

- Where individuals are regularly caring for, in contact with, training or supervising a child, young person.

and/or

- Where an individual has sole charge of children or young people.

## 1.1 Policy Statement:

As a provider of public services, Chorley Council fully accepts its legal and moral obligations to provide a duty of care and will take all reasonable steps to protect all children and young people using Council services or working with the Council from harm, discrimination or degrading treatment and respect their rights, wishes and feelings.

The welfare of the child is paramount and is always the primary concern of Chorley Council. Everyone has the right to protection from abuse whatever their age, culture, ability, gender, ethnicity, or sexuality.

The Council is committed to the following principles and actions:

- The Council will ensure that a protective safeguarding culture is in place and is actively promoted within the organisation and will work together with other agencies to safeguard children.
- The Council will implement procedures to safeguard children and young people and take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All representatives of Chorley Council who work with children will be recruited with regard to their suitability for that responsibility. Representatives who have substantial access to children and young people are subject to an enhanced Criminal Records Bureau check prior to appointment and that this check is repeated every three years, or sooner, where directed by Professional Bodies, e.g. NGB, Teaching Sport. Where volunteers are being used for one-off events then a self-disclosure form will be required.
- All staff / volunteers will be required to adopt and abide by the Council's Code of Conduct and the Child and Young Person Protection Policy and its procedures and will be provided with supervision, guidance and/or training in good practice and Child Protection procedures to ensure that they are properly equipped to:.
- Identify where there may be a problem know how to obtain advice refer concerns to relevant specialists protect themselves from false accusations of abuse
- All representatives have a responsibility to report concerns of suspected abuse or poor practice and The Council will provide designated points of contact within the organisation.
- Council representatives should follow the code of conduct contained in this policy and work in an open and transparent way avoiding any conduct that may cause a reasonable person to question their motives and intentions.
- The Council will promote good practice that encourages a safe environment, protects all parties and avoids mistaken allegations of abuse.
- The Council will take all incidents of poor practice and allegations or suspicions of abuse seriously and these will be responded to swiftly and appropriately.
- The Council will respond promptly to suspicions or allegations involving staff and appropriate disciplinary and appeals procedures will be implemented.
- This policy will be reviewed every three years or whenever there is a major change in the organisation or in the relevant legislation or any other adopted standard of best practice.
- Confidentiality shall be upheld in line with current data protection and human rights legislation.

### Who does the policy apply to?

The policy applies to all staff and representatives of Chorley Council: Employees, Agency and

Contract Staff, Volunteers (including young people under 18) working for and on behalf of Chorley Council and elected members.

## 1.2 Specific Responsibilities of Council Representatives

### Designated Safeguarding Children Officer (DSCO):

- Will provide a point of contact for staff who wish to test concerns about safeguarding and act appropriately, either seeking advice from, or making a formal referral to, statutory agencies regarding a safeguarding disclosure, report or concern.
- Will be aware of local safeguarding procedures and the Local Safeguarding Children Board.
- Will provide a point of contact with the County Council Children and Young Persons Services Duty Officer and hold an up-to-date list of contact details for statutory child protection agencies

Chorley Council has three nominated DSCO's as follows:

Head of Health Environment and Neighbourhoods – Simon Clark  
 Head of Housing – Zoe Whiteside  
 Senior HR&OD Consultant – Graeme Walmsley

**It is not the role or responsibility of any representative of the Council to decide whether abuse is taking place. DSCO's should take advice from the relevant statutory agency before deciding to refer reports, concerns or disclosure formally.**

### Lead Safeguarding Officer

Holds all of the responsibilities of a Designated Safeguarding Children's Officer but in addition:

- Will act as the lead officer for the Council with responsibility for safeguarding procedures.
- Will liaise with the Lancashire Safeguarding Children Board (LSCB) as appropriate.

### Directors and Managers:

- Are responsible for making sure that all of their staff are aware of, and understand the importance of this policy and related guidance.
- Will arrange for appropriate training for their staff and maintain a log of this training.
- Must make sure that any contractors, agents or other representatives who they have engaged to undertake duties on behalf of the Council involving contact with children and young people understand and comply with this policy.
- Should ensure that safe working practices are in place for their staff, and ensure that any staff without enhanced a CRB clearance are never placed in a situation where they have 'substantial' access to children as defined in this policy and take all practicable steps to avoid any avoidable sole contact with children by any of their staff.
- Will work with HR to ensure that all staff are compliant with the Council's provisions relating to CRB Disclosure. This includes assessing whether new positions or changes to job descriptions will require CRB disclosure.
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf, which involves contact with children and young people, understand and comply with the policy.

**Monitoring Officer**

- Has responsibility for receiving safeguarding concerns and allegations made against elected Members. The monitoring officer in liaison with the Lead Safeguarding Officer and Chief Executive Officer will determine the most appropriate course of action including referral to the LADO and police.

**Head of Human Resources and Organisational Development**

- Will ensure CRB checks and references that refer to the candidates' suitability to work with children and young people are taken up for all appropriate posts as part of the recruitment and selection processes and that repeat checks are issued for employees.
- Will include appropriate training in the corporate training programme and ensure that Child and Young Person Protection training is part of the induction programme for all new staff with substantial access to children and young people.
- Will ensure that details of CRB checks (record of date and reference number), any details of child protection incidents and references of staff are kept securely and uphold confidentiality in line with best practice and relevant legislation.
- Will maintain a record of all staff that have completed a CRB check and are considered suitable for work involving substantial access to children and young people.

**All Staff and Members :**

- Should be aware of this policy and should commit themselves to safeguarding children.
- Should attend appropriate child and young person protection training if their role involves substantial access to children and young people.
- Should not begin any unsupervised activity involving substantial access to children and young people prior to receiving a satisfactory CRB check.
- Should be aware of this policy's guidance on best practice, appropriate and inappropriate behaviour for staff working with/or in charge of children and young people and the relevant codes of conduct and related policies such as the Councils Whistle Blowing Policy and Codes of Conduct.
- Should understand the Council's procedures for reporting concerns and disclosure and know who their Designated Safeguarding Children Officer (DSCO) is.
- Are expected to act on any suspected or potential case of child or young person abuse. In line with the existing 'Whistle Blowing' Policy, Chorley Council will support anyone who, in good faith, reports his or her concerns that a child or young person is being abused or is at risk of abuse, even if those concerns prove to be unfounded.
- Should challenge poor practice as appropriate.
- Should have regard to the Missing Children Policy and Procedure within the Sport Development and Play Activity team and seek their advice on this issue prior to holding an open event involving children and young people.

## 2. Recognising Abuse

### Facts about abuse

Children of all ages may be abused. The abuser may be a family member. Or they may be someone the child encounters within the community, including during sports and leisure activities. Child abusers can be found in all areas of society, and from any professional, racial and religious background. Contrary to the popular image child sex abusers often appear kind, concerned and caring towards children. But this is deliberate - by forming close relationships with children, abusers can build their trust and help prevent adult suspicion. Often an abused child will suffer more than one type of abuse at the same time. For example, parents who physically abuse their children may also be neglectful.

**Recognising child abuse is not easy. It is not the responsibility of Council staff, elected members or volunteers to decide whether or not child abuse has taken place or if a child or young person is at significant risk.**

**However Council staff, elected members and volunteers do have a responsibility to act if they have a concern.**

### Abuse and neglect

Somebody may abuse a child or young person by inflicting harm, or by failing to act to prevent harm. Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.

There are different types of abuse, and a person may suffer more than one type. The following definitions are based on those from the Department of Health Guidance 'Working Together to Safeguard Children' (2006) and the Sport Child Protection Unit.

- **Physical abuse** - where an adult or another young person physically hurts or injures an individual by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child or young person whom they are looking after.
- **Sexual abuse** - where an adult or another young person uses a child or young person to meet his or her own sexual needs. This could include any sexual act. Showing children pornographic material is also a form of sexual abuse. The Sexual Offences Act 2003 now extends the abuse of trust offences to tackle on-line and off-line grooming of children.
- **Emotional abuse** - the persistent emotional ill treatment of an individual. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing an individual to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make them very nervous and withdrawn. Some level of emotional abuse is involved in all types of abuse.
- **Neglect** - where adults fail to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development (e.g. Failure to provide adequate food, shelter and clothing, failure to protect an individual from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give an individual love, affection and attention.

## Signs and indicators of abuse

Sometimes a child who is being abused *may* show some of the following signs:

- A change in his or her general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- He or she appears distrustful of a particular adult, or a parent or a coach with whom you would expect there to be a close relationship.
- He or she may describe receiving attention from an adult that suggests they are being 'groomed' for future abuse
- He or she is not able to form close friendships.
- The child refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- The child shows inappropriate sexual awareness or behaviour for their age.
- The child has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them.
- The child has an injury which is not explained satisfactorily or properly treated.
- Deterioration in the child's physical appearance or a rapid weight gain or loss.
- Pains, itching, bruising, or bleeding in or near the genital area.

**Concern does not necessarily need to be related to a single specific incident. It may also arise from the accumulation of minor concerns.**

It is important to remember that these signs do not always mean that a child is being abused - there may be other explanations. But if you think that a child may be being abused, it is important that you discuss your concerns with a professional.

Every child and young person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. Listed below are some physical signs and behavioural indicators that may be commonly seen in children and young people who are abused, but remember they may only be an indication and not confirmation that abuse is taking place.

### Important Rule

It is important to remember that many children or young people will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as death, or the birth of a new baby in the family, relationship problems between parents/carers, etc

**It is not the responsibility of a Chorley Council representative to decide that abuse is occurring, but it is their responsibility to act on any concerns by reporting any suspicions that they have.**



## Indicators of Abuse

Indications that a child or young person may be suffering abuse could include the child or young person describing what appears to be an abusive act involving him / her, or someone else expressing concern about the welfare of another child or young person. Some physical signs and behavioural indicators are shown in the tables below.

### PHYSICAL ABUSE

Some injuries may seem insignificant by themselves, but repeated injuries, even of a very minor nature, especially in a young child, may be symptomatic of child abuse and, if no action is taken, the child may be injured more seriously.

PHYSICAL ABUSE	
Physical Signs	Behavioural Indicators
<ul style="list-style-type: none"> <li>• Cigarette burns. • Bite marks. • Broken bones.</li> <li>• An injury for which the explanation seems inconsistent • Unexplained or suspicious injuries such as bruising, cuts, burns or scalds, particularly if situated on a part of the body not normally prone to such injuries. • Bruises that reflect hand (grasp) marks or fingertips (from slapping or pinching). • Black eyes - particularly suspicious if both eyes are black (most accidents cause only one). • Symmetrical bruising on the ears - sometimes on the back of the ear • A direct impression or outline bruising (eg belt marks, hand prints) • Linear bruising (particularly on the buttocks or back) • Bruising on soft tissue with no obvious explanation; • Different age bruising.</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of parents/carers being approached for an explanation. • Aggressive behaviour or severe temper outbursts. • Flinching when approached or touched. • Reluctance to get changed or covering up (e.g. wearing long sleeves in hot weather). • Depression. • Withdrawn behaviour. • Running away from home. • Distrust of adults, particularly those with whom a close relationship would normally be expected.</li> </ul>

**REMEMBER:** There may be other reasons that a child or young person is exhibiting some of the signs and indicators

### Burns and scalds

It can be very difficult to distinguish between accidental and non-accidental burns, but as a general rule, burns or scalds with clear outlines are suspicious, e.g. a gloves and socks effect. So are burns of uniform depth over a large area. Also, splash marks above the main scald area (caused by hot liquid being thrown).

Remember also:

- a responsible adult checks the temperature of the bath before a child gets in;
- a child is unlikely to sit down, voluntarily, in too hot a bath and cannot scald its bottom accidentally without also scalding its feet;
- a child getting into too hot water of its own accord will struggle to get out again and there will be splash marks;
- small round burns may be cigarette burns (but may be friction burns and accidental, if along the bony protuberances of the spine, impetigo can also lead to marks which appear very similar to cigarette burns). Cigarette burns also tend to have a characteristically dark, thick base.

**Scars**

All children have scars, but notice should be taken if an exceptionally large number, particularly if of different ages and if accompanied by current bruising. Unusually shaped scars (e.g. old cigarette burns), or large scars (indicating burns that did not receive treatment), should be viewed suspiciously.

**Bruising**

Most falls, or accidents, produce one bruise on a single surface, usually on a bony protuberance. A child who falls downstairs generally has only one or two bruises. Bruising in accidents is usually on the front of the body, as children generally fall forwards. In addition, there may be marks on their hands if they have tried to break their fall.

The following are uncommon sites for accidental bruising:

- back, back of legs, buttocks (exception, occasionally, along the bony protuberances of the spine);
- mouth, cheeks, behind the ear;
- stomach, chest;
- under the arm;
- genital, rectal area (but ask if the child is learning to ride a bicycle);
- neck.

**EMOTIONAL ABUSE**

Emotional abuse can exist in the absence of physical ill-treatment. A child’s need for love, security, encouragement, praise and stimulation when unmet, can have a serious and sometimes irreparable effect on the child’s development. Parents may be hostile, rejecting, indifferent, or, perhaps worst of all, inconsistent and unpredictable in their response to their child.

**REMEMBER: There may be other reasons that a child or young person is exhibiting some of the signs and indicators**

<b>EMOTIONAL ABUSE</b>	
<b>Physical Signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• A failure to thrive.</li> <li>• Sudden speech disorders,</li> <li>• Developmental delay, either in terms of physical or emotional progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Neurotic behaviour, e.g. hair twisting, rocking.</li> <li>• Is prevented from socialising with other children.</li> <li>• Fear of making mistakes.</li> <li>• Self harm.</li> <li>• Fear of parent/carer being approached regarding their behaviour.</li> </ul>

**SEXUAL ABUSE**

Sexual abuse is now known to be more common than has been generally recognised. Boys and girls of all ages can be victims but the majority are girls. The perpetrators are usually adults known to the children involved e.g. fathers, stepfathers, relatives, neighbours, family, friends etc. Abuse within a family is rarely an isolated event; it sometimes lasts for months and years and involves more than one child.

Abuse usually escalates from caressing and fondling, which the child may welcome initially, to mutual masturbation and penetration. Victims may disclose their situation to adults in whom they have confidence. It is now known that children rarely fantasise, or make up stories of sexual abuse. Children’s allegations should, therefore, always be taken seriously and reported.

<b>SEXUAL ABUSE</b>	
<b>Physical Signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• Pain or itching in the genital/anal areas.</li> <li>• Bruising or bleeding in genital/anal areas.</li> <li>• Sexually transmitted disease.</li> <li>• Vaginal discharge or infection</li> <li>• Stomach pains.</li> <li>• Discomfort when walking or sitting down.</li> <li>• Pregnancy. Especially where the child is under sixteen and/or identity of father is a secret or vague.</li> <li>• Evidence of self-harm or mutilation or suicide attempts.</li> <li>• Regressive patterns: soiling, wetting.</li> </ul>	<ul style="list-style-type: none"> <li>• Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn.</li> <li>• Fear of being left with a specific person or group of people.</li> <li>• Having nightmares.</li> <li>• Running away from home.</li> <li>• Sexual knowledge that is beyond their age or development age/</li> <li>• Sexually precocious behaviour, e.g. inappropriate contact with adults;</li> <li>• Sexual drawings or language.</li> <li>• Bedwetting.</li> <li>• Saying they have secrets they cannot tell anyone about.</li> <li>• Self-harm or mutilation, sometimes leading to suicide attempts.</li> <li>• Eating problems such as overeating or anorexia, bulimia</li> <li>• Confusion of ordinary affectionate contact with abuse</li> <li>• Abuse of drugs or alcohol</li> <li>• Hysterical attacks</li> </ul>

**REMEMBER: There may be other reasons that a child or young person is exhibiting some of the signs and indicators.**

Many of these symptoms are also associated with other forms of childhood disturbance and in themselves should not be seen as diagnostic.

The patterns of behaviour in particular children will depend on the age, sex and stage of development of the child:

- pre-school children are more likely to show direct physical responses, sexualisation of behaviour and regressive signs and symptoms;
- school age children may show unexpected decline in school performance, loss of self-esteem patterns, running away, reluctance to return home at the end of a school day, may be resistant to PE, undressing at school, medicals etc;
- adolescents may overdose, run away, self-mutilate, become promiscuous, develop anorexia, abuse drugs or alcohol, or have hysterical attacks;
- boys are more likely to identify with the aggressor and behave aggressively themselves.

**NEGLECT**

A child’s growth and development may suffer when he/she receives insufficient food, love, warmth, care and concern, praise and encouragement or stimulation. Neglect and failure to thrive will need a medical diagnosis but warning signs, apart from perhaps the child’s neglected appearance, may include

**REMEMBER: There may be other reasons that a child or young person is exhibiting some of the signs and indicators**

**BULLYING**

Bullying can involve a combination of other forms of abuse such as physical or emotional abuse bullying can be child on child but could also be adult on child, for example concerns about a coach/council representative bullying a child.

Bullying is not easy to define, can take many forms and is usually repeated over a period of time.

<b>NEGLECT AND FAILURE TO THRIVE</b>	
<b>Physical Signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• Constant hunger, sometimes stealing food from others,</li> <li>• Constantly dirty or ‘smelly’.</li> <li>• Loss of weight, or being constantly underweight.</li> <li>• Inappropriate dress for the conditions.</li> <li>• a child who is short in stature and under-weight for his/her chronological age</li> <li>• the child’s skin condition is poor or a cold skin mottled with pink or purple;</li> <li>• swollen limbs with pitted sores which are slow to heal</li> </ul>	<ul style="list-style-type: none"> <li>• Complaining of being tired all the time.</li> <li>• Not requesting medical assistance and/or failing to attend appointments.</li> <li>• Having few friends.</li> <li>• Mentioning their being left alone or unsupervised.</li> <li>• unresponsiveness in the child, or indiscrimination in their relationships with adults - often seeking attention, or affection, from anyone.</li> </ul>

The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling) and emotional (e.g. isolating an individual from activities).

**They will include:**

- deliberate hostility and aggression towards the victim
- a victim who is weaker than the bully or bullies
- an outcome which is always painful and distressing for the victim

**Bullying behaviour may also include:**

- other forms of violence
- sarcasm, spreading rumours, persistent teasing or theft
- tormenting, ridiculing, humiliation
- racial taunts, graffiti, gestures
- unwanted physical contact or abusive/offensive comments of a sexual nature

Emotional and verbal bullying is more likely; however it is also more difficult to cope with or prove.

**Signs of bullying include:**

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

The Council has a zero tolerance approach to bullying. If bullying is suspected, representatives of the Council should follow the procedure set out in 'Responding to suspicions or allegations' in Section 4.

Action for staff to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, but do not promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to a Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

**If the issue is one of an adult against a child this should representatives should follow the same procedures as with any other form of abuse.**

**For further information on the effects of abuse refer to the NSPCC helpline/website**

### **Warning Signs: Behaviours Common to Child Abusers**

Those who represent a threat of sexual abuse to children are often skilled at avoiding detection. With this in mind the following list of warning signs should help representatives in their role of exercising vigilance to safeguard children and may alert them to the possibility that someone's intentions towards children are suspicious.

Representatives should look out for those who:

- Display inappropriate behaviour, or talk inappropriately, to children and young people.
- Avoid co-working or supervision of their work with children or young people.
- Seek out opportunities to spend time with either individual children or with a small groups on a regular basis, particularly vulnerable children and young people, for example those who may be disabled.
- Encourages secretiveness about their activities with children or young people.
- Pay an unusual amount of attention to individual or groups of children, and particularly the provision of presents, money or favours to children or young people.
- Take a child/young person or a small group of children or young people to their own home.
- Are vague about previous employment or gaps in their employment history.

Representatives should also be aware of, and informed by, the Council's guidance on good and bad practice in relation to safeguarding and protection.

### 3. Response Procedures for Incidents of Disclosure and Reporting Concerns, Suspicions and Allegations

***Remember to familiarise yourself with the flowchart at the beginning of this policy document and the role and responsibilities of officers with a specific safeguarding responsibility.***

You may become aware of possible abuse in various ways.

- see the abuse happening; or receive a direct disclosure of abuse.
- suspect or have concerns because of signs such as those listed in Section 2 or
- have concerns reported to you by either another party

If a child or young person indicates that he/she is being abused, or information is obtained which raises concern of abuse, you should act immediately.

**It is not the responsibility of a Chorley Council representative to decide that abuse is occurring, but it is their responsibility to act on any concerns by reporting any suspicions that they have.**

**If you are not sure what to do your first response should be to contact a Designated Safeguarding Children Officer (DSCO) who will be able to provide advice. A list of contacts is available in the Appendix B of this policy and on the loop. However, if you believe a child to be in immediate danger you should contact the Police, then inform a Designated Safeguarding Children Officer (DSCO).**

If you are not sure what to do you can gain help from the NSPCC 24-hour help line Tel No: 0808 800 5000.

*(If abuse concerns a Council representative please see section 3.4 or elected Member see section 3.5)*

#### **3.1 Recording Information on the Child Protection Incident Reporting Form**

All concerns, disclosure or incidents should be recorded on the Child Protection Incident Reporting Form (Appendix A). The form maintains a record of any incident. The form should always be filled out as soon as possible after disclosure, incidents or concerns. Copies are available on the Loop and hard copies available from line managers.

To ensure that information is as accurate and helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording information you should confine yourself to the facts. Distinguish your personal knowledge from what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age, date of birth and ethnicity
- the child's home address and telephone number
- whether the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, e.g. location, size etc. Also give details of any indirect signs, such as behavioural changes
- details of witnesses to the incident
- **the child's account**, if it can be given, of what has happened and how any injuries occurred if appropriate
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record details

However sketchy the details might be it is essential that any information you have to support your concerns, record the disclosure or document the allegation are captured on the form.

### 3.2 Recording Concerns and Allegations

**It is not the responsibility of Council staff, elected members or volunteers to decide whether or not child abuse has taken place or if a child or young person is at significant risk. Council staffs, elected members and volunteers, however, have a responsibility to act if they have a concern.**

This policy document contains guidance (Section 2) on signs and indicators of abuse and guidance relating to the Councils code of conduct for staff working with Children and Young People which should inform representatives in relation to concerns about a child's welfare, reporting inappropriate behaviour and witnessing abuse.

All concerns and allegations should be recorded on the Child Protection Incident Reporting Form. This applies whether the concern or allegation refers to a member of staff, volunteer, elected member or any other person (for example a family member).

**Remember: Concern does not necessarily need to be related to a single specific incident. It may also arise from the accumulation of minor concerns. Failure to report concerns early may allow abuse to continue or escalate with catastrophic consequences.**

**In all cases, if you are not sure what to do you should contact a Designated Child Protection Officer who will be able to provide advice. A list of contacts is available in Appendix B of this policy and on the Loop.**

#### Action to take:

- **Complete a Child Protection Incident Reporting Form**
- **Pass the completed form to a Designated Child Protection Officer immediately** (or as soon as practically possible if out of hours). Reporting the matter should not be delayed by attempts to obtain further information.
- If you believe that a child or young person is in immediate danger of harm, you should personally contact the Police ensuring that the Council's Corporate Child Protection Officer is made aware at the earliest opportunity. (The police will automatically inform Children and Young People's Services). A record should be made of the name and title of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is needed.

### 3.3 Responding to disclosure

#### If you receive information concerning disclosure you should:

- React calmly so as not to frighten the child or young person.
- Tell the child or young person that he/she is not to blame and that he / she was right to tell you.
- Take what the child or young person says seriously, recognising the difficulties inherent in interpreting what is said by a child or young person who has a speech disability and/or differences in language.
- **You should not attempt to investigate the abuse.** Remember that an allegation of abuse or neglect may lead to court action to protect the child or to punish the abuser. Both could be jeopardised if you act inappropriately. Your role is to listen and record. Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.  
DO NOT ASK CLOSED OR LEADING QUESTIONS such as "did he touch you?" Allow the

child to talk freely and be supportive.

- Reassure the child or young person but do not make promises of secrecy or confidentiality, as these may not be feasible as a result of subsequent developments.
- Make a full written record of what had been said, heard and/or seen as soon as possible, ensuring that you use the exact words of the speaker.
- Complete a **Child Protection Incident Reporting Form as provided in Appendix A** attaching the original written record, or using the form as the first record of the disclosure if available.

**ACT NOW - DO NOT DELAY. Pass the referral to a Designated Safeguarding Children Officer (DSCO) immediately in person.** This should be done as soon as practically possible in an 'out of hours' situation and reporting the matter should not be delayed by attempts to obtain further information.

- If the disclosure relates to a member of staff within your directorate or another Designated Officer then the issue should be passed immediately to the Lead Safeguarding Officer.
- If you have reason to believe an individual is in immediate danger of harm then you should personally contact the Police ensuring that a Designated Officer is made aware at the earliest opportunity. (The police will automatically inform LCC Children's Services). Try to maintain surveillance of the situation. A record should be taken of the name and position of the police officer to whom the concerns were passed along with the time and date of the call, in case any follow up is needed.
- If the immediate danger relates to suspected abuse by a parent/carer, do not allow the child or young person to go home with them without calling the Police to the scene.

*In some instances it may be that the child or young person is unable to express him or herself verbally and means that it may be difficult for vulnerable victims of abuse to complain or be understood. Sometimes it is hard to distinguish the signs of abuse from the symptoms of some disabilities or conditions. However, where there are concerns about the safety of a disabled child or young person representatives should record what has been observed in detail and follow the Council's procedures to report these concerns.*

#### **If you receive a disclosure:**

- Do not panic.
- Do not allow any shock or distaste to show.
- Do not probe for more information than is offered or ask leading questions.
- Do not speculate or make assumptions.
- Do not make negative comments about the alleged abuser.
- Do not approach the alleged abuser.
- Do not make promises or agree to keep secrets.

**In all cases, if you are not sure what to do you should contact a Designated Safeguarding Children Officer (DSCO) who will be able to provide advice. A list of contacts is available in the Appendix B of this policy and on the Loop. If you are not sure what to do you can gain help from the NSPCC 24-hour help line Tel No: 0808 800 5000.**

The Designated Safeguarding Children Officer (DSCO) must report the incident or seek advice from LCC Children Services as soon as possible but within an absolute maximum of 24 hours from the receipt of a **Child Protection Incident Reporting Form**. The DSCO will advise the referrer of the action they will take and further feedback will only be provided if appropriate.



### 3.4 Reporting allegations or concerns of abuse relating to Chorley Council representatives

#### Action to take:

- **Complete a Child Protection Incident Reporting Form**
- Pass the completed form to the Lead Safeguarding Officer or the HR & OD DSCO immediately or as soon as practically possible if out of hours. In the absence of the Lead Safeguarding Officer or the HR & OD DSCO pass the form to one of the Directors. Reporting the matter should not be delayed by attempts to obtain further information.
- If a child or young person is in immediate danger of harm, you should personally contact the Police ensuring that the Lead Safeguarding Officer is made aware at the earliest opportunity. The police will automatically inform LCC Children Services). Maintain surveillance of the individual if possible. A record should be made of the name and title of the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed- record this information on the **Child Protection Incident Reporting Form**.

### 3.5 Reporting allegations or concerns of abuse relating to Elected Members

Should a concern, report or allegation relate to an Elected Member the first point of contact should be with the Council's Monitoring Officer, who will take advice from LCC Children Services or refer the matter formally. The Monitoring Officer may decide that the Council's Standards procedures apply.

#### Action to take:

- **Complete a Child Protection Incident Reporting Form**
- Pass the completed form to the Councils Monitoring Officer immediately or as soon as practically possible if out of hours. Reporting the matter should not be delayed by attempts to obtain further information.
- If a child or young person is in immediate danger of harm, you should personally contact the Police ensuring that the Lead Safeguarding Officer is made aware at the earliest opportunity. The police will automatically inform LCC Children Services. Maintain surveillance of the individual if possible. A record should be made of the name and title of the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed- record this information on the **Child Protection Incident Reporting Form**.

### 3.6 Reporting poor practice, whistle blowing & sharing information/concerns

The Council has a 'Whistle Blowing Policy' in line with the Public Interest Disclosure Act 1998. It is also important to have procedures for enabling staff and volunteers to share, in confidence, with a designated person concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

The welfare of the child is always paramount to Chorley Council and we fully support 'whistle blowing' for the sake of the child. The Council assures all representatives and professional or voluntary organisations that it will fully support and protect anyone who, in good faith (without malicious intent), reports a concern about a colleague's practice or the possibility that a child or young person may be being abused.

While it is difficult to express concerns about colleagues or issues relating to bad practice, it is vital that these concerns are communicated to a Designated Safeguarding Children Officer or manager.

All staff and volunteers will be encouraged to talk to the designated officer if they become aware of anything that makes them feel uncomfortable. *For further information please refer to the Council's policy on 'Whistle blowing'.*

### **Internal complaint procedures**

Any complaint or allegation made against Chorley Council's representatives regarding child or young person protection will be handled by Human Resources in conjunction with the relevant Director, following the Council's Disciplinary Procedures. For complaints relating to elected members the matter will be handled by the Council's Monitoring Officer. The Monitoring Officer may decide that the Council's Standards procedures may apply.

### **Responding to poor practice**

If, after investigation, the allegation clearly stems from poor practice, the appropriate Director or manager and Human Resources shall arrange for further information, training and supervision for the representative(s) and service managers. In light of the investigation the Director will be responsible for making any recommended changes to the practices and procedures within their directorate to ensure that the welfare of children and young people is safeguarded and remains paramount. In addition the Lead Safeguarding Officer will undertake a review of the Safeguarding Policy in the light of investigations into poor practice.

### **3.7 Allegations of previously unreported or historical abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child). Where such an allegation is made, the Designated Safeguarding Children Officer (DSCO) at Chorley Council shall follow the Council's procedures for responding to disclosures.

### **3.8 Support following allegations of abuse**

Use of Helplines, support groups and open meetings will be encouraged to maintain an open culture and help the healing process for staff following allegations of abuse. A contact number for the British Association for Counselling and Psychotherapy can be found in Appendix H. Consideration shall also be given to what support may be appropriate to the alleged perpetrator of the abuse.

### **3.9 Approach by a potential abuser following referral**

Should a member of staff be approached by someone who has been identified as a potential abuser the staff member should not comment on the case but contact a Designated Safeguarding Children Officer as soon as possible. If the representative believes that such an approach now means that the Child or Young Person may be in immediate danger of harm they should personally contact the Police ensuring that the Safeguarding Lead Officer is made aware at the earliest opportunity. Maintain surveillance of the individual if possible. (The police will automatically inform Children and Young People's Services). A record should be made of the name and title of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is needed.

### **3.10 Confidentiality and information sharing**

The legal principle that the welfare of the child is paramount may mean that usual considerations of confidentiality which would apply in other situations should not be allowed to override the Council's exercising of a duty of care and the protection of children and young people from harm. However, every effort shall be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.

This could include sharing information with the following parties to safeguard children and young people:

- Statutory child protection agencies: Children and Young People's Services or the Police
- Designated Child Protection Officers and HR & OD Manager.
- The parents of the person who is alleged to have been abused (**only following advice from Children and Young People's Services**).
- The person making the allegation. (Feedback will only be provided if appropriate).
- OFSTED in the case of a child or young person making a disclosure regarding a staff member of an OFSTED registered facility.
- The alleged abuser and parents if the alleged abuser is a child or young person. (Following advice from Children and Young People's Services).

Information shall be stored in a secure place by the HR & OD Manager with limited access by designated people; relevant measures will be taken to ensure confidentiality when sharing information to ensure the protection of children and young people. If information is shared with other agencies a secure method of transfer must be used.

### **3.11 Approaches from the press regarding a Child Protection Incident**

Should a Council representative be approached by a member of the press in relation to a safeguarding incident or ongoing investigation relating to a Council representative they should not make any comment but should refer the member of the press to the Council's Communications team.

## **4. Recruitment, Employment and Deployment Procedures**

Chorley Council will take all reasonable steps to ensure that unsuitable people are prevented from working with children and young people in the services it provides. This procedure extends to people who are working on behalf of the Council as well as employees; including all permanent and temporary employees, volunteers and casual staff.

### **4.1 Advertising Posts**

Managers will review each job description before advertising to identify whether the post will involve access to children and young people. These posts will be identified in the relevant section on the job description.

The following additional information will also be requested as part of the application process:

A self-disclosure question to establish whether they have ever been convicted of any criminal offence.

The applicant's consent to undertake an Enhanced CRB check.

At least two references with one being their current or most recent employer (not relatives) that comment on the applicant's previous experience and suitability for the job. Referees should have known the applicant for at least 3 years.

### **4.2 Criminal Records Bureau (CRB) Disclosure and references (for posts involving access to children and young people)**

The employment interview will include specific child protection questions. For applicants who are successful at the interview HR will request an Enhanced CRB disclosure and 2 references. At this stage an offer of employment will be made subject to satisfactory CRB clearance and references.

Both HR and the applicant currently receive the result of the CRB disclosure. Should the process change whereby only the applicant receives a copy of the Disclosure, they must provide the original copy (not a photocopy) to human Resources before any appointment can be confirmed. The results are confidential, although any concerns will be highlighted to the recruiting manager and may be discussed with the individual concerned. If there are substantial concerns with the disclosure, which may preclude the applicant from the post, these cases will be discussed by all relevant parties. It will be the responsibility of the relevant manager to decide on the applicant's suitability for working with children and young people, taking into account only those offences that may be relevant to the post. The CRB procedures should be referred to for more guidance on the suitability of applicants.

### **4.3 Renewing CRB Disclosure**

All representatives of Chorley Council who have substantial access to children and young people are required to renew their enhanced Criminal Records Bureau Check every three years, or earlier, as may be directed by professional bodies.

### **4.4 Existing Staff**

All existing representatives of Chorley Council who have substantial access to children and young people will be subject to an enhanced CRB check. If a member of staff's job description changes a decision should be made by their manager as to whether their duties will involve substantial access to children and, if so, that an enhanced CRB disclosure is applied for.

#### 4.5 Induction

All Chorley Council representatives, will undergo an induction as soon as possible after commencing their employment, in which a summary of the Safeguarding Policy is included. A link to the full policy and procedures will be provided on the intranet.

#### 4.6 Training

Appropriate training will be provided to all Chorley Council employees, members and volunteers who work with children or through their jobs could be in a position to recognise signs of abuse to children and young people. The level of training required shall be identified by Line Managers, with additional support offered by HR & OD and the Training team. For new staff, training will be provided as soon as possible after commencement.

**Level 1** - Chorley Council representatives who work with children and/or could be in a position to recognise signs of abuse to children and young people, as well as guidance on good working practices. Training to cover this policy will be carried out by the line manager. Refresher training shall take place after any significant change to this policy.

**Level 2** – An appropriate more in depth safeguarding awareness programme which may be provided externally –designed for anyone who has ‘substantial access’ to children during their work. Frontline staff should access the most relevant form of training for their job. This will be identified by line manager and/or DSCO with the support of HR.

**Level 3** – Appropriate training for DSCO’s. Training is to enable participants to become familiar with the role and responsibilities of the Designated Child Protection Officer and develop competence and confidence in carrying out this role.

**Level 4** – Corporate Lead Child Protection Officer specific training on child protection issues and this specific role. Refresher or update training should be provided at least every 2 years.

**Coaches** - Coaches working in sport will be required to attend a specific coaching-related child protection such as Sports Coach UK’s ‘Good Practice in Child or young person Protection’ or equivalent unless they can demonstrate that they have attended a sports governing body approved training course in Child or young person Protection.

#### 4.7 Services that use volunteers

Managers of services that rely on the support of volunteer workers should have a robust system in place to ensure children and young people using those services are not put at safeguarding risk. It is for those service managers in consultation with HR and OD colleagues to determine what disclosures and required.

In determining the level of disclosure required regard should be had for the general safeguarding principles of unsupervised access, intense access and substantial access to children and young people.

## 5. Safeguarding Code of Conduct for all Council representatives

Although it is impractical to provide definitive instructions applying to every situation when Chorley Council representatives come in to contact with children, the following points cover the standards of behaviour expected of all representatives in order to protect both themselves and the individuals they come in to contact with, and are supplementary to the existing Chorley Council Code of Conduct.

### All Staff must:

- Implement this Policy at all times.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share overnight accommodation with a child or young person.
- Never allow or engage in any form of inappropriate touching. The main principles of touching are:

It should always be in response to the individuals needs.

It should always be appropriate to the individual's age/stage of development.

It should always be with the individual's permission.

- Never allow the use of inappropriate language to go unchallenged.
- Never physically restrain a child or young person, unless the restraint is to prevent physical injury to the individual or to another person.
- Never make sexually suggestive comments, even in fun.
- Never reduce a child or young person to tears as a form of *control*.
- Never allow allegations to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature that an individual can do for himself or herself or that a parent can do for them.
- Never invite or allow children stay with you at your home unsupervised.
- Never allow children to be left unattended or placed with members of staff, for intense and substantial periods, who have not been subject to an enhanced Criminal Records Bureau check.

### With the exception of emergencies staff must:

- Never have children in their own vehicle, unless parents have been notified. (Where circumstances require the transportation of children, another Chorley Council representative must be present and the driver must have adequate insurance to use their vehicle for work. In extreme medical emergencies where it is required to transport a child or young person on their own it is essential that another Chorley Council representative or the parent is notified immediately.)
- Avoid where possible taking an individual to the toilet unless another adult or group of children is present.
- Never spend time alone with a child or young person. If you find you are in a situation where you are alone with a child or young person make sure you can be clearly observed by others or that you have gained the consent of the parent (for example on a home visit if the parent leaves the room for a period of time).

It may occasionally be necessary for staff or volunteers to do things of a personal nature for children. In doing so appropriate consents should be taken and any such task should be completed in the way that gives you most protection. Be responsive to a person's reactions, if a person is fully dependent on you, talk through what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, sports contact, lifting or assisting an individual to carry out particular activities. **Representatives should avoid taking on the responsibility for tasks for which they are not appropriately trained.**

### **Implications for representatives**

Representatives who breach the code of behaviour shall be subject to the Council's disciplinary procedures. If an allegation is made against a representative the matter shall be investigated.

## **Further Guidance**

### **Work experience placements**

Special consideration must be made with regard to young people on work experience placements with the Council (and Council services).

In the first instance both work experience students and supervisors should follow the safeguarding protocols of the organisation which has arranged the placement with the Council, who should have their own safeguarding procedures in place.

It is the responsibility of managers to ensure that adequate provisions are made to ensure that staff working in an office based situation employ safe working practices and are not placed in a situation where they are left unsupervised with Child/Young Person on a work experience placement or an employed under 18 year old. Advice will be given by Designated Safeguarding Children Officers if required.

General advice from the Lancashire Education and Business Partnership with regard to transporting children and young people in vehicles, who are on a placement for a maximum period of 10 days, then a CRB disclosure is not required. However any long term placement, ie. 3 months or more then a disclosure may be appropriate and should be discussed with a DSCO and/or HR and OD team..

The vehicle used must be fully insured including for business use.

It is good practice to ensure that Council representatives do not put themselves at risk of having allegations made against them, and therefore where possible should limit their unsupervised access to the child. This also applies within an office environment where everyone else has left and the child may be left with just one employee.

Staff should follow the Council's Code of Conduct for all representatives and the guidance for safe working practices laid out in this policy.

Where this is unavoidable representatives should always follow the Council's guidance on best practice and use common sense to safeguard themselves from allegations if they have unsupervised access to a work experience student, particularly if transporting young people.

### **Storing Data relating to Children and Young People**

Where the Council holds children's data in relation to services, especially where there is sensitive personal data collected such as medical conditions this information should be held in line with requirements for the Data Protection Act.

## **6. Partnership working, Community and Voluntary Sector Organisation's receiving funding from the Council and Contractors**

### **6.1 Partners, Community and Voluntary Sector Organisations**

In line with 'Every Child Matters Working Together to Safeguard Children' guidance, where council services are undertaken by partners on the behalf of Chorley Council or the council fund voluntary or community organisations whose work will involve access to children through, for example the provision of grants, the Council will seek assurance that such bodies either have their own safeguarding and child protection practices in place or have accepted those of the Council. In the case of organisations receiving significant funding provision from the Council to deliver services for children the receipt of such assurances will be a prerequisite for funding and form part of the application process if appropriate.

A whole range of umbrella and specialist organisations, including the national governing bodies for sports, offer standards, guidance, training and advice for voluntary organisations on keeping children and young people safe from harm which would be of use to voluntary organisations. For example, the Child Protection in Sport Unit (CPSU), established in partnership with the NSPCC and Sport England, provides advice and assistance on developing codes of practice and child protection procedures to sporting organisations. The NSPCC has produced guidance for organisations for safeguarding children and young people entitled 'Stopcheck' which may be of use to smaller organisations. The Council will endeavour to provide support to smaller groups to help them meet the requirements of this policy. Useful contacts are provided in the Appendix H.

### **6.2 Contractors**

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children or young people should have their own safeguarding policy or must comply with the terms of Chorley Council's Safeguarding Policy. Contractors will be responsible for ensuring that workers with substantial access to children or young people are subject to the necessary Criminal Records Bureau disclosure. This includes sub-contracted workers employed through agencies.

Where a contract is to be tendered for, the above stipulations should form part of any tender document. Production of the contractor's child or young person protection policy must form part of any tender submission and must be received and considered satisfactory by the Council prior to any formal engagement. Should the Council not be satisfied with the contractor's safeguarding policy, the contractor shall adopt the Council's policy and be required to sign a self-declaration. (see Appendix E)

Alternatively for smaller contracts not requiring a tender, a signed disclosure must be submitted as shown in the Appendix F. The manager engaging the contractor is responsible for ensuring that the above procedures are adhered to.

### **Users/Hires of Council Assets**

Part of the terms and conditions for hirers of Council managed Community Centres or other council buildings for events/activities aimed at children must include a requirement to comply with the council's safeguarding policy or have one of their own.



## 7. Guidelines for Use of Photographic Equipment at Organised Events Including Mobile Phone Technology and e Communications

### Introduction

There is evidence that some people have used public events as an opportunity to take inappropriate photographs or film footage of children. All representatives organising events where children will be participating must remain vigilant and ensure the following guidelines are adhered to. The guidelines apply to all forms of technology that can be used to record images including mobile phones, many of which now include digital cameras, and staff should be aware of the opportunity this affords for misuse.

In addition, when using an external venue, you need to check the venue's policy on the use of photographic equipment. For example a leisure centre may not allow the use of filming equipment in the changing rooms or swimming pool areas.

**If a professional photographer, the press or representatives are invited to cover services, events, activities, the event organiser must:**

- Inform participants and parents that a photographer will be in attendance and ensure they consent to both the taking and publication of films or photographs by asking them to complete a consent form. (A sample form can be found in Appendix G)
- Ensure that the photographer wears their identification or is provided with identification at the event.
- Ensure that the photographer has no unsupervised access to children.
- Ensure that the last names of children are not used in photographs or film footage, unless with the express permission of the child or young person's parent.

### Additional Guidelines:

It is impossible to regulate the use of photographic equipment at open public events but the following additional procedures should be considered by the event organiser and adopted where practical to do so:

**Professional photographers** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

**Students or amateur photographers** wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club / educational establishment outlining their motive for attending the event.

**All other spectators** wishing to use photographic equipment should register their intent with the promoter of the event.

**Accreditation procedure:** a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

**Public information:** the specific details concerning photographic equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

**The recommended wording is:**

“In the interests of safeguarding children and in line with the Chorley Council Child Protection Policy, the promoters of this event request that any person wishing to engage in any photography should register their details with the event staff at the entry desk before carrying out any such photography. The promoters of this event reserve the right of entry to this event and reserve the right to decline entry to any person unable to meet or abide by the promoter’s conditions.”

**If you have concerns:**

If you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate, the person about whom there are concerns should be asked to leave and the facility manager should be informed.

**e Communications**

The use of ‘e communications’ is often a means for abusers to gain access to children and young people. Council representatives who work with children and young people should ensure that the Councils ‘Email Internet and Acceptable Telephone Usage Policy’ is strictly adhered to. Where representatives have concerns that e communications are being used inappropriately to access children and young people they should raise those concerns with a DSCO.

## **8. Further Enquiries and Policy Review**

**All further enquiries regarding this policy should be directed to:**

**Director People and Places**

Chorley Council Union Street, Chorley, PR7 1AL

This policy and associated documentation will be reviewed every 3 years.

**Policy Dated: September 2011**

**Review Date: September 2014**

**APPENDICES**

<b>Appendix A: Incident Reporting Form</b>
<b>Appendix B: Roles and Responsibilities of Designated Officers</b>
<b>Appendix C: Guidance for safe working practices</b>
<b>Appendix D: Relevant legislation</b>
<b>Appendix E: Self declaration for contractors engaged in work on behalf of Chorley Council</b>
<b>Appendix F: Self Disclosure Form</b>
<b>Appendix G: Photographic consent forms</b>
<b>Appendix H : Useful Contacts &amp; Further Reading</b>

**Appendix A: Child Protection Incident Reporting Form**

**Child protection Incident Reporting Form**

Please give as much information as possible, using extra sheets if necessary. All information will be treated in strict confidence.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

Name of Child: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Are you reporting your own concerns or passing on those of someone else?      Own/Other

Give details:

Brief description of what has prompted the concerns: include dates, times, locations etc of any specific incidents. Please write only facts and avoid interpretation.

Any physical signs?    Behavioural signs? Indirect signs?

Have you spoken to the child?      Yes/No (if so what was said?)

Has anybody been alleged to be the abuser?    Yes/No (if so give details)

Have you consulted anybody?      Yes/No

If so, give details of Police or CYPS contact ie Police Officer Name, Badge No, Social Worker details, give dates.

Does the child have a disability      Yes/No

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

To Whom reported: \_\_\_\_\_ Position: \_\_\_\_\_

Date of reporting: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

This form **must** now be given to a Designated Child Protection Officer or Corporate Child Protection Officer by hand in a sealed envelope marked 'confidential'.

**REMEMBER TO MAINTAIN CONFIDENTIALITY. DO NOT DISCUSS THE MATTER WITH ANYONE OTHER THAN THOSE THAT NEED TO KNOW.**

## APPENDIX B

### Designated Child or Young person Protection Officers- Roles and Responsibilities

Each Chorley Council directorate with the potential for access to children has nominated one person who will act as the main contact for child or young person protection. There is also an overall Chorley Council Corporate Lead Child or Young Person Protection Officer. These two roles and their responsibilities are detailed below.

#### Corporate Lead Child and Young Person Protection Officer

This role is that of the designated overall Child and Young Person Protection Officer for Chorley Council. The person nominated to take on this role is responsible for:

- Reporting incidents and seeking advice from the relevant agencies (Police/Children and Young Peoples Services) within 24 hours of receipt of a Child Protection Incident Reporting Form
- Liaising with all directorates to maintain and update the Chorley Council Safeguarding Policy at a minimum of once every three years.
- Keeping an up-to-date knowledge and understanding of the area of child or young person protection. This will include attending relevant or identified training.
- Acting as a first point of contact for the Council on safeguarding issues, both internally, for members of the public and other external contacts.
- Ensuring all relevant information is communicated to the Designated Safeguarding Children Officers (DSCO). Regular meetings should occur, in order that experiences be shared, updates be given, and issues be raised and dealt with as appropriate.
- Providing guidance on relevant matters to Designated Child or Young Person Protection Officers as and where necessary.
- Representing Chorley Council on local safeguarding groups.
- Promoting safeguarding throughout the Council in conjunction with directors and heads of service. For example publicising new editions of the Policy. Delegating the above tasks as and when this proves necessary.
- Receiving and acting upon any reports or incidents of suspected or actual abuse.
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).

#### Designated Safeguarding Children Officers (DSCO's)

This role is that of a Child or young person Protection Officer specific to a given service within Chorley Council. These services are those that have been identified as working with or around children. The persons in these roles are responsible for:

- Receiving reports or incidents of suspected or actual abuse in liaison with the Corporate Lead Child and Young Person Protection Officer where necessary and according to the terms of the Policy.
- Reporting the incident / seeking advice from the relevant agencies within 24 hours of receipt of a **Child Protection Incident Reporting Form**.
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).

- Ensuring that staff in their directorate are familiar with and work towards any minimum operating standards that have been set in relation to the Policy.
- Passing on records and reports of any incidents of suspected or actual abuse to HR for secure storage.
- Providing guidance on any other relevant matters to staff in their service.
- Acting in support of the Corporate Lead Child or young person Protection as appropriate, and undertaking any necessary actions in their absence.

**CONTACTS**

<b>Safeguarding Role</b>	<b>Officer Designation</b>	<b>Contact</b>
Corporate Safeguarding Lead	Head of Health Environment and Neighbourhoods	01257 51573 07949 164717
DSCO: Human Resources (Contact for issues relating to allegations against Chorley representatives)	Head of HR and OD	01257 515186
DSCO: (Contact for issues relating to Members only)	Head of Governance	01257 515102
DSCO : People and Places	Head of Health Environment and Neighbourhoods	01257 51573 07949 164717
DSCO: Planning Policy and Performance	Head of Housing	01257 515711
Lancashire County Council Children and Young People Services	Initial Assessment Team	0845 053 0000
Lancashire Safeguarding Childrens Board	LADO (Local Authority Designated Officer)	01772 536694
Lancashire Safeguarding Childrens Board	General	01772 530283
Active Nation CYP Officer	Active People Manager (Leisure and Inclusion)	01257 515814
Police	Non Emergency Contact Emergency Contact (if a child is in danger)	0845 125 3545 999

## Appendix C: Guidance on safe working practices

The following list outlines important considerations when working directly with children. All members of staff will be made familiar with this on appointment.

- Treat everyone with respect.
- Ensure all have an equal opportunity to participate.
- Do not engage in physical contact without clearly explaining your reasons.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do not permit abusive activities (e.g. bullying).
- Do not allow yourself to be drawn into inappropriate attention seeking behaviour, but deal firmly and fairly with such behaviour at all times.
- Do not show favouritism to any individual.
- Do not participate in games involving physical contact.
- Do not do things of a personal nature that individuals can do for themselves.
- Do not allow the use of inappropriate language or use it yourself.
- Do not allow allegations to go unchallenged, unrecorded or unreported. Do not take children in your vehicle or into your home.
- Do not allow any one-to-one contact to take place at any time
- Ensure that appropriate clothing is worn by yourself and children participating at all times.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available (where possible).
- Ensure the register is fully complete & that children are marked in and signed out (under 10s must be collected by a parent/carer).
- Ensure you have access to a first aid kit and telephone. If you are on a school site, please be aware of where these are and that you know the fire procedures.
- Ensure that no one takes any photographs or videos of any person without gaining their parent/carers written permission.
- Ensure that all toilet trips and first aid is carried out in pairs/groups or in the latter case where you can be seen.

### Supervision Ratios

The supervision of children must be adequate, whether at the organisation's venue or on a journey or visit. The ratio of adults required is dependent on the magnitude of risk and the ability of the group or individual. Relevant Government guidelines and best practice should be adhered to and in the case of sporting activities where required ratios vary from sport to sport, representatives should follow the standards set out by the relevant National Governing Body.



## Appendix D: Relevant Legislation

### The Children Act 1989 (England and Wales)

The act designed to ensure the welfare and developmental needs of children are met, including their need to be protected from harm.

### The Children Act 2004

The Children Act 2004 puts into practice the proposals set out in the Green Paper Every Child Matters (2003) and places a duty on key statutory agencies to safeguard and promote the welfare of children.

The Act embodies five principles that are key to well-being in children and young people and later life:

- Being healthy • Staying safe • Enjoying and achieving • Making a positive contribution
- Achieving economic wellbeing

The Council has a responsibility to provide a safe environment for children and young people in which their welfare is of paramount importance.

### Criminal Justice and Court Services Act 2000

Provides a comprehensive definition of working with children. Refers to the responsibility of public bodies to prevent unsuitable people from working with children and provides criminal sanctions for those who breach the disqualification. [www.opsi.gov.uk/acts/acts2000/20000043.htm](http://www.opsi.gov.uk/acts/acts2000/20000043.htm)

### The Protection of Children Act 1999

Creates a framework operating across the different sectors that work with children to identify those considered unsuitable to work with children. Includes listing their names on the PoCA list and the (former) education List 99.

### Working Together to Safeguard Children (2006)

A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2006). Sets out how organisations and individuals should work together to safeguard and promote the welfare of children. Working Together is addressed to organisations that are responsible for commissioning or providing services to children, young people and their carers, and organisations that have a particular responsibility for safeguarding and promoting the welfare of children.

[www.everychildmatters.gov.uk/resourcesandpractice/IG00060/](http://www.everychildmatters.gov.uk/resourcesandpractice/IG00060/)

### The Police Act 1997

Changes the route by which employers can check whether a potential employee has committed criminal offences against children, or whether there is a reason for that person to be considered inappropriate to work with children. Contains provision for the creation of the Criminal Records Bureau (CRB) for England and Wales. [www.opsi.gov.uk/acts/acts1997/1997050.htm](http://www.opsi.gov.uk/acts/acts1997/1997050.htm)

### The Data Protection Acts 1984 and 1998

Relate to the recording of information, including information about children. States that information must be obtained fairly and processed lawfully, and shared only in certain circumstances, and kept securely [www.opsi.gov.uk/acts/acts1998/19980029.htm](http://www.opsi.gov.uk/acts/acts1998/19980029.htm).

### The Human Rights Act 1998

Sets out the rights of children to be protected by a series of Articles covering specific areas. [www.opsi.gov.uk/acts/acts1998/19980042.htm](http://www.opsi.gov.uk/acts/acts1998/19980042.htm)

**Sexual Offences Act 2003**

Introduced a package of measures to give children the greatest possible protection from sexual abuse, extending the abuse of a position of trust offences and creating a new offence to tackle off line and online grooming. [www.opsi.gov.uk/acts/acts2003/](http://www.opsi.gov.uk/acts/acts2003/)

**Appendix E:****Self declaration for contractors engaged in work on behalf of  
Chorley Borough Council**

Self declaration for contractors engaged in work on behalf of Chorley Borough Council  
(To be completed by contractors likely to have contact with children)

**Name of Contractor:**

I have read and understood the Council's Child, Young Person or Vulnerable Adult Protection Policy and agree to abide by the procedures set out in the document.

I confirm that I/we hold a current Child, Young Person or Vulnerable Adult Protection Policy that is available to view on request. (*Delete as appropriate*)

I confirm that all workers engaged by the above named contractor and who are likely to come into contact with children have been subject to the appropriate level of Criminal Records Bureau check as defined by the Criminal Records Bureau guidance.

**Signature:****Name:****Position:****Date:**

**Appendix F:**

**CONFIDENTIAL: Self Disclosure Form**

**Personal disclosure form for all voluntary staff working or in contact with Young People on behalf of Chorley Borough Council.**

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bind Over Order?  
Please Tick one.

NO. I have never been convicted of a criminal offence or been the subject of a Caution or Bind Over Order	
YES. I have been convicted of a criminal offence or been the subject of a Caution or Bind Over Order	
If Yes, please state the nature and date(s) of the offence(s) in the space provided.	

**Signed** .....

**Print Name** .....

**Position** .....

**Date** .....

**Appendix G:**

**Consent Form for the use of Cameras and other Image Recorders**

Venue/Area .....

Ref No: .....

Description of Equipment .....

.....

Surname: ..... Forenames: .....

Address: .....

..... Postcode: .....

Telephone No: ..... Mobile Telephone No: .....

Fax No: ..... Email Address: .....

Name(s) of the subject(s)

1. .... 5. ....

2. .... 6. ....

3. .... 7. ....

4. .... 8. ....

Relationship of the photographer and subject(s) .....

.....

Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising, etc) .....

.....

I declare that the information provided is true and correct and that the images will only be used for the purposes stated.

Signed: ..... Date: .....

Authorised by: ..... Date: .....

Position held: .....

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes of monitoring camera and image recorder use and will be destroyed at the end of a year.

**Parental Consent Form for use of photographic and filming equipment**

Please be aware that official event photographers will be in attendance at the add title of event. They will be easily identifiable and will be creating a pictorial record of the event by taking photographs of add details. If, for any reason, you do not wish your child, young person or vulnerable adult/children to be photographed please indicate this by ticking the box below:

<input type="checkbox"/>	I do not wish my child, young person or vulnerable adult/children to be photographed at the <u>add title of event</u> .
--------------------------	---

**Use of Photographs Consent**

Chorley Borough Council may wish to utilise photographs or video footage that was taken at the event by either the Official Photographer or the Press. If, for any reason, you do not wish photographs or video footage of your child, young person or vulnerable adult/children to be utilised by the aforesaid, please indicate this by ticking the box below.

<input type="checkbox"/>	I do not wish official photographs or video footage of my child, young person or vulnerable adult/children to be utilised for publicity purposes.
<input type="checkbox"/>	

**Spectators Photography**

All spectators wishing to take photographs at the name of event are required to register their details. Registration will take place at the designated event information points. Once registered, spectators will be given a badge to indicate that they are a 'Registered Photographer'. This badge should be worn visibly throughout the event.

Signed ..... (Parent or Guardian) Date: .....

**Appendix H : Useful Contacts/further resources**

<b>National Contacts</b>		
<b>The NSPCC Child or Young Person Protection Helpline</b>	Western House 42 Curtain Road London EC2A 3NH	020 7825 2500 <b>Helpline: 0808 800 5000</b> www.nspcc.org Asian Helpline: 0800 096 7719 Deaf User's Text phone: 0800 056 0686
<b>Child or Young Person Helpline UK (Childline)</b>	Freepost 1111 London N1 OBR	0800 1111 www.childyoungpersonorvulnerableadultline.org
<b>Sports Coach UK</b>	114 Cardigan Road Headingley Leeds LS6 3BJ	0113 274 4802 www.sportscoachuk.org
<b>Criminal Records Bureau (CRB)</b>	P0 Box 110, Liverpool, L69 3EF	0870 9090811 www.crb.ciov.uk
<b>NSPCC Child Protection in Sport Unit</b>	NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 www.sportprotects.org.uk
<b>British Association for Counselling and Psychotherapy</b>	BACP House, 35-37 Albert Street, Rugby, Warwickshire, CV21 25G	0870 443 5252 E-mail: bacp@bacp.co.uk www.bacp.co.uk

<b>Local Contacts</b>		
<b>Local Authority Sports Development Officer</b>	Chorley Borough Council	01257 515816
<b>Lancashire Local Safeguarding Children Board (LCSB)</b>	Policy and procedures website	<a href="http://panlancashirescb.proceduresonline.com/index.htm">http://panlancashirescb.proceduresonline.com/index.htm</a>



Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	24 November 2011

## UPDATE ON LONDON 2012 PROGRESS IN CHORLEY

### PURPOSE OF REPORT

1. To highlight current progress of initiatives and work to promote and link Chorley to the London 2012 Olympic and Paralympics Games.
2. To provide an update on the implications for the Olympic Torch Relay passing through Chorley centre, Euxton and Croston.

### RECOMMENDATION(S)

3. That Members note the current progress against the action plan previously reported to Members.
4. That a budget provision of £40,000 be made to support the activities and initiatives planned for the Torch Relay and Olympiad period

### EXECUTIVE SUMMARY OF REPORT

5. London 2012 offers a significant opportunity to further the Council's strategic objectives and ensure that Chorley is connecting to the Olympic Games programme to the benefit of Chorley's citizens. This report updates Members on the current progress the Council is making with less than one year to go before the Olympic and Paralympic Games and identifies a £40,000 budget requirement to ensure that planned activities are financially supported.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
--	-----	-----------

<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
--	-----	-----------

### REASONS FOR RECOMMENDATION(S)

#### (If the recommendations are accepted)

6. To ensure that the work of the Council and its supporting partners takes full advantage of the opportunity's that London 2012 brings for Chorley residents and business.

### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. To do nothing more and stop current activity regarding the Olympics and links into other opportunity's.

**CORPORATE PRIORITIES**

8. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	X
Being Healthy	X	Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities	X	Quality Community Services and Spaces	
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			

**BACKGROUND**

9. The sporting element of the 2012 Games begin on 27 July 2012 until 12 August 2012 with the Paralympic Games commencing 29 August 2011 until 9 Sept 2011. However there are key milestones on the way and these referred to below.
10. Over the last three years we have endeavoured to link existing and new activity towards London 2012. In Lancashire activity started some three years ago with the Olympic Handover flag ceremonies and Chorley played an active part in this. During this period Chorley has also staged the 2010 British Sprint Orienteering Championships in Astley Park and linked activities such as Play Day, NW Streetgames, Holiday Programmes and the Sport Relief Mile to the London 2012 effort.
11. Earlier this year the Council wrote to the London Organising Committee of the Olympic and Paralympic Games to express its desire for the London 2012 Olympic Torch Relay to pass through the Borough and to raise the profile of Chorley.
12. Members will be aware of the announcement that the Olympic Torch Relay will pass through Chorley centre, Euxton and Croston. The Council now has the responsibility for facilitating the Olympic Torch's safe arrival; ensuring the Olympic Torch Relay Route is dressed for the occasion; encouraging local people to get involved including lining the route and liaising with local partner agencies, such as the police, to enable the Olympic Torch to pass through the borough.
13. The activities already planned in Chorley for 2012 are substantial and in the main will be provided within existing planned budgets. The activities we are now committed to provide are as follows:

<u>Activity / Project</u>	<u>Description.</u>
Chorley Smile 2012 / Jubilee Picnic	Annual event with a clear focus on 2012 and the Queens Diamond Jubilee set for June 2012
London 2012 Olympic Torch Relay	The route has now been announced and will pass through Chorley centre, Euxton and Croston on 1 June 2012
Get Up and Go	The Council's brand for all activity aimed at young people. This project has successfully applied for the 2012 Inspire Mark.
Leisure Facilities	Active Nation and Glendale who oversee the councils facilities



Disability Awareness / REACH	Awareness raising day/ event held traditionally in the town centre.
Raising the profile of sports development and health promotion work.	Continued and enhanced promotion of several project areas and activity's such as Streetgames Active Generation Active Women Young Volunteers Personal Best Inclusion in sport Play Rangers Club support Sportivate
Volunteering Programme	Regular promotion via press on national initiatives but developing the <b>Co-operative Streetgames Young Volunteers</b>
Olympic Floral Display.	Displays in town centres and recreation areas with specific themed dressing
Chorley's Hall of Sporting Fame including an exhibition at Astley Hall.	To create a visual and interactive exhibition resulting in a permanent Hall of Fame of Chorley Sporting Greats.

14. However now that confirmation of the Olympic Torch route has been announced, the responsibility of ensuring a successful and high profile passage through the Borough does require additional financial support as follows:

Olympic Torch Relay Activity	Estimated Budget
Torch Relay – route dressing and road closures	£15,000
Torch Relay – publicity and promotion	£5,000
Torch Relay – additional sport and play activities	£10,000
Torch Relay - contingencies	£10,000
Total	£40,000

We will endeavour to reduce the financial burden to the Council by seeking financial contributions from partner agencies, in particular with respect to the cost of road closures as well as contributions in kind for publicity, promotion and route dressing. Work is well underway to establish a task force that will drive through the successful delivery of the Olympic Torch event and the associated planned Olympic activities.

15. Other local activities around the London 2012 theme which Members may wish to be aware of are as follows:
- Inspire Mark: This is a high profile accreditation scheme that the Council has been successfully obtained for a number of sport and play activities. Further submissions are currently being made for addition sport and play schemes and activities.
  - Business: Two Chorley business's have been successful in winning Games time contracts; Adlington Welding to provide welding services for stadiums and Production Glass Fibre in Buckshaw who are providing diving boards for the Olympic pool.
  - Schools: 'Get Set' is the national schools programme which currently works with schools to enthuse young people and ensure that the potential for sport and play

activity is maximised. We are seeking to link our activities with this programme and encourage Chorley schools to engage in 2012.

- Tourism: Lancashire and Blackpool Tourist Board will be promoting tourism throughout the County in 2012 for example The Open Golf Championship being hosted in Lytham St. Annes provides visitor opportunities in addition to the Olympic effort.
- Cultural Olympiad: The north west Cultural Olympiad is being delivered under the banner of 'We PLAY!'. We are actively seeking links to this programme to ensure a successful combination of sport, arts and cultural activities during the London 2012 period.

**IMPLICATIONS OF REPORT**

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

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

17. This report is asking for one-off funding in the sum of £40,000 to be approved in 2012/13. It is recommended that this is funded from the general fund balance. The current Revenue Budget Monitoring Report, also on this agenda, identifies that balances will exceed £2.0 million as at 1<sup>st</sup> April 2012, being the minimum target level in the Council's Medium Term Financial Strategy.

**COMMENTS OF THE MONITORING OFFICER**

18. Authorising this expenditure is an appropriate use of the general well-being powers given the rarity of this event and the promotion of Chorley Borough and the health and well-being of the residents through the activities provided.

JAMIE CARSON  
DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Lee Boyer	5732	4 November 2011	2012games



Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	24 November 2011

## ALLOTMENTS UPDATE – THE COMMON, ADLINGTON

### PURPOSE OF REPORT

1. To provide an update regarding progress with The Common, Adlington element of the allotments project.

### RECOMMENDATION(S)

2. That delivery of allotments at The Common, Adlington is deferred, that the planning application for on site car parking be withdrawn and officers be instructed to identify alternative sites in the Borough for allotment plots.

### EXECUTIVE SUMMARY OF REPORT

3. The Common was one of three sites identified to be taken forward for development of new allotments.
4. Following consultation and the submission of a planning application for car parking on site there has been opposition expressed by local ward councillors, Adlington Town Council and residents.
5. Other local potential sites have been identified, including Harrison Road. All of these sites present further issues including access, ecological impact and/or do not offer good value for money.
6. The recommendation is that the delivery of allotments at The Common, Adlington be deferred, that the planning application for on site car parking be withdrawn and officers identify alternative sites in the Borough for allotment plots.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
--	-----	-----------

<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
--	-----	-----------

### REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

7. Following consultation and submission of the planning application there has opposition from local residents, the Town Council and ward councillors, including a signed petition.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

8. No other options considered.

**CORPORATE PRIORITIES**

9. 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		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			

**BACKGROUND**

10. As part of the Allotments Project three sites have been taken forward for further development:
1. Manor Road, Clayton Le Woods
  2. Duke Street, Chorley
  3. The Common, Adlington
11. An update for Manor Road and Duke Street was provided to Executive Cabinet on 20 October 2011.
12. The initial work for The Common has focused on consultation and, subsequently, submitting a planning application for the provision of car parking on The Common.

**CURRENT POSITION**

13. Initial consultation with 37 neighbouring properties was undertaken in May 2011. Further consultation was carried out as part of the planning application for the provision of a car park on the site. There has been opposition expressed by local ward councillors and residents including a 52 signature petition and 179 letters of objection.
14. The planning application for car parking is currently live. The Secretary of State for Communities and Local Government did make the application subject to a holding direction, following representations. He subsequently wrote to the Council to say that the application was an issue that should be determined locally and that he would have no further involvement.
15. Other potential sites have been suggested and identified for the southern Chorley area including:
- Harrison Road, Adlington
  - St Oswalds Annex, Coppull (being developed by Coppull Parish Council)
  - Brookside play area

- 16. As detailed in Appendix 1, both The Common and Harrison Road sites offer the most number of plots, however, the Harrison Road site requires significant investment and there are also concerns regarding access and the local ecology as detailed in Appendix 2. No ecological or access issues have been identified for The Common site and the development costs are also significantly less.
- 17. Lancashire County Council Highways have indicated that they would strongly resist against access to Harrison Road via the existing canal bridge. British Waterways who own the Grade II listed bridge would require a full structural survey of the bridge; details of vehicle use and an agreement that the cost of repairing any damage to the bridge caused by users of the allotments must be covered by the Council. The only alternative access to Harrison Road is via Old School Lane and this would require some improvements to the unmade access lane.
- 18. Other smaller sites have been identified in the Coppull area at St Oswalds Annex and the Brookside play area. St Oswalds Annex is currently being developed as a separate site by Coppull Parish Council through negotiation with Lancashire County Council.
- 19. A potential site at the Brookside, is currently leased by the Council and used as a small play area. To develop this site would require negotiation with the land owner and may also require planning permission. This site would only offer a small number of plots and would not offer good value for money.

**Alternative sites**

- 20. Officers will continue to look for and identify suitable alternative allotment sites across the Borough to deliver the allotment project.

**Summary**

- 21. The report provides an update regarding the progress made to implement The Common element of the allotments project. There has been opposition expressed by local ward councillors, the Town Council and residents, including a signed petition.
- 22. Other potential allotment sites present further issues associated with site access, impact on local ecology and/or do not offer good value for money.

**IMPLICATIONS OF REPORT**

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

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

24. The report indicates that the cost of the development would have been circa £24,000 and the Council had allocated funding for this. Any unused funds, not spent by the end of this financial year will be carried forward into the new financial year.

**COMMENTS OF THE MONITORING OFFICER**

25. As the report provides an update and recommends not pursuing a course of action which the Council are not compelled to undertake, there are no legal issues to raise at this time.

JAMIE CARSON  
DIRECTOR OF PEOPLE AND PLACE

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Jamie Dixon	5250	15 November 2011	EC 24-11-2011 Allotments Update – The Common

**Appendix 1 – Allotments analysis**

Site	Access	Ecological survey	Planning permission required	No. Of plots	Costs	Costs to be determined	Cost per allotment
<b>The Common,</b> Adlington	Suitable access – no problems highlighted by LCC Highways	Developing The Common site as allotments would see a measurable increase in Biodiversity (Appendix 2)	Yes	50	£23,925*	None	£443
<b>Harrison Road,</b> Adlington	Restricted access via narrow canal bridge – concern from LCC Highways. Would require structural survey and possibly traffic management or alternative access.	Local breeding bird, invertebrate and small mammal habitats would have to be removed, and there would be no measurable gain in biodiversity, only potential losses. (Appendix 2)	Yes	50	£40,590*	Potential drainage work & further ecological work	£751
<b>St Oswalds Annex,</b> Coppull	Suitable access	Not known	Not yet determined	10	Funded by Coppull PC	N/A	N/A
<b>Brookside play area,</b> Coppull	Suitable access	Not required	Not yet determined	5	£5,000	Detailed costs	£1,000

**\*Detailed estimated allotment costs - The Common & Harrison Road**

<b>Task</b>	<b>Harrison Road</b>	<b>The Common</b>
Ecological Survey	£400	£200
Red House Bridge – Full Structural Survey	£2,000 (estimate)	n/a
Cutting the scrub/grassland – bale and remove	£2200	£300
Level the land	£600 (estimate)	n/a
Post and wire fencing/rabbit netting	£4,600	£4,600
Hard standing/car park and haulage way	£12,500	£12,500
Hedge trimming and gapping up	£500	£300
Additional top topsoil	To be determined	n/a
Compost bays	£2400	£2400
Access paths off haulage way/ barkchip	£1000 (estimate)	£750 (estimate)
Access road improvements (potential)	£10,000 (estimate)**	n/a
Gates	£400	£400
Signage	£300	£300
<b>Sub Total</b>	<b>£36,900</b>	<b>£21,750</b>
Contingency (10%)	£3,690	£2,175
<b>TOTAL</b>	<b>£40,590</b>	<b>£23,925</b>

\*\*Access road improvements are shown as an indicative cost (£10,000) to upgrade the access to the Harrison Road site. This would be necessary if the LCC Highways views are upheld and alternative access via Old School Lane is required.





**EXTENDED PHASE 1 HABITAT SURVEY AND  
ECOLOGICAL EVALUATION  
OF  
LAND AT THE COMMON & HARRISON ROAD  
ADLINGTON**

**EXTENDED PHASE 1 HABITAT SURVEY AND  
ECOLOGICAL EVALUATION  
OF  
LAND AT THE COMMON & HARRISON ROAD  
ADLINGTON**

*A report for:*

**Chorley Borough Council**

Council Offices  
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Ian Ryding

July 2011

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**APPENDIX:**

*Site Photographs*

*Map 1: Extended Phase 1 Habitat Survey – The Common*

*Map 2: Extended Phase 1 Habitat Survey – Harrison Road*

## **PART 1 INTRODUCTION:**

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### **1.1 REASONS FOR SURVEY**

Pennine Ecological has been commissioned by Chorley Borough Council to carry out an Extended Phase 1 Habitat Survey of two sites in Adlington, Chorley. The surveys are required in relation to a proposal to develop a field at The Common as an allotment site, with Harrison Road considered as a potential alternative site.

The aim of the survey was to record species and habitats present, assess their ecological value, and define any ecological impacts caused by creating the allotments.

### **1.2 SITE LOCATIONS**

The Common site is located on the south-west edge of the village and is composed of a single arable field with a pond at its western end.

The Harrison Road site is situated next to the Leeds & Liverpool Canal and comprises two derelict field either side of a farm track west of Red House Bridge at the end of Harrison Road.

### **1.3 METHODOLOGY**

An Extended Phase 1 Habitat Survey (*Nature Conservancy Council 1990*) of each site was undertaken on 26<sup>th</sup> July 2011. The sites habitats were fully mapped and higher vascular plant species were recorded and given abundance values according to the standard DAFOR scale, where:

D = Dominant  
A = Abundant  
F = Frequent  
O = Occasional  
R = Rare

Where appropriate these values can be prefixed by the letter L (locally) or V (very), to provide more subtle biogeographical data.

The sites were also surveyed for evidence of legally protected animal species, and for habitats that had potential for presence of legally protected animal species. Incidental records of fauna not specifically protected by law were also noted.

### **1.4 SURVEY CONSTRAINTS**

The survey was undertaken during the optimum period for Phase 1 survey and there were no constraints to survey.

## **PART 2: SURVEY RESULTS:**

---

### **2.1 SITE DESCRIPTIONS:**

The Common site is composed of an arable field currently composed of a 'ley' grassland. The habitat is typically uniform and composed of sown grasses.

A large pond is located at the western end of the site and is used for fishing. The western boundary is fenced and has a strip of tall ruderal herb and the highly fragmented remains of a hedgerow with numerous trees.

The roadside boundary is a hawthorn hedge with semi-mature oak whilst the southern boundary is open.

The Harrison Road site is composed of two derelict agricultural fields divided by a farm track. The grasslands are rank and their 'abandonment' has allowed the development of stands of tall ruderal herb and dense/scattered willow scrub, some of which are locally extensive.

An immature broad-leaved plantation is located on an embankment along the southern boundary of the southernmost field.

### **2.2 EXTENDED PHASE 1 HABITAT SURVEY:**

#### **2.2.1 The Common:**

*(See Map 1 in the Appendix)*

#### **Target Note 1:**

A ley grassland typically sown with a range of high-yield agricultural rye-grass varieties. The habitat is derived from cultivation and is therefore classed as arable land.

Fertility is artificially high due to the input of nitrogen based fertilisers and farm manure/slurry. The combined effects of cultivation, sowing and application of fertilisers naturally restrict species diversity to a few herbs that are either encouraged, such as white clover which is locally abundant, or have been able to persist on site.

Additional species recorded include occasional common chickweed and Timothy and very occasional marsh foxtail and creeping buttercup.

The grassland has an affinity with the National Vegetation Classification (NVC) community **MG7** *Lolium perenne* leys and related grassland.

Photograph 1 in the Appendix shows a typical view of the grassland at The Common.

#### **Target Note 2:**

A large field pond situated on the southern edge of the site. The pond appears deep and has a narrow/fragmented marginal fringe dominated by bulrush with locally frequent great willowherb and occasional bittersweet.

The pond has approximately 30% cover of yellow water-lily and small pondweed is occasional.

The pond is fished and several fishing pegs (platforms) are present around the pond margin. There is also a timber bridge allowing pedestrian access across an outlet channel. The pond appears to be well stocked with coarse fish and numerous large fish were partly visible near to the waters surface. In addition many small fish, either fish fry or sticklebacks were present among the marginal stands.

Photograph 2 in the Appendix shows a typical view of the pond.

### **Incidental Sightings:**

Given the main type of habitat present incidental sighting were restricted to a single moorhen at the pond.

### **2.2.2 Harrison Road:**

*(See Map 2 in the Appendix)*

#### **Target Note 1:**

This is the northernmost of the two fields at Harrison Road.

It is difficult to determine the origin of the grassland here, however the crop patterns shown on online aerial images from 2000 and 2005 indicate that the field is either an abandoned ley or improved grassland, and the very localised dominance of perennial rye-grass may be indicative of former conditions on the site.

Despite the fields origin it is now in an advanced state of abandonment, the grass is coarse and dominated by false oat-grass, and there is a dense thatch at the base of the sward over much of the area. Lack of management has allowed the seral development of stands of tall ruderal vegetation dominated locally by common nettle, creeping thistle, rosebay willowherb and great willowherb.

Locally extensive stands of dense willow scrub grading into open scattered stands have also developed on the site.

Essentially the whole of the field is a mosaic of tall grasses and herbs punctuated by stands of willow scrub of varying density.

The vegetation in the field has an affinity with several NVC communities including **MG1** *Arrhenatherum elatius* grassland, **OV25** *Urtica dioica-Cirsium arvense* community, **OV27** *Epilobium angustifolium* community, and small localised fragments of **MG7** *Lolium perenne* leys and related grassland.

Photograph 3 in the Appendix shows a typical view of the northern part of the site.

A list of species and their abundance is shown on the following page.

<b>Species:</b>	<b>Abundance:</b>
False oat-grass	D
Common nettle	LD
Creeping thistle	LD
Rosebay willowherb	LD
Great willowherb	LD
Goat/grey willow (saplings)	LD
Perennial rye-grass	VLD
Yorkshire-fog	A-LD
Creeping bent	LA
Dandelion sp.	LA
Field horsetail	LA
Common bent	LA
Creeping buttercup	LA
White clover	VLA
Timothy	LF
Spear thistle	LF
Dock spp.	LF
Ribwort plantain	LF
Compact rush	O

### **Target Note 2:**

This is the southernmost of the two fields at Harrison Road. The field has the same origin as that described in Target Note 1 above and subsequently has a very similar vegetative structure and affinity with the NVC.

Indian balsam is locally dominant in stands in the south-east corner of the site.

Photograph 4 in the Appendix shows a typical view of the southern part of the site.

<b>Species:</b>	<b>Abundance:</b>
False oat-grass	D
Common nettle	LD
Creeping thistle	LD
Rosebay willowherb	LD
Indian balsam	VLD
Perennial rye-grass	VLD
Yorkshire-fog	A-LD
Goat/grey willow (saplings)	A-LD
Common couch	LA
Creeping bent	LA
Great willowherb	LA
Creeping buttercup	LA
Dock spp.	F
White clover	LF
Common bent	LF
Spear thistle	LF
Cleavers	LF

**Incidental Sightings:**

The coarse grasslands and stands of flowering tall herbs on the Harrison Road site attract a number of bumble bees and a range of common butterflies.

Species recorded include Peacock, Meadow brown, gatekeeper, Large white, Small skipper and Small tortoiseshell. A common moth Large yellow-underwing was also recorded

At the time of survey a single pair of Common whitethroat were resident and breeding in scrub in the northern part of the site. Two pairs of common whitethroat were resident and breeding in the southern part of the site. A newly fledged family was present in suitable breeding habitat.

**2.3 AMPHIBIAN ASSESSMENT –THE COMMON:**

**2.3.1 Great Crested Newt Habitat Suitability Index Survey:**

The pond on The Common site was assessed for its potential to support GCN using the Habitat Suitability Index Survey (HSI). The results of the survey are shown below.

The HSI Survey undertaken returned a HSI score of 0.51 which rates as marginally above poor.

HSI Pond suitability rating is as follows:

- <0.5 = poor
- 0.5 – 0.59 = below average
- 0.6 – 0.69 = average
- 0.7 – 0.79 = good
- > 0.8 = excellent

The individual scores are shown in the table below.

Pond ref	The Common
SI1 - Location	1
SI2 - Pond area	0.95
SI3 - Pond drying	0.9
SI4 - Water quality	0.67
SI4 - Shade	1
SI6 - Fowl	0.67
SI7 - Fish	0.01
SI8 - Ponds	0.85
SI9 - Terr'l habitat	0.67
SI10 - Macrophytes	0.6
HSI	0.51

Given the prevailing conditions in the pond, especially the obviously high fish population and lack of good vegetative cover, it is considered very unlikely that GCN would be able to maintain a viable population in the pond on the site.



### **2.3.2 Other Amphibian Species:**

Lancashire County Council (LCC) have records of common toad within and adjacent to the application site. Common toad are able to breed and successfully recruit in fish ponds therefore its presence in the on-site pond is possible.

Smooth and Palmate newt whilst predated by fish have differing habits to GCN and are able to maintain populations in fish ponds and they are possibly present at the site.

### **2.3.3 Amphibian Terrestrial Habitat:**

The habitat on the proposed allotment site is considered to be poor quality GCN habitat, being a flat sown rye-grass ley with little structure, extremely low plant species diversity, and low invertebrate values. The land in question has been created through cultivation and may form part of a crop rotation

Typically the land has experienced intensive management including, ploughing, tilling, application of artificial fertilisers and 2-3 silage crops per year. The land may also have had applications of herbicide to control weeds and if the site has had cereal or other crops grown it will certainly have had herbicide and pesticides applied to it.\*

\*That is assuming it is not under an organic regime - the low occurrence of clovers suggests that it is not.

Land managed in this way is not conducive to GCN or other amphibian habitation, and while amphibians may traverse these areas from time to time there is little scope for foraging and no scope for overwintering.

Conversely the land to the west has good amphibian potential as it includes unmanaged grassland on sloping ground, scrub and stands of (immature) planted woodland. Disturbance levels here are very low and invertebrate levels substantially higher than on the proposed allotment site. This would be the favoured direction of travel for GCN or any other amphibian when leaving the pond as it provides extensive foraging, temporary refuge and overwintering sites.

## **PART 3 EVALUATION:**

---

### **3.1 THE COMMON:**

#### **3.1.1 Habitats:**

The land at The Common is composed of very common habitats representative of modern productive farming regimes. Floristic diversity is very limited as the site is sown with a specific low range of agricultural grass varieties, with very few herbs present.

The current management of the land maintains high soil fertility to ensure that multiple cropping of the site is achievable on an annual basis

The grassland is associated with the NVC community **MG7** *Lolium perenne* leys and related grassland.

Arable Farmland is a Lancashire BAP Habitat, however the habitats on the site are considered to be a poor example of the type of habitat that the LBAP represents, and the land here is of very minor significance.

In ecological terms the grassland is of site value only.

The pond has a restricted range of plants in its marginal and aquatic zone, all of which have a widespread distribution nationally. No notable plants occur and the pond is considered to be of local value.

The hedgerows of the site are UK Biodiversity Action Plan habitats and are listed in Section 41 (S41) Habitats and Species of Principal Importance in England Natural Environment and Rural Communities (NERC) Act 2006.

The hedgerows are considered to be of local value.

#### **3.1.2 Amphibians:**

The HSI survey and evaluation based on field observation concur that conditions for Great crested newt (GCN) are poor in the pond. Lancashire County Council Ecologists have been consulted on this matter and confirmed that the nearest record for GCN is approximately 1km from this pond.

LCC also stated that GCN could have colonised ponds nearer to the site since the time of that record. As stated previously given the prevailing conditions in the pond on the application site the likelihood of this occurring on the proposed allotment site is considered to be unlikely.

Common toad (Section 41 Species of Principle Importance NERC Act 2006) has been recorded within and adjacent to the application site and its presence in the on-site pond is possible.

Smooth and Palmate newt are possibly present at the site.

The field affected by the proposal is not conducive to GCN or other amphibian habitation, and while amphibians may cross this area there is little scope for foraging and no scope for overwintering.

### **3.1.3 Other Fauna:**

No other fauna was recorded during the visit other than a single moorhen and fish at the pond. The grassland being intensively managed is a serious constraint to wildlife habitation.

## **3.2 HARRISON ROAD:**

### **3.2.1 Habitats:**

The habitats present in both the northern and southern parts of the Harrison Road site are representative of agricultural land where formal management has ceased, and where natural succession has begun.

The grassland has grown tall and coarse with stands of tall ruderal herbs and locally extensive willow scrub. The precursor community is considered to have been an agricultural grass ley or improved grassland.

The habitats present have an affinity with several NVC communities including **MG1** *Arrhenatherum elatius* grassland, **OV25** *Urtica dioica-Cirsium arvense* community, **OV27** *Epilobium angustifolium* community, and small localised fragments of **MG7** *Lolium perenne* leys and related grassland.

The invasive species Indian balsam is present in the southernmost part of the site.

The habitats of the site are considered to be of site-local value ecologically.

### **3.2.2 Fauna:**

The site is used by a range of common songbirds and three pairs of Common whitethroat were recorded as breeding in the scrub on the site.

The abundance of tall herb species such as creeping thistle and willowherb species attract bumblebees and a range of common butterflies.

There are no amphibian issues relating to the site as there are no known ponds within 500m of the site.

## **3.3 COMPARISON OF THE ECOLOGY OF THE TWO SITES:**

### **3.3.1 Habitats:**

The study has shown that the habitats of the two sites are of low general ecological value, with the Harrison Road site being slightly better than The Common on account of its abandonment and subsequent development of a greater diversity of species and habitats.

### **3.4 EVALUATION OF ALLOTMENT SUITABILITY:**

The following section evaluates the suitability of the two sites for use as allotments. The evaluation is based on the potential losses incurred as a result of the formation of the allotments.

It should be noted that allotments are a Lancashire BAP Habitat, however for a net gain in biodiversity to be achieved through the formation of an allotment site, the precursor habitat must be of lower value of what is proposed.

The evaluation is provided as a series of bullet points below.

The formation of an allotment site at The Common would result in the loss of the following features:

- An intensively managed ley grassland of very low species diversity, low invertebrate and breeding bird value.
- Potential fatalities of amphibians during site clearance.

The formation of an allotment site at Harrison Road would result in the loss of the following features:

- Loss of an unmanaged rank habitat mosaic of coarse grassland, tall herb and scrub.
- Habitats used by common invertebrates for food and shelter including bumble bees and several common butterfly species.
- Breeding bird habitat used by Common whitethroat. The site is also used for foraging by other common bird species.
- Habitat used by small mammals such as wood mice, field vole, common and pigmy shrew, which in turn provide food for common raptors including Tawny owl, Little owl and Kestrel.

The evaluation of the two sites shows that a greater level of loss and disturbance to wildlife will occur through the formation of an allotment site at Harrison Road. Whilst the losses at Harrison Road only relate to common habitats and species, the losses at The Common are minimal and measurable gains in biodiversity are predicted with a change from intensive grassland management to allotments.

### **3.5 CONCLUSIONS:**

Ecologically the most appropriate site for the formation of the allotment site is at The Common. This is due to the site being under modern ley grassland management, therefore disturbance to wildlife at this site is minimal and can be managed through appropriate precautionary measures.

Developing The Common site as allotments would see a measurable increase in Biodiversity on the site.

If the Harrison Road site were chosen as an allotment site, the habitats that have developed local breeding bird, invertebrate and small mammal value would have to be removed, and there would be no measurable gain in biodiversity, only potential losses.

In addition the biodiversity value of The Common site would remain poor.

## **PART 4 POTENTIAL IMPACTS & RECOMMENDATIONS:**

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### **4.1 POTENTIAL IMPACTS & RECOMMENDATIONS:**

The following section discusses the potential impacts on ecology arising from the creation of allotments at The Common. The recommended action is provided where potential impacts might occur.

#### **4.1.1 Potential Impacts:**

The grassland at the site is of site value only and formation of the allotments would result in the loss of a rye-grass ley, a very common habitat type on a local – national basis.

The pond is of local value and is to be retained and protected by a buffer area. The presence of great crested newt (GCN) is considered to be unlikely given the prevailing conditions and low HSI score. There is no loss of core terrestrial habitat proposed for the site, and the grassland provides only highly sub-optimal conditions for amphibians.

Given the availability of good terrestrial habitat off-site west of the pond this area will form the main foraging and overwintering area of any amphibian species.

Potential short-term impacts on amphibians are predicted during the construction phase, however these can be adequately mitigated through the provision of appropriately-timed precautionary measures.

The loss of the grassland on ecology in the long-term is predicted to have negligible effect, however positive effects for amphibians, insects and common birds are predicted through the formation of the allotments through increased foraging areas/food sources, temporary refuge/shelter around the allotments.

An existing gap in the hedgerow will be widened to create vehicular access to the site, which is predicted to have a negligible effect on site biodiversity.

The nature area proposed as a buffer around the pond can be designed to have a positive value to amphibians through the provision of good foraging habitat, temporary refuge and possibly overwintering sites.

A new hedgerow and re-stocking of existing hedgerows are also proposed for the site which will have a long-term positive effect on ecology locally.

#### **4.1.2 Recommendations to Avoid Impacts During Construction of the Allotments:**

The following action is recommended to prevent impacts during the construction phase.

##### **Birds:**

Formation of the site access will require removal of several hedgerow shrubs. The removal of woody vegetation must be undertaken outside of the bird breeding season during September-February.

If the shrubs cannot be removed at this time then an inspection by an ecologist will be required to ensure that no nesting birds are present that could be disturbed by the operation.

**Amphibians:**

A detailed Precautionary Method Statement should be produced to provide guidance on the nature and timing of the proposed works to avoid impacts on amphibians.

The following issues need to be addressed:

- Nature of works.
- Timing of works.
- Duration of works.
- Storage of materials.
- Barrier effects.
- Entrapment.
- Supervision by ecologist.

**REFERENCES:**

DEFRA (2006) Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006 - Habitats and Species of Principal Importance in England. DEFRA/Natural England

English Nature (2001) *Great Crested Newt Mitigation Guidelines*, English Nature.

Lancashire County Planning Department, (1998) *Biological Heritage Sites. Guidelines for Selection*. Lancashire County Council

Nature Conservancy Council (1990) *Handbook for Phase 1 Habitat Survey – A Technique for Environmental Audit*. Nature Conservancy Council.

Pyefinch, R. & Golborn, P. (2001) *Atlas of the Breeding Birds of Lancashire and North Merseyside 1997-2000*. Lancashire Bird Club/Lancashire and Cheshire Fauna Society.

Rose, F. (1981) *The Wildflower Key*. Warne.

RSPB *Birds of Conservation Concern 3: the population status of birds in the United Kingdom, Channel Islands and Isle of Man*. (RSPB et al 2009)

Stace, C., (1997) *New Flora of the British Isles (Second edition)*. Cambridge University Press.

Strachan, R. & Moorhouse, T. (2006) *Water Vole Conservation Handbook Second Edition* Wildlife Conservation Research Unit.

**Web Sites:**

Bing Maps.

Google Earth.

Lancashire Biodiversity Partnership website.

MARIO.

Natural England – Nature on the Map.

UKBAP website.



**APPENDIX:**

*Site Photographs:*

*Map 1: Extended Phase 1 Habitat Survey – The Common*

*Map 2: Extended Phase 1 Habitat Survey – Harrison Road*

**Site Photographs:**



**Photograph 1: Ley Grassland at The Common**



**Photograph 2: The pond at The Common**

(Note clearance of vegetation for fishing)










**Photograph 3: Harrison Road Northern Field**



**Photograph 4: Harrison Road Southern Field**

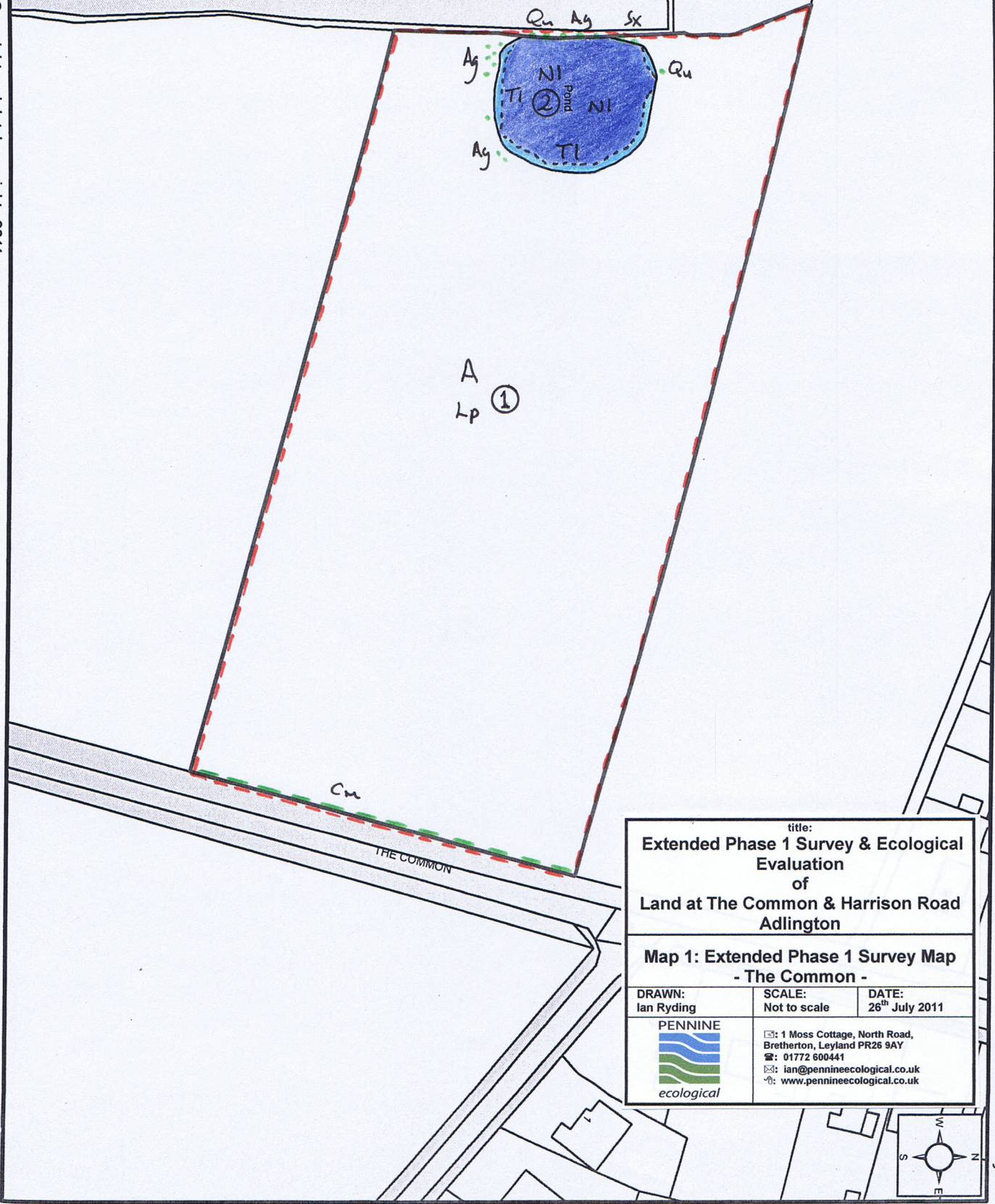
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**Key Phase 1 Colour Habitat Codes**

-  Scattered broad-leaved trees
-  Standing water
-  Marginal vegetation
-  Arable (ley grassland)
-  Defunct hedgerow species-poor
-  Target note
-  Study area boundary

**Key: Phase 1 Species Codes**

- Ag Alder
- Cm Hawthorn
- Nl Yellow water-lily
- Lp Perennial rye-grass
- Qu Oak sp.
- Sx Willow sp.
- Tl Bulrush



title:  
**Extended Phase 1 Survey & Ecological Evaluation of Land at The Common & Harrison Road Adlington**







**Map 1: Extended Phase 1 Survey Map - The Common -**

DRAWN: Ian Ryding	SCALE: Not to scale	DATE: 26 <sup>th</sup> July 2011
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**PENNINE ecological**

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Key: Phase 1 Colour Habitat Codes

-  Scattered broad-leaved trees (Juv.)
-  Dense scrub
-  Scattered scrub
-  Arable (former ley)
-  Target note
-  Study area boundary

Key: Phase 1 Species Codes

- Ae False oat-grass
- Car Creeping thistle
- Cha Rosebay willowherb
- Fe Ash
- Ig Indian balsam
- Sx Willow sp.
- Ud Common nettle

Extended Phase 1 Survey & Ecological Evaluation of Land at The Common & Harrison Road Adlington

Map 2: Extended Phase 1 Survey Map - Harrison Road -

DRAWN: Ian Ryding      SCALE: Not to scale      DATE: 26<sup>th</sup> July 2011



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Northern Field



Southern Field





Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places)	Executive Cabinet	24 November 2011

**WASTE CONTRACT UPDATE**

**PURPOSE OF REPORT**

1. To provide an update on the performance of the waste contract and agree how we introduce food waste collections.

**RECOMMENDATION(S)**

2. The Council introduce food waste collections to those properties (37,500) with a garden waste collection (brown bin) in March 2012.
3. That separate food waste collections from properties without gardens (8,500) are deferred for the duration of the contract (2019) which would save £70,000 per year.

**EXECUTIVE SUMMARY OF REPORT**

4. Veolia have continued to meet their monthly performance targets and Chorley achieved a recycling rate of 48.55% in 2010/11, the best in Lancashire.
5. The new Farington waste technology park (WTP) has passed the acceptance test for composting food waste. Co-mingled food and garden waste collections to start in March 2012.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
--	-----	-----------

<b>Key Decision?</b> Please bold as appropriate	<b>Yes</b>	No
--	------------	----

<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	<b>4, Significant impact in environmental, social or physical terms in two or more wards</b>

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 6. By starting co-mingled food and garden waste collections to properties with gardens in March 2012 the reputational risk to the Council will be reduced compared to starting these collections now when garden waste tonnages diminish over the winter months. There is the possibility we could experience disruption to collections if there was another period of severe winter weather. There are no additional costs, apart from initial publicity, in providing co-mingled food and garden waste collections and it has the potential to increase the recycling rate.
- 7. Lancashire County Council has indicated that separate food waste collections are no longer a requirement of the current cost sharing agreement. Therefore, by deferring food waste collections from properties without gardens for the remaining seven years of the contract the council will save £70,000 per annum (plus RPIX).

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 8. To introduce co-mingled food and garden waste collections now. There is the possibility of disruption due to severe weather and operational issues at Farington WTP over the winter months. It would seem prudent to delay the introduction of co-mingled food and garden waste collections until spring (March 2012) to ensure the scheme has a successful start.
- 9. Lancashire County Council do not require diversion all food waste for composting. Leaving some food waste in the residual waste will assist with energy generation at Farington WTP.

**CORPORATE PRIORITIES**

- 10. 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	X
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			X

**BACKGROUND**

- 11. Veolia Environmental Services plc were awarded a ten year contract for collection of household waste and recycling following a competitive procurement exercise. The contract commenced in April 2009 and includes an option to extend the contract for another two years.
- 12. The Lancashire Waste Strategy, which the Council adopted, contains a commitment to providing food waste collections for composting. An update on food waste collections was presented to Cabinet on 17<sup>th</sup> February 2011. The recommendation to delay food waste collections to properties without gardens for a minimum of 12 months was accepted along with the need to report again to Cabinet once the facility at Farrington was available to compost food waste.



**WASTE MANAGEMENT CONTRACTOR'S PERFORMANCE**

13. Veolia have met their monthly performance targets for keeping recycling bring sites tidy, kerbside collections, container deliveries and bulky household collections for the past 18 months. Veolia carry out over 5 million waste collections each year on the Council's behalf. Missed bin collections are currently running at 36 per 100,000. This equates to 99.96% of collections taking place as scheduled. Performance is monitored on a monthly basis and if a resident reports repeated issues with missed collections the Council's waste management team will visit the property and work with Veolia to resolve the issue.
14. The recycling target for 2010/11 was 50%; the recycling rate achieved was 48.55% which is the best in Lancashire. This is a 1% increase on the 2009/10 figure. Two Councils in Lancashire saw a slight decrease in their 2010/11 recycling rate compared to the previous year. It is suspected that the downturn in the economy may have resulted in a decrease in paper and card and the severe winter affected garden waste tonnages. Discussions are taking place with Veolia on how we can improve the recycling rate in 2011/12 and beyond.
15. Through on going effective contract management Veolia and ourselves have identified efficiencies in the current contract. Veolia had assumed in their tender submission that Buckshaw Village would be substantially complete by 2012/13 and had included costs for additional vehicles and crews in their pricing schedule. This is not the case and a new cost profile has been agreed with Veolia passed on trigger points of 600 new properties. The expected saving for 2012/13 will be £90,000. This figure will be subject to RPIX and the saving will decrease year on year as property numbers grow.
16. A one off saving of £75,000 has also been identified by delaying the replacement of six waste collection vehicles by a year to 2013/14. This saving takes into account additional maintenance costs. All household waste and recycling is now delivered to Farington WTP so all tipping takes place on hardstanding which reduces vehicle wear and tear. The residual value of the six replacement vehicles would remain with the Council at the end of the contract or could be passed to the new contractor.

**FOOD WASTE COLLECTIONS**

17. The Council adopted the Lancashire Waste Strategy which contains commitments to collect food waste separately for composting and a target to recycle and compost 56% of municipal waste by 2015. Currently 4,500 properties in Mawdesley, Eccleston, Chorley and Astley Village participate in the food waste collection trial, which started in February 2009. Residents can co-mingle their food and garden waste in their brown bin for composting, participation rates average 84%. No caddies or compostable liners were provided to households on the trial.
18. South Ribble Borough Council and Preston City Council undertook trials collecting food waste separately from terraced properties. The participation rate was 35% for South Ribble and 40% for Preston City Council. As participation rates are lower when compared to properties with gardens the cost per tonne of food waste collected is significantly more expensive for these property types. Pendle Council suspended their separate food waste in October 2011 to 7,000 terraced properties partly because of the high cost of collection.
19. It is proposed to start collections of co-mingled food and garden waste from all properties with a brown bin (approximately 37,500 properties with gardens) from March 2012. Other than initial publicity costs, no additional costs for vehicles or containers are required for this scheme. As the Farington WTP only passed the acceptance tests for food waste in September it is prudent to wait until after the winter period before fully introducing co-mingled food and garden waste collections. Introducing the new changes in March 2012, at the start of the growing season, will ensure that residents will have significant amounts of garden waste to mix their food waste with and the service is unlikely to be disrupted by

severe winter weather. This will also allow sufficient time for publicity material to be prepared and distributed.

- 20. LCC no longer require separate food waste collections from all properties as part of the current cost sharing agreement. The cost of weekly food waste collections to properties without gardens (approximately 8,500 properties) is £70,000 per year. This figure will increase subject to RPIX and does not include the one off capital costs of £30,000 for purchasing the outdoor collection caddies. Leaving some food waste in the residual waste stream will assist the Farington WTP in energy generation.

21. **IMPLICATIONS OF REPORT**

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

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

- 23. The report sets out that through effective contract monitoring and partnership working a reduction of £165,000 in providing the service in 2012/13 will be achieved, with an annual saving thereafter. The new costs will now be factored into budget forecasts.

**COMMENTS OF THE MONITORING OFFICER**

- 24. The proposals do not place the Council in breach of any statutory or contractual duty.

JAMIE CARSON  
DIRECTOR OF PEOPLE AND PLACE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jo Oliver / Jamie Dixon	5737 / 5250	21 October 2011	EC 24-11-2011 Waste contract update



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	24 November 2011

## **SECOND QUARTER PERFORMANCE REPORT 2011/2012**

### **PURPOSE OF REPORT**

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2011/2012, 1 July to 30 September 2011.

### **RECOMMENDATION(S)**

2. That the report be noted.

### **EXECUTIVE SUMMARY OF REPORT**

3. This report sets out performance against the Corporate Strategy and key performance indicators for the second quarter of 2011/12, 1 July to 30 September 2011. Performance is assessed based on the delivery of key projects, against the measures in the Corporate Strategy and key service delivery measures.
4. Overall performance of key projects remains good, with the vast majority of the projects either completed, or on track. One project been rated amber and there is further explanation within the body of the report.
5. Overall performance on the key measures in the Corporate Strategy and key performance indicators is strong, with 83% of the Corporate Strategy measures performing above target or within the 5% tolerance.
6. One of the key service delivery measures is below target. In this case, an action plan has been developed to outline what action will be taken to improve performance.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
--	-----	-----------

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

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

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

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

8. None.

**CORPORATE PRIORITIES**

9. 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**

10. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council’s nine strategic objectives. The Corporate Strategy mirrors, and outlines the Council’s contribution to, the Sustainable Community Strategy, delivery of which is taken forward by the Chorley Partnership.

11. There are 15 key projects in the Corporate Strategy for 2010/2011 – 2013/14. Overall performance of key projects remains excellent. 14 of the 15 projects (93%) are either on track, completed or scheduled to start later in the year. Three projects have already completed two of which were reported at the end of quarter four 2010/11 and one at the end of quarter one 2011/12.

12. Two projects (13%) have been completed during the last quarter:

Project	Key Outcomes
Flat Iron Gazebos	<ul style="list-style-type: none"> <li>• Increased trader occupancy from 34 to 53 permanent pitches (plus 5 regular casuals)</li> <li>• Increased revenue from permanent occupancy by 22%</li> <li>• Increased availability of Flat Iron parking (and thus revenue) on Monday evenings</li> <li>• Improved public perception of Flat Iron market and increased visitor numbers</li> <li>• Enabled gazebos to be used elsewhere such as Farmers Market, REACH event, Christmas Markets and Derrian House Winter Sparkle.</li> <li>• Work is being undertaken to evaluate the operational requirements for phase 2</li> </ul>

<p>Strategic Partnerships with other councils</p>	<ul style="list-style-type: none"> <li>• A framework has been developed that establishes a clear process for assessing opportunities for changing service delivery models.</li> <li>• This framework has been applied to current opportunities to prioritise them so that they can be investigated further.</li> <li>• This framework will ensure that an efficient approach is taken to assessing shared services opportunities as they arise to ensure that only those that provide the greatest potential benefit are developed and pursued.</li> </ul>
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13. At the end of the second quarter, nine projects (60%) were rated green, meaning that they are progressing according to timescale and plan:

- a. Total Alcohol
- b. Early Intervention
- c. Total Family
- d. Improve and extend services in the Contact Centre
- e. Deliver food waste recycling
- f. Lex s106 Open Spaces Scheme
- g. Allotment Project
- h. Shared Revenues and Benefits with SRBC
- i. Asset Management Strategy

14. One project (7%) is currently rated as 'red', which indicates that there is a serious problem with this project, such as falling behind schedule or exceeding budgets.

Project Title	Project Status	Explanation	Action Required
Refresh the Council's website	Red	For various reasons including supplier relationships, the dependency on the UID, transactional elements and the wider integration and mobile solutions programme, the website project has slipped; timescales have been revised to reflect this.	Transactional website functionality is complete subject to testing with final sign off of the specification expected imminently. All service information has been reviewed, streamlined and content is now ready to be entered into the site. The Council has commissioned additional design support to complete the branding. A first deployment of the website is expected in Q3 which will enable content population and testing to begin. On completion of this work, the live site is expected to be deployed in Q4.

**PERFORMANCE OF CORPORATE STRATEGY KEY MEASURES**

15. At the end of the fourth quarter, it is possible to report on 12 of the key performance indicators within the Corporate Strategy. Performance in those indicators is excellent, with 10 (83%) performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.

16. The following indicators are performing better than target:
- a. Overall employment rate
  - b. Street and environmental cleanliness – litter
  - c. Street and environmental cleanliness - detritus
  - d. Street and environmental cleanliness – graffiti
  - e. Street and environmental cleanliness - fly posting
  - f. New businesses established
  - g. New businesses established and sustained for 12 months
  - h. New businesses established and sustained for 24 months
  - i. Level of avoidable contact
  - j. % of customers satisfied with the way they were treated by the Council

17. Two indicators (17%) performed below target:

Performance Indicator	Target	Performance	Reason below target	Action required
% of health checks resulting in a referral	40%	28%	This indicator is designed to indicate how many health checks that are accessed via the one stop health shop go on to be referred into other health treatments. Although this figure began the year on and above target, in the last quarter the numbers of overall health checks and referrals have reduced. In terms of corrective actions, a number of publicity actions have been undertaken to increase numbers, but following a full evaluation of the service it has been decided to change the delivery of the health checks to increase numbers and referral rates. Therefore the Town Centre base has been closed and the team are planning to take the health checks into communities and work with employers.	Corrective action has been undertaken to change the delivery of the service and we will continue to monitor it closely.
The % of 16-18 year olds who are not in education, employment or training (NEET)	5.1%	5.5%	A high level (8.4% compared with 2.6% in September 2010) of clients were recorded as 'not known', the majority of which were school leavers. A certain percentage of the 'not knowns' are then included within the NEET category, which shows our performance to be worse than actual.	Many of the 'not knowns' will be transferred out of the NEET category once the enrolment data from colleges has been provided.

**PERFORMANCE OF KEY SERVICE DELIVERY MEASURES**

18. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are five indicators that can be reported at the end of the first quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.
19. The following are performing better than target:
  - a. Processing of planning applications as measured against targets for 'major' application types
  - b. Processing of planning applications as measured against targets for 'minor'
  - c. Processing of planning applications as measured against targets for 'other' application types
  - d. Average time taken to process Housing Benefit and Council Tax Benefit change events
20. There is currently one indicator that is performing worse than target. This indicator relates to the number of families owed a statutory duty in temporary accommodation. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator	Target	Performance	Reason below target	Actions required
Number of families in temporary accommodation	13	20	<p>There are various reasons for underperformance, these are:</p> <ul style="list-style-type: none"> <li>• The economic climate</li> <li>• Delays to receiving SAP information from the Police</li> <li>• Shortage of 2 bed properties</li> <li>• Shortage of places at the Bridge (supported accommodation) for 16/17 year olds</li> <li>• Waiting time for properties to be made ready by RSLs</li> <li>• Capacity issues in the team – now resolved</li> <li>• Vacant Housing Options Manager – recently filled</li> </ul>	<p>A full review of the allocations policy will take place in January. Work with developers on S106 agreements that will require them to develop more 2 bed properties to address the shortage. The issue about the Bridge’s allocations policy has been resolved. (The issue now is the small number of units, which are currently full of long term tenants). Also following a partnership bid to CLG, funding has been awarded that will pay for a temporary partnership post to run homeless prevention surgeries for 16/17 year olds. This should be in place from December with the surgeries being held two afternoons a week in Chorley. Work is underway to collect more robust data about local connections to ensure effective monitoring of allocations in Chorley. P1E snapshot figures are being reviewed on a weekly basis.</p>

**IMPLICATIONS OF REPORT**

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	✓	Policy and Communications	

GARY HALL  
CHIEF EXECUTIVE













There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	3 November 2011	Second Quarter Performance Report 2011/12









**Appendix A: Performance of Corporate Strategy Key Measures**

 Performance is better than target
  Worse than target but within threshold
  Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5.1%	5.5%	
Overall employment rate	Bigger is better	68%	76.3%	
% of health checks resulting in a referral	Bigger is better	40%	28%	
Street and environmental cleanliness - Litter	Smaller is better	4.6%	1.34%	
Street and environmental cleanliness - detritus	Smaller is better	6%	4.35%	
Street and environmental cleanliness - graffiti	Smaller is better	1.5%	0.67%	
Street and environmental cleanliness - flyposting	Smaller is better	1%	0%	
New businesses established	Bigger is better	26	39	
New businesses established and sustained for 12 months	Bigger is better	91%	95%	
New businesses established and sustained for 24 months	Bigger is better	89%	91%	
The level of avoidable contact	Smaller is better	20%	12.59%	
% of customers satisfied with the way they were treated by the Council	Bigger is better	80%	93.6%	

**Appendix B: Performance of key service delivery measures**

 Performance is better than target
  Worse than target but within threshold
  Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol
NI 181 YTD Time Taken to process HB/CT benefit new claims and change events	Smaller is better	10Days	9.65Days	
(NI 157a) Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	79.166%	
(NI 157b) Processing of planning applications as measured against targets for 'minor'	Bigger is better	65%	87.91%	
(NI 157c) Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	88.21%	
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	13	20	



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	24 November 2011

## **SECOND QUARTER CHORLEY PARTNERSHIP PERFORMANCE REPORT 2011/2012**

### **PURPOSE OF REPORT**

- To update members on the performance of the Chorley Partnership during the second quarter of 2011/2012, from 1 July to 30 September 2011.

### **RECOMMENDATION(S)**

- That the report be noted.

### **EXECUTIVE SUMMARY OF REPORT**

- This report sets out performance against the Chorley Partnership delivery plan and key performance indicators for the second quarter of 2011/12, 1 July to 30 September 2011. Performance is assessed on the delivery of partnership projects, against the measures in the delivery plan and key service delivery measures.
- Performance of the Chorley Partnership in achieving the key performance targets remains good. In summary:
  - Although overall crime in quarter two has increased by 3.0% compared to this period last year, the year to date figure shows a reduction of 4.6%.
  - Accidental Dwelling Fires are lower than anticipated.
- Overall performance on the key projects / priorities in the Chorley Partnership delivery plan is strong, with 89% rated green.
- Overall performance of the key projects of the Chorley Partnership remains excellent, with all five of the projects currently rated 'green'.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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### **REASONS FOR RECOMMENDATION(S) (If the recommendations are accepted)**

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

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

- None.

**CORPORATE PRIORITIES**

9. 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			✓

**PERFORMANCE INDICATORS**

10. This section includes an overview of the key performance indicators for the Chorley Partnership. This does not include indicators that are the responsibility of Chorley Council, as they are reported in the Council Quarter Two Performance Report elsewhere on this agenda.

**All Crime**

11. Although crime overall has increased by 3.0% in quarter two compared to the same period of last year, the year to date figure shows a reduction of 4.6%. This is broken down into the following categories:

Category	Q2 2010/11	Q2 2011/12	% Change	YTD	% Change
All Crime	1413	1455	+3.0	2880	-4.6
Serious Acquisitive Crime	145	167	+15.2	347	+0.3
Burglary Dwelling	44	61	+38.6	128	+48.8
Vehicle Crime	95	105	+10.5	213	-12.3
Robbery	6	1	-83.3	6	-64.7
All Violent Crime	346	378	+9.2	730	-1.7
Serious Violent Crime	15	11	-26.7	24	-31.4
Violence Against the Person	313	354	+13.1	680	-0.3
Domestic Violence	117	137	+17.1	294	+17.6
Domestic Violence Detections		77.4%		75.8%	
Criminal Damage	280	215	-23.2	445	-28.6
Detected Arsons	9.1%	0.0%		0.0%	

- Burglary Dwelling began to increase in Chorley from October 2010 and has since remained at an elevated level. The increased level of burglaries that continued throughout July and August have resulted in an increase of 38.6% for quarter two figures and an increase of 48.8% in the year to date figures. The main challenge during quarter two has been large numbers of offenders, both local and travelling, carrying out offences (rather than the same offenders carrying out numerous offences).

Increased and focused targeting of identified groups of local offenders has been carried out and this is felt to have disrupted them as well as improving burglary detection rates. Around 30 separate offenders have been charged with burglary offences during the quarter, the vast majority of which have been current detections rather than historic, which has resulted in Chorley having one of the highest detection rates in Lancashire for quarter two at 41%.

- Quarter two has seen an increase in vehicle crime due to the fact that Q2 last year was the lowest on record with August 2010 being a particularly low month. In light of this, the increase of just 10 offences in Q2 should not be seen as a performance threat as the reduction year to date remains good at 12.3%. The A6 corridor continued to be a problematic area for vehicle crime during Q2, although targeting identified suspects with the Neighbourhood Police Team is felt to have reduced offences.
- Overall, in this quarter, there have been significant decreases in **robbery** and **serious violent crime**.

**Other Key Partnership Indicators**

**Fire related KPI's**

Indicator	2011/12 Target	YTD Performance
Accidental Dwelling Fires	64	27
Deliberate Primary Fires	35	17
Vulnerable households that receive a Home Fire Safety Check	60%	60%

**The number of children killed or seriously injured on Chorley roads**

- There has been a 75% reduction in those seriously injured on Chorley roads and a 36.4% reduction in slight injuries. There have been no child fatalities.

**SUSTAINABLE COMMUNITY STRATEGY DELIVERY PLAN 2011/12**

- The Chorley Partnership has 47 key projects/priorities in the delivery plan for 2011/2012. These projects/priorities are being delivered by six of the key partners of the Chorley Partnership; Chorley Council, Lancashire County Council, Lancashire Constabulary, Lancashire Fire and Rescue, NHS Central Lancashire, the Voluntary, Community and Faith Sector (VCFS), as well as partnership projects.
- In quarter two 39 were reported as green, with 5 (12%) reported as amber. The other three remain unreported at this moment in time. For those that are reported as amber, explanations and action plans for improvement have been provided.

**PARTNERSHIP PROJECTS DELIVERY**

14. The Chorley Partnership has five key projects for delivery during 2011/2012. These projects support the delivery of the vision, themes and priorities of the Sustainable Community Strategy 2010-2020. Each project uses Chorley Council’s project management methodology to manage and monitor delivery. Included in the table below is a summary of the progress made in the last quarter, alongside any issues that have been encountered which may impact on the project.
15. Performance is strong, with all five of the projects being rated ‘green’, meaning that they are currently on track to deliver the expected benefits.

<b>Early Intervention</b>	
<b>What is it?</b>	This project will work with the Chorley Children’s Trust and Lancashire County Council. The Children’s Trust has secured £260k over two years, and a full time Early Intervention worker to work on developing early intervention in Chorley. The project will build on successful initiatives already in place, including the Families First project.
<b>Lead Partner</b>	Chorley Council / Lancashire County Council
<b>RAG Status</b>	<div style="display: inline-block; width: 20px; height: 20px; background-color: green; color: white; text-align: center; line-height: 20px; margin-right: 5px;"><b>G</b></div> This project has made up time following delays in Q1. Projects are now largely commissioned and beginning delivery.

<b>Total Alcohol</b>	
<b>What is it?</b>	This project aims to tackle and reduce the social and financial costs of alcohol related harm in Chorley. This is a Chorley Partnership project, which will be delivered by a number of organisations. The three phases of the project will include: <ol style="list-style-type: none"> <li>1. Circles of Need – to map the customer interactions to identify duplication and overlap, in particular, where the provision of alcohol services is at the different tiers of 1, 2, 3 and 4.</li> <li>2. High Level Count – understanding the spend on alcohol services in Chorley, by a variety of organisations</li> <li>3. Recommendations – to take the information from phases 1 and 2 and make recommendations regarding where the money is being spent and how efficiencies and customer experience can be improved</li> </ol>
<b>Lead Partner</b>	Chorley Council
<b>RAG Status</b>	<div style="display: inline-block; width: 20px; height: 20px; background-color: green; color: white; text-align: center; line-height: 20px; margin-right: 5px;"><b>G</b></div> The overall project is on target, as stage one has been completed on time. Some parts of the project, from stage three, are also ahead of schedule. Following the reconfiguration of timescales at the end of the last quarter, stage two is also on track (Sept – Dec). Budget and work completed are on track.

<b>Total Family</b>	
<b>What is it?</b>	This project is to deliver the Total Family – integrated working practices project. The aim of the project is to examine the systems and processes surrounding the 320 cases currently involving both adult and children's services in Lancashire County Council (LCC) and to undertake an intensive review of a cohort of those cases from Chorley district. The output of this project will be case studies, reports and recommendations.
<b>Lead Partner</b>	Lancashire County Council
<b>RAG Status</b>	<div style="display: flex; align-items: center;"> <div style="background-color: green; color: black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">G</div> <div> <p>This project is on track in relation to the project plan.</p> <p>Work completed includes;</p> <ul style="list-style-type: none"> <li>• Data Analysis</li> <li>• Case file analysis</li> <li>• Practitioner Workshops – Phase 1 and Phase 2</li> <li>• Examination of case studies</li> <li>• Final conclusions and recommendations</li> </ul> </div> </div>

<b>VCFS Network</b>	
<b>What is it?</b>	<p>The VCFS Network Development Project will develop a sustainable and representative forum for the VCF Sector, to give them a more coordinated and influential voice.</p> <p>The VCFS Network Development Project was commissioned by the Partnership Executive at their meeting on 14th December 2010. A contract was developed with the chosen provider, which began on 1st April 2011 and runs until 30th September 2011</p>
<b>Lead Partner</b>	Age UK Lancashire, with the VCFS Consortium
<b>RAG Status</b>	<div style="display: flex; align-items: center;"> <div style="background-color: green; color: black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">G</div> <div> <p>This project is on track in relation to the project plan, and the monthly reports indicate that the consortium have delivered the following;</p> <ul style="list-style-type: none"> <li>• Full membership regularly updated</li> <li>• Third meeting is planned of the Network in November</li> <li>• Group is constituted</li> <li>• Representatives are elected to the Partnership Executive and other groups</li> </ul> </div> </div>

<b>Review of Local Advice Services</b>	
<b>What is it?</b>	The Review of Local Advice Services Project will review front office and customer facing services for key public and voluntary agencies who have a particular remit regarding the provision of advice and support. This has been identified as a potential opportunity to rationalise estate and generate savings, as well as providing a more joined up service for customers.
<b>Lead Partner</b>	Chorley Council

<b>RAG Status</b>	<b>G</b>	This project is managed by a steering group, who have recently completed the first phase of the project. This has found that there is little overlap in terms of service provision across agencies, but that there could be efficiencies and a better customer service provided through joining up some of these services. The Chorley Partnership Executive will consider recommendations from that stage at their next meeting in November.
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**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		Integrated Impact Assessment required?	
No significant implications in this area	✓	Policy and Communications	

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	10 November 2011	LSP second quarter performance report new template





Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	24 November 2011

## **CAPITAL PROGRAMME MONITORING 2011/12 – 2013/14**

### **PURPOSE OF REPORT**

1. To update the Capital Programmes for financial years 2011/12 to 2013/14 to take account of rephasing of expenditure and other budget changes.

### **RECOMMENDATION(S)**

2. That the Council be recommended to approve the changes to the Capital Programme for 2011/12 to 2013/14 as presented in Appendix 1.

### **EXECUTIVE SUMMARY OF REPORT**

3. Council of 27 September 2011 approved revisions to the 2011/12 to 2013/14 Capital Programme, to increase the current estimate to £10,220,550, which is the total of columns (1), (4) and (7) in Appendix 1. The principal changes to the programme were the increase to the Disabled Facilities Grant budget to reflect estimated grant receivable in 2012/13 and 2013/14; and the increase to the Play and Recreation Fund budget financed by developers' contributions receivable during 2011/12.
4. It is proposed that the three-year Capital Programme should be increased by a net total of £89,040, which increases the total to £10,309,590, as shown in column (10) of Appendix 1. Of the £89,040 increase, £34,700 is to be financed with additional external contributions; £39,340 is to be financed with revenue budget virements already approved by Council on 27 September 2011; and £15,000 additional revenue budget virements requested in the revenue budget monitoring report. Rephasing of £40,000 of the 2012/13 ICT budget for Citrix was also approved on 27 September, and this will be financed by borrowing in 2011/12 rather in 2012/13.
5. Details of the proposed budget changes are presented in Appendix 2.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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### **REASONS FOR RECOMMENDATION(S)**

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

6. It is necessary to update the capital programme figures for 2011/12 to 2013/14 to add ICT projects previously approved by Council and Executive Cabinet; to transfer £18,000 of the budget for Planned Improvements to Fixed Assets to the budget for ICT enhancements; to confirm use of part of the uncommitted Housing Renewal budget; and to reflect changes to the resources estimated to be available to finance the programme.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

7. None.

**CORPORATE PRIORITIES**

8. 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**

9. The revised Capital Programme for 2011/12 to 2013/14 was approved by Council on 27<sup>th</sup> September 2011, as follows:

	£
2011/12	8,292,840
2012/13	1,128,710
2013/14	799,000
<b>Total 2011/12 – 2013/14</b>	<b><u>10,220,550</u></b>

10. There was a net increase in the three-year programme of £66,780, of which £69,040 was to be financed by government grants and developers' contributions; £7,900 was transferred to the revenue budget; and £5,640 was to be financed with revenue resources.
11. Virements to enable enhancements to ICT hardware and software were also approved by Council on 27<sup>th</sup> September 2011. Costs that should be capitalised even if financed with revenue budget resources should now be included in the capital programme. Other costs relating to development of ICT systems are retained in the revenue budget.

**PROPOSED CHANGES**

12. It is proposed to increase the programme for financial years 2011/12 to 2013/14 by a net total of £89,040, made up as follows:

	£
Increased budgets funded with external contributions	34,700
Revenue financing approved 27 <sup>th</sup> September 2011	39,340
Additional revenue financing now requested	15,000
<b>Total</b>	<b><u>89,040</u></b>

Further explanation is given below and the analysis of the variances between virements, rephasing and other changes is presented in Appendix 2.

13. Budgets for ICT projects that implement new hardware and software increase by a total of £112,340. Of this total, bringing forward £40,000 of the budget from 2012/13, and funding £39,340 from revenue were approved by Council on 27<sup>th</sup> September 2011. Of the remaining £33,000, it is proposed that £18,000 should be vired from the budget for Planned Improvements to Fixed Assets, and that £15,000 should be funded from revenue budget savings.
14. It is proposed that £16,590 of the uncommitted Housing Renewal budget should be used to fund additional works to a property also receiving the benefit of a full mandatory Disabled Facilities Grant. It is likely that much of the remaining Housing Renewal budget will be rephased to 2012/13. However, the council’s bid for grant funding for the enhancement of Cotswold House was unsuccessful, and alternative sources of financing may have to be considered.
15. There is still an uncommitted budget for Affordable Housing projects of £457,630. Due to the time it takes to develop schemes with partners, much of this budget could be rephased to next year. In addition to making financial contributions to Affordable Housing schemes, the council promotes Affordable Housing by providing land at subsidised values. The latest such scheme is at Gillibrand, where a plot may be provided for Affordable Housing free of charge.
16. Additional external grant funding has been secured for the Yarrow Valley Country Park’s Natural Play Zone. The budget should be increased by £34,500 to reflect the additional funding. The budget for the nearby Big Wood reservoir should be rephased to 2012/13, when it is hoped that extra external funding will be available to provide further enhancement to the site.

**IMPLICATIONS OF REPORT**

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

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

18. Financial implications are set out in the body of the report.

**COMMENTS OF THE MONITORING OFFICER**

19. The Monitoring Officer has no comments.

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael L. Jackson	5490	3 <sup>rd</sup> November 2011	Capital Programme Monitoring 2011-12-13-14 Nov 2011.doc

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**Capital Programme - 2011/12 to 2013/14**

Scheme	2011/12 Current Estimate (1) £	Proposed Changes (2) £	2011/12 Revised Estimate (3) £	2012/13 Current Estimate (4) £	Proposed Changes (5) £	2012/13 Revised Estimate (6) £	2013/14 Current Estimate (7) £	Proposed Changes (8) £	2013/14 Revised Estimate (9) £	Total 2011/12 to 2013/14 (10) £
<b>Chief Executive</b>										
<b><u>Head of Policy</u></b>										
Performance Management	10,000		10,000	0		0	0		0	10,000
Performance Reward Grant (PRG) funded schemes	126,220		126,220	0		0	0		0	126,220
<b><u>Head of Policy Total</u></b>	<b>136,220</b>	<b>0</b>	<b>136,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>136,220</b>
<b><u>Head of Customer, ICT &amp; Transactional Services</u></b>										
Website Development (incl. ICT salary capitalisation)	20,000		20,000	20,000		20,000	0		0	40,000
Thin Client/Citrix Virtual Desktop Infrastructure	5,240	125,760	131,000	64,800	(40,000)	24,800	0		0	155,800
CRM Implementation	33,420	(33,420)	0	0		0	0		0	0
Unified Intelligent Desktop / Asidua Mobile	125,840	20,000	145,840	0		0	0		0	145,840
Replacement Benefits System	46,500		46,500	0		0	0		0	46,500
<b><u>Head of Customer, ICT &amp; Transactional Services Total</u></b>	<b>231,000</b>	<b>112,340</b>	<b>343,340</b>	<b>84,800</b>	<b>(40,000)</b>	<b>44,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>388,140</b>
<b><u>Head of Governance</u></b>										
Legal Case Management System	4,490		4,490	0		0	0		0	4,490
Planned Improvements to Fixed Assets	407,670	(18,000)	389,670	200,000		200,000	200,000		200,000	789,670
<b><u>Head of Governance Total</u></b>	<b>412,160</b>	<b>(18,000)</b>	<b>394,160</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>794,160</b>
<b><u>Head of Human Resources &amp; Organisational Development</u></b>										
Integrated HR, Payroll and Training System	30,000		30,000	0		0	0		0	30,000
<b><u>Head of HR &amp; Organisational Development Total</u></b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>
<b><u>Chief Executive Total</u></b>	<b>809,380</b>	<b>94,340</b>	<b>903,720</b>	<b>284,800</b>	<b>(40,000)</b>	<b>244,800</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>1,348,520</b>

**Capital Programme - 2011/12 to 2013/14**

Scheme	2011/12 Current Estimate (1) £	Proposed Changes (2) £	2011/12 Revised Estimate (3) £	2012/13 Current Estimate (4) £	Proposed Changes (5) £	2012/13 Revised Estimate (6) £	2013/14 Current Estimate (7) £	Proposed Changes (8) £	2013/14 Revised Estimate (9) £	Total 2011/12 to 2013/14 (10) £
<b><u>Director of Partnerships, Planning &amp; Policy</u></b>										
<b><u>Head of Economic Development</u></b>										
Chorley Market Improvements	83,790		83,790	53,600		53,600	0		0	137,390
Climate Change Pot	59,300		59,300	0		0	0		0	59,300
<b><u>Head of Economic Development Total</u></b>	<b>143,090</b>	<b>0</b>	<b>143,090</b>	<b>53,600</b>	<b>0</b>	<b>53,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>196,690</b>
<b><u>Head of Housing</u></b>										
Affordable Housing New Development Projects	615,630		615,630	90,000		90,000	0		0	705,630
Disabled Facilities Grants	458,870		458,870	269,000		269,000	269,000		269,000	996,870
Housing Renewal	680,310	(16,590)	663,720	0		0	0		0	663,720
- Home Repair Grants/Decent Homes Assistance	52,780		52,780	0		0	0		0	52,780
- Energy Efficiency Grants	12,940		12,940	10,000		10,000	0		0	22,940
- Miscellaneous Renewal Schemes	0	16,590	16,590	0		0	0		0	16,590
Project Design Fees	41,440		41,440	41,440		41,440	0		0	82,880
<b><u>Head of Housing Total</u></b>	<b>1,861,970</b>	<b>0</b>	<b>1,861,970</b>	<b>410,440</b>	<b>0</b>	<b>410,440</b>	<b>269,000</b>	<b>0</b>	<b>269,000</b>	<b>2,541,410</b>
<b><u>Head of Planning</u></b>										
Buckshaw Village Railway Station (S106 financed)	3,355,320		3,355,320	0		0	0		0	3,355,320
Eaves Green Link Road - contribution to LCC scheme	80,000		80,000	0		0	0		0	80,000
Buckshaw Village Cycle Network (S106 financed)	77,360		77,360	0		0	0		0	77,360
Chorley Strategic Regional Site	391,200		391,200	0		0	0		0	391,200
Highway Improvements Pilling Lane area (S106 funded)	150,000		150,000	0		0	0		0	150,000
<b><u>Head of Planning Total</u></b>	<b>4,053,880</b>	<b>0</b>	<b>4,053,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,053,880</b>
<b><u>Director of Partnerships, Planning &amp; Policy Total</u></b>	<b>6,058,940</b>	<b>0</b>	<b>6,058,940</b>	<b>464,040</b>	<b>0</b>	<b>464,040</b>	<b>269,000</b>	<b>0</b>	<b>269,000</b>	<b>6,791,980</b>

**Capital Programme - 2011/12 to 2013/14**

Scheme	2011/12	Proposed Changes	2011/12	2012/13	Proposed Changes	2012/13	2013/14	Proposed Changes	2013/14	Total 2011/12 to 2013/14
	Current Estimate		Revised Estimate	Current Estimate		Revised Estimate	Current Estimate		Revised Estimate	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	£	£	£	£	£	£	£	£	£	£
<b>Director of People and Places</b>										
<b><u>Head of Streetscene &amp; Leisure Contracts</u></b>										
Leisure Centres/Swimming Pool Refurbishment	481,740		481,740	235,000		235,000	245,000		245,000	961,740
Duxbury Park Golf Course capital investment	86,560		86,560	0		0	0		0	86,560
Village Hall & Community Centres Projects	9,830		9,830	0		0	0		0	9,830
Replacement of recycling/litter bins & containers	94,740		94,740	85,000		85,000	85,000		85,000	264,740
Food Waste Recycling Receptacles	0		0	30,000		30,000	0		0	30,000
Highway improvements - Gillibrand estate/Southlands	44,000		44,000	0		0	0		0	44,000
Astley Park Improvements	5,840		5,840	0		0	0		0	5,840
Eaves Green Play Development (S106 funded)	189,480		189,480	0		0	0		0	189,480
Fairview Farm Play Facilities (S106 funded)	2,970		2,970	0		0	0		0	2,970
Play and Recreation Fund projects	142,990		142,990	0		0	0		0	142,990
YVCP Natural Play Zone (S106/Grant funded)	74,930	34,500	109,430	0		0	0		0	109,430
Common Bank - Big Wood Reservoir	11,320	(11,320)	0	0	11,520	11,520	0		0	11,520
Car Park Pay and Display Ticket Machines	20,250		20,250	0		0	0		0	20,250
Rangletts Recreation Ground/Duke Street Field (S106 funded)	230,000		230,000	0		0	0		0	230,000
Project Design Fees	29,870		29,870	29,870		29,870	0		0	59,740
<b><u>Head of Streetscene &amp; Leisure Contracts Total</u></b>	<b>1,424,520</b>	<b>23,180</b>	<b>1,447,700</b>	<b>379,870</b>	<b>11,520</b>	<b>391,390</b>	<b>330,000</b>	<b>0</b>	<b>330,000</b>	<b>2,169,090</b>
<b><u>Director of People and Places Total</u></b>	<b>1,424,520</b>	<b>23,180</b>	<b>1,447,700</b>	<b>379,870</b>	<b>11,520</b>	<b>391,390</b>	<b>330,000</b>	<b>0</b>	<b>330,000</b>	<b>2,169,090</b>
<b><u>Capital Programme Total</u></b>	<b>8,292,840</b>	<b>117,520</b>	<b>8,410,360</b>	<b>1,128,710</b>	<b>(28,480)</b>	<b>1,100,230</b>	<b>799,000</b>	<b>0</b>	<b>799,000</b>	<b>10,309,590</b>

**Capital Programme - 2011/12 to 2013/14**

Scheme	2011/12 Current Estimate (1) £	Proposed Changes (2) £	2011/12 Revised Estimate (3) £	2012/13 Current Estimate (4) £	Proposed Changes (5) £	2012/13 Revised Estimate (6) £	2013/14 Current Estimate (7) £	Proposed Changes (8) £	2013/14 Revised Estimate (9) £	Total 2011/12 to 2013/14 (10) £
<b><i>Financing the Capital Programme</i></b>										
Prudential Borrowing	1,147,570	40,000	1,187,570	644,800	(40,000)	604,800	530,000		530,000	2,322,370
Unrestricted Capital Receipts	71,500		71,500	0		0	0		0	71,500
Revenue Budget - VAT Shelter income	698,900		698,900	114,910		114,910	0		0	813,810
Revenue Budget - virement from revenue budgets	5,640	54,340	59,980	0		0	0		0	59,980
<b>Chorley Council Resources</b>	1,923,610	94,340	2,017,950	759,710	(40,000)	719,710	530,000	0	530,000	3,267,660
Ext. Contributions - Developers	4,874,000	(11,320)	4,862,680	90,000	11,320	101,320	0		0	4,964,000
Ext. Contributions - Other	300,660	34,500	335,160	0	200	200	0		0	335,360
Government Grants - Disabled Facilities Grants	269,000		269,000	269,000		269,000	269,000		269,000	807,000
Government Grants - Housing Capital Grant	925,570		925,570	10,000		10,000	0		0	935,570
<b>External Funding</b>	6,369,230	23,180	6,392,410	369,000	11,520	380,520	269,000	0	269,000	7,041,930
<b>Capital Financing Total</b>	<b>8,292,840</b>	<b>117,520</b>	<b>8,410,360</b>	<b>1,128,710</b>	<b>(28,480)</b>	<b>1,100,230</b>	<b>799,000</b>	<b>0</b>	<b>799,000</b>	<b>10,309,590</b>



**Proposed Changes - 2011/12 - 2012/13**

Scheme	2 0 1 1 / 1 2			2 0 1 2 / 1 3	Total	Comments	
	Virement (1) £	Rephasing (2) £	Other Changes (3) £	Rephasing (4) £	2011/12 to 2012/13 (5) £		
<b><u>Chief Executive</u></b>							
<b><u>Head of Customer, ICT &amp; Transactional Services</u></b>							
Thin Client/Citrix Virtual Desktop Infrastructure	51,420	40,000	34,340	(40,000)	85,760	£19,340 approved by Executive Cabinet August 2011; £15,000 additional virement requested in revenue budget monitoring report	
CRM Implementation	(33,420)		0		(33,420)		Virement to Thin Client/Citrix re new hardware
Unified Intelligent Desktop / Asidua Mobile			20,000		20,000		Approved by Executive Cabinet August 2011
<b><u>Head of Customer, ICT &amp; Transactional Services Total</u></b>	<b>18,000</b>	<b>40,000</b>	<b>54,340</b>	<b>(40,000)</b>	<b>72,340</b>		
<b><u>Head of Governance</u></b>							
Planned Improvements to Fixed Assets	(18,000)				(18,000)	Virement to Thin Client/Citrix re new hardware	
<b><u>Head of Governance Total</u></b>	<b>(18,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(18,000)</b>		
<b><u>Chief Executive Total</u></b>	<b>0</b>	<b>40,000</b>	<b>54,340</b>	<b>(40,000)</b>	<b>54,340</b>		
<b><u>Director of Partnerships, Planning &amp; Policy</u></b>							
<b><u>Head of Housing</u></b>							
Housing Renewal	(16,590)		0		(16,590)	Allocation of uncommitted budget to new project	
- Miscellaneous Renewal Schemes	16,590		0		16,590	Use of uncommitted Housing Renewal budget	
<b><u>Head of Housing Total</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Director of Partnerships, Planning &amp; Policy Total</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Director of People and Places</u></b>							
<b><u>Head of Streetscene &amp; Leisure Contracts</u></b>							
YVCP Natural Play Zone (S106/Grant funded)			34,500		34,500	Additional external funding	
Common Bank - Big Wood Reservoir		(11,520)	200	11,520	200	Rephasing & increase in external funding	
<b><u>Head of Streetscene &amp; Leisure Contracts Total</u></b>	<b>0</b>	<b>(11,520)</b>	<b>34,700</b>	<b>11,520</b>	<b>34,700</b>		
<b><u>Director of People and Places Total</u></b>	<b>0</b>	<b>(11,520)</b>	<b>34,700</b>	<b>11,520</b>	<b>34,700</b>		
<b><u>Capital Programme Total</u></b>	<b>0</b>	<b>28,480</b>	<b>89,040</b>	<b>(28,480)</b>	<b>89,040</b>		

**Proposed Changes - 2011/12 - 2012/13**

Scheme	2 0 1 1 / 1 2			2 0 1 2 / 1 3	Total	Comments
	Virement (1) £	Rephasing (2) £	Other Changes (3) £	Rephasing (4) £	2011/12 to 2012/13 (5) £	
<b><u>Financing the Capital Programme</u></b>						
Prudential Borrowing		40,000	0	(40,000)	0	Rephasing of Thin Client/Citrix budget
Revenue Budget - virement from revenue budgets			54,340		54,340	£39,340 approved by Executive Cabinet August 2011; £15,000 additional virement requested in revenue budget monitoring report
<b>Chorley Council Resources</b>						
Ext. Contributions - Developers	0	40,000	54,340	(40,000)	54,340	
Ext. Contributions - Other		(11,320)		11,320	0	Rephasing of Big Wood Reservoir
		(200)	34,700	200	34,700	Additional external funding
<b>External Funding</b>	0	(11,520)	34,700	11,520	34,700	
<b>Capital Financing Total</b>	<b>0</b>	<b>28,480</b>	<b>89,040</b>	<b>(28,480)</b>	<b>89,040</b>	



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	24 November 2011

## **REVENUE BUDGET MONITORING 2011/12 REPORT 2 (END OF SEPTEMBER 2011)**

### **PURPOSE OF REPORT**

1. This report sets out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2011/12.

### **RECOMMENDATION(S)**

2. That the contents of the report be noted.
3. That the Executive Cabinet recommends the Council to set aside a sum of £150,000 from current year general revenue fund savings to meet potential planning appeal costs.

### **EXECUTIVE SUMMARY OF REPORT**

4. The Council expected to make overall target savings of £358,000 in 2011/12 from management of the establishment, a reduced pension rate from the draft budget, and review of the Car Leasing scheme. I am please to report that a total of £309,000 has already been achieved, leaving just £49,000 remaining for this target to be achieved for the year.

Further staffing savings will be made as the year progresses and more vacancies occur, which will ensure the target for the year is achieved.

5. The overall projected outturn currently shows a forecast underspend of around £391,000 against the budget.
6. There are a number of areas that will be monitored closely as the year progresses, these are:
  - Contributions to Corporate Savings and Efficiency Targets
  - Major income streams, in particular car parking fees, planning/building control fees, and markets rents.
  - Housing and Council Tax Benefits.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> Please bold as appropriate	<b>1, a change in service provision that impacts upon the service revenue budget by £100,000 or more</b>	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 7. To ensure the Council’s budgetary targets are achieved.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 8. None.

**CORPORATE PRIORITIES**

- 9. 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			✓

Ensuring cash targets are met maintains the Council’s financial standing.

**BACKGROUND**

- 10. The Council’s approved revenue budget for 2011/12 included savings proposals of £1.197m required to balance the budget and maintain front line services. All the proposals have now been implemented with the exception of the proposed changes to the planning fees structure. A separate report will be presented on this issue.
- 11. In addition to the savings outlined above, the Council expected to make overall target savings of £358,000 made up of £300,000 from management of the establishment, £36,000 from a reduction to the pension rate, and £22,000 from the review of the Car Leasing scheme.

**CURRENT FORECAST POSITION**

12. Set out in Appendix 1 is the summary forecast outturn position for the Council based upon actual spending in the first six months of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service directorate figures are attached. These can be viewed using the following link and are also available as hard copies for inspection in the Members' Room: <http://democracy.chorley.gov.uk/mgConvert2PDF.aspx?ID=20662>
13. In the second quarter, July to September, we have identified a further £80,000 of contributions towards the annual corporate savings targets of £358,000 for 2011/12. This is in the main as a result of vacant posts, some of which will remain vacant throughout the year pending the outcome of departmental restructures and VFM reviews.
14. In my report to the Executive Cabinet of 18 August, I advised on the projected outturn for 2011/12, which outlined a forecast underspend of £183,000 based on monitoring information at the end of June. This was reduced to £111,000 following approval of the virement of £72,000 from staffing savings to finance capital investment in new ICT infrastructure.

The forecast has now been updated to include income and expenditure to the end of September and the revised outturn position is detailed in Appendix 1. The updated forecast shows an underspend against the budget of around £391,000. The significant movements since my last report are shown in the table below. Further details are contained in the service unit analysis available in the members' room.

**ANALYSIS OF MOVEMENTS****Table 1 – Significant Variations from the last monitoring report**

Note: Further savings/underspends are shown as ( ).

	£'000	£'000
<b>Expenditure</b>		
Leasing/Hire of Vehicles	(31)	
Non Domestic Rates (Markets)	(25)	
Markets Fixtures & Fittings	15	
Refuse Collection (Markets)	(21)	
Pensions (Compensatory Added Years)	(23)	
External Audit Fees	(14)	
Skips/Refuse Collection (Bengal St Depot)	(10)	
Printing & Copying	<u>(9)</u>	
		(118)
<b>Income</b>		
Interest Receivable (Landsbanki deposit)	(85)	
Housing Benefits Subsidy	(76)	
Parking Fees	17	
Parking Enforcement	<u>(15)</u>	
		(159)
Other variances		(3)
<b>Net Movement</b>		<b>(280)</b>

15. The most significant change in the forecast since the last monitoring report is the additional interest receivable in respect of the Landsbanki deposit. The original budget for 2011/12 did not include any accrual of interest on the deposit. This was done because of uncertainty about the outcome of the appeal to the Icelandic Supreme Court, by other creditors, against the priority status of local authority deposits. Following the verdict, announced on 28 October upholding priority status, interest income of £85,000 has now been included in the revised 2011/12 forecast.
16. The other significant change in the forecast is the additional Housing Benefits Subsidy that the Council is expected to receive for the remainder of this year. Under the existing regulations, a restricted subsidy rule applies if the landlord is classed as a charity or “not for profit” organisation and where they provide “care, support or supervision” to their vulnerable tenants. If rents for these tenants are set at a higher level than the Rent Officer deems reasonable, the Council has to pay the full rent charged but is only allowed to claim a proportion of the rent in Housing Benefits Subsidy.

The Council has been working with supported provider landlords over the last few years to make them aware of the situation and the impact of restricted subsidy on local authority finances. Over recent weeks, three of our “not for profit” landlords have registered with the Tenants’ Association and are now treated, for Housing Benefit purposes, as Registered Social Landlords (RSL’s). In these cases, the restriction on subsidy no longer applies and the Council is able to claim the full rent in subsidy. This is anticipated to result in additional subsidy of around £106,000 in 2010/11 and £158,000 for a full year in 2012/13.

Although it is difficult to accurately predict the level of expenditure due to the size and nature of the budget in that it is very much demand driven, based on expenditure levels to date I feel it is prudent at this stage to reflect an increase in net costs of around £30,000. This reduces the forecast budget surplus to around £76,000 for the current year.

17. The Council is currently undertaking a review of its fleet strategy in the Streetscene department with regard to the leasing and hire of vehicles. The council has already met its current leasing obligations for vehicles & plant for the 2011/12 financial year and assuming no additional new leases are taken out before the end of the year there will be a saving against budget of around £31,000.
18. The Valuation Office Agency has carried out a review of Chorley Covered Market, in line with a National Review of markets in England and Wales, to ensure consistency and fairness in the way that they are assessed for business rates purposes. The outcome is that the Rateable Value (not rates payable) for the Covered Market will be reduced from £57,500 to £18,750 whilst the combined individual RV’s for the 33 cabins will be £35,520. This will result in a rebate for Chorley Council but individual liability for the 33 cabins.

The majority of cabins will be entitled to Small Business Rates Relief which, until October 2012, is 100% for any RV below £6,000 (all 33 cabins). However, the liability will be backdated to April 2010 at which point rate relief was only set at 50% until October 2010 thus leaving each trader with a liability. It is the Executives intention to pay the cabin holders liability for 2010/11 and 2011/12, a sum of around £17,000 in total. This will result in a net saving to the Council of around £25,000 in 2011/12.

19. As the Council will benefit from the changes to the rateable value on the Covered Market outlined above, a proportion of this saving will be used to finance improvement works to the market roof. These include installation of snow boards to prevent snow falling from the roof, a rainwater harvest drain and additional security features. It will also cover electrical testing to the market cabins. It is estimated that the cost of these works will be around £15,000 in total.

20. As part of the 2010/11 closure of accounts process it was agreed that a budget of around £10,000 would be carried forward to cover the potential backdated increase in refuse collection costs in relation to the Market. The 2011/12 budget also included provision for an anticipated increase in costs for the current year. However, Market Walk has recently undergone a change in ownership and it is unlikely that the Council will now incur any backdated costs relating to the previous owners. Agreement has been made in principle with the new owners Orchard Street Investment on the new refuse collection charges and it is anticipated that there will be a budget underspend of around £21,000 in the current year.
21. The 2011/12 revenue budget for compensatory added years pension costs was based on an estimate of the charges due from both Lancashire County Council and Tameside Council, and also included a provision for additional pension costs arising from any future early retirements. Details of the actual charges for 2011/12 have now been received from LCC and are lower than anticipated in budget. This, together with a backdated refund on charges for 2010/11, should result in a budget underspend of around £23,000 in the current year.
22. In July of this year the Audit Commission announced further reductions in their scale of audit fees and charges for 2011/12. This was in addition to the reductions previously announced that were built into the Council's base estimates for the current year. This has resulted in additional savings of around £3,000 against the 2011/12 budget.

Further underspends against budget will be generated this year as a result of changes regarding the Joint Committee for Shared Financial Services. Revised accounts and audit regulations have been approved by parliament and included an increase in the turnover threshold for smaller relevant bodies from £1million to £6.5million. As the turnover for Shared Financial Services is now below this increased threshold, the Joint Committee can now be classed as a smaller relevant body and is subject to a limited assurance audit regime. This has reduced the charges for 2011/12 and also resulted in a refund of charges for 2010/11 saving the Council around £11,000.

23. One issue that has been previously reported in the revenue outturn report for 2010/11 is the expenditure relating to refuse collection and skip hire at Bengal Street Depot. Efficiency savings have been achieved by using Council vehicles wherever possible, tipping directly rather than bringing refuse back to the skip, therefore negating the need to pay for disposal. Streetscene operatives have also increased the chipping of green waste rather than placing it in the skips therefore reducing the volumes of waste for disposal. It is anticipated that there will be a saving against budget of at least £10,000 in the current year.
24. The review of printing & copying earlier this year outlined the varied use of a significant number of printers and copiers across the Council's main buildings and identified the potential benefits and savings from the use of Multi Functional Devices via the Council's network. As a result the majority of the old printers and copiers have now been replaced with a single contract, saving the Council around £18,000 for a full year and around £9,000 for a part year saving in 2011/12.
25. To encourage shoppers and support local traders, from the 24th November the Council is offering free parking from 3pm on their pay & display car parks. Motorists will also be able to take advantage of three hours' free parking after 10am on Thursdays. It has been estimated that this will lead to a potential loss of income of around £17,000 although the true effect will not be known until after the Christmas period.
26. The Council's revenue budget for Parking Enforcement reflects the amounts paid to Chipside Ltd and Legion Group to carry out off-street parking enforcement, less the income collected from Penalty Charge Notices (PCN's). Based on information available to date, the latest forecast indicates that the average income per ticket will be higher than expected resulting in a surplus of around £15,000 against the 2011/12 budget.

27. As detailed in the Capital Programme Monitoring report to Executive Cabinet on 24 November 2011, the budgets for ICT projects that implement new hardware and software increase by a total of £112,340. Of this total, bringing forward £40,000 of the budget from 2012/13, and funding £39,340 from revenue were approved by Council on 27 September 2011. Of the remaining £33,000, it is proposed that £18,000 is funded from Capital from the budget for Planned Improvements to Fixed Assets, and that £15,000 should be funded from revenue budgets.

**GENERAL FUND RESOURCES AND BALANCES**

28. The General Fund balance brought forward at 1 April 2011 was £2.077m after the transfer of approved slippage. The current forecast to the end of September shows that the General Fund balance will be around £2.318m.
29. One further item for consideration is the potential impact on the Council’s revenue account of Planning Appeals. The Council is currently involved in a number of current and potential appeals and the full costs and implications may not be known for some time. In light of the current forecast outturn position and level of balances I feel it is prudent at this stage to recommend that a sum of £150,000 is set aside in the current year to mitigate against potential costs arising from planning appeals. If the recommendation is approved this would reduce the forecast General Fund balance to £2.168m.
30. A separate report is to be presented to members on the implications of the Olympic Torch Relay passing through Chorley and Euxton. The report recommends a one-off budget provision of £40,000 be made to support the associated activities and initiatives. It is also recommended that this is funded from the general fund balance.

**IMPLICATIONS OF REPORT**

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

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

32. The financial implications are detailed in the body of the report.

**COMMENTS OF THE MONITORING OFFICER**

33. The Monitoring Officer has no comments.

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond	5488	03/11/11	Revenue Budget Monitoring 2011-12 Report 2.doc



	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b>General Fund Revenue Budget Monitoring 2011/12 Forecast to end of September 2011</b>	<b>Original Cash Budget</b>	<b>Impact of Council Restructure</b>	<b>Agreed Changes (Directorates)</b>	<b>Agreed Changes (Other)</b>	<b>Amended Cash Budget</b>	<b>Contribution to Corp. Savings (Staffing)</b>	<b>Contribution to Corp. Savings (Other)</b>	<b>Current Cash Budget</b>	<b>Forecast Outturn</b>	<b>Variance</b>	<b>Variance</b>
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive	520,920	699,260	(10,500)	33,260	1,242,940	(20,000)		1,222,940	1,206,940	(16,000)	-1.3%
Partnerships, Planning & Policy	1,679,420	(699,260)	10,920	121,470	1,112,550			1,112,550	1,140,550	28,000	2.5%
People & Places	5,998,240		(24,650)	276,030	6,249,620	(99,000)		6,150,620	6,041,620	(109,000)	-1.8%
Transformation	5,074,580		24,230	179,600	5,278,410	(190,000)		5,088,410	5,028,410	(60,000)	-1.2%
<b>Directorate Total</b>	<b>13,273,160</b>	<b>-</b>	<b>-</b>	<b>610,360</b>	<b>13,883,520</b>	<b>(309,000)</b>	<b>-</b>	<b>13,574,520</b>	<b>13,417,520</b>	<b>(157,000)</b>	<b>-1.2%</b>
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	242,580				242,580			242,580	219,270	(23,310)	-9.6%
Concessionary Fares	(2,300)				(2,300)			(2,300)	(2,300)	-	-
Benefit Payments	154,310				154,310			154,310	77,980	(76,330)	-49.5%
<b>Corporate Savings Targets</b>											
Management of Establishment	-			(300,000)	(300,000)	251,000		(49,000)	(49,000)	-	-
Reduction in Pension Rate	-			(36,000)	(36,000)	36,000		-	-	-	-
Efficiency/Other Savings	-			(22,000)	(22,000)	22,000		-	-	-	-
<b>Total Service Expenditure</b>	<b>13,667,750</b>	<b>-</b>	<b>-</b>	<b>252,360</b>	<b>13,920,110</b>	<b>-</b>	<b>-</b>	<b>13,920,110</b>	<b>13,663,470</b>	<b>(256,640)</b>	<b>-1.8%</b>
<b>Non Service Expenditure</b>											
Contingency Fund	-				-			-	-	-	-
Contingency - Management of Establishment	(300,000)			300,000	-			-	-	-	-
Efficiency/Other Savings	(58,000)			58,000	-			-	-	-	-
Revenue Contribution to Capital	-			743,880	743,880			743,880	743,880	-	-
Net Financing Transactions	438,210				438,210			438,210	356,210	(82,000)	
Voluntary set aside for debt reduction	-				-			-	-	-	-
VAT Shelter Income	-			(524,280)	(524,280)			(524,280)	(524,280)	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-			114,910	114,910			114,910	114,910	-	-
Parish Precepts	589,260				589,260			589,260	589,260	-	-
<b>Total Non Service Expenditure/Income</b>	<b>669,470</b>	<b>-</b>	<b>-</b>	<b>692,510</b>	<b>1,361,980</b>	<b>-</b>	<b>-</b>	<b>1,361,980</b>	<b>1,279,980</b>	<b>(82,000)</b>	
<b>Total Expenditure</b>	<b>14,337,220</b>	<b>-</b>	<b>-</b>	<b>944,870</b>	<b>15,282,090</b>	<b>-</b>	<b>-</b>	<b>15,282,090</b>	<b>14,943,450</b>	<b>(338,640)</b>	<b>-2.2%</b>
<b>Financed By</b>											
Council Tax	(6,976,160)				(6,976,160)			(6,976,160)	(6,976,160)	-	-
Grant for freezing Council Tax	(159,000)				(159,000)			(159,000)	(159,673)	(673)	
Aggregate External Finance	(6,740,960)				(6,740,960)			(6,740,960)	(6,740,960)	-	-
New Homes Bonus	(250,000)				(250,000)			(250,000)	(301,916)	(51,916)	
LAA Reward Grant (PRG)	(80,100)				(80,100)			(80,100)	(80,100)	-	-
Local Services Support Grant	-			(71,470)	(71,470)			(71,470)	(71,470)	-	-
LABGI Grant	(75,000)				(75,000)			(75,000)	(75,000)	-	-
Collection Fund (Surplus)/Deficit	(26,000)				(26,000)			(26,000)	(26,000)	-	-
Use of Earmarked Reserves - capital financing	-			(347,430)	(347,430)			(347,430)	(347,430)	-	-
Use of Earmarked Reserves - revenue expenditure	(30,000)			(525,970)	(555,970)			(555,970)	(555,970)	-	-
<b>Total Financing</b>	<b>(14,337,220)</b>	<b>-</b>	<b>-</b>	<b>(944,870)</b>	<b>(15,282,090)</b>	<b>-</b>	<b>-</b>	<b>(15,282,090)</b>	<b>(15,334,679)</b>	<b>(52,589)</b>	<b>0.3%</b>
<b>Net Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(391,229)</b>	<b>(391,229)</b>	
<b>General Balances Summary Position</b>				<b>Target</b>	<b>Forecast</b>						
				£	£						
<b>General Fund Balance at 1 April 2011</b>				2,000,000	2,076,700						
(Use of)/Contribution to General Balances					0						
<b>Provisional (Over)/Under Spend</b>					391,229						
Potential Legal Costs in respect of Heath Paddock					(150,000)						
<b>Forecast General Fund Balance at 31 March 2012</b>				<b>2,000,000</b>	<b>2,317,929</b>						

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	24 November 2011

## **GRANT OF A LEASE, LAND AT BALSHAW LANE EUXTON CHORLEY COUNCIL TO EUXTON PARISH COUNCIL**

### **PURPOSE OF REPORT**

1. To seek approval for the terms agreed for the grant of a 25 year lease to Euxton Parish Council on land at Balshaw Lane, Euxton for the creation of a Skate Park.

### **RECOMMENDATION(S)**

2. That the terms provisionally agreed for a Lease of land at Balshaw Lane Euxton to Euxton Parish Council for the provision of a skate park be approved and,
3. Liberata Property Services be authorised to instruct the Head of Governance (Legal Services) to proceed with the drafting of the Lease, with the Lease to be signed once the Parish Council has secured full funding for the project.

### **EXECUTIVE SUMMARY OF REPORT**

4. Chorley Council owns land at Balshaw Lane Euxton. The land currently provides car parking, amenity open space and access to Yarrow Valley Country Park.
5. A consultation exercise carried out by Euxton Parish Council has identified a lack of leisure facilities and activities for young people in the village of Euxton.
6. As a result, further public consultation has been carried out and it has been suggested that a skate park would meet the needs of young people in Euxton.
7. Terms have been proposed, and accepted for the grant of a 25 year lease to enable the creation of a skate park by Euxton parish Council as follows:
  1. Demised land – land shown edged red on the attached plan
  2. Lessor – Chorley Borough Council
  3. Lessee – Euxton Parish Council
  4. Term – 25 years from a date to be agreed. Anticipated start on site Spring/Summer 2012
  5. Rent – Peppercorn Rent
  6. Rates – Lessee to be responsible for payment of all rates, taxes, charges and outgoings levied on the land
  7. Use – The Lessee to use the land for the construction and use of a skate park, in accordance with approved planning consent 10/00316/FUL
  8. Works – The lessee to carry out the necessary works to create a skate park in accordance with approved planning consent – 10/00316/FUL

9. Repair – The Lessee to be responsible for maintaining the land, fences and all structures erected on the land in good repair and condition throughout the period of the Lease. The Lessee to keep the land free of litter, detritus and weeds throughout the Lease term
10. Alienation - Absolute bar on assigning or subletting the site
11. Insurance – The Lessee shall maintain appropriate public liability (£10,000,000 (ten million pounds) minimum) and shall indemnify the Lessor against all actions, claims, damages, etc arising out of the tenancy
12. Access – The lessee shall gain access to the land over the adjacent car park only
13. Planning Consent – The Lessee shall comply at its own expense and cost to all conditions and terms of the approved planning consent 10/00316/FUL
14. Trees – The lessee shall not cut, damage, or harm any surrounding trees without the prior written consent of the Lessor
15. Fees – Each party shall bear its own costs
16. Management Plan – The lessee shall provide a management plan to be agreed with the Lessor to ensure the facility operates in an inclusive way
17. Termination – The Lease will be terminated in the event that The Parish Council:
  - do not comply with the terms of the management plan proposed by the Council
  - cease to operate the skatepark or fail to run it in a safe condition.

In these circumstances the Lease would end, Council would take back the facilities and continue to run it as a skatepark for the benefit of the residents of Chorley.
18. Any other terms and conditions as may be required by the Council’s Legal Services

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

8. To enable the delivery and continued provision of recreational facilities for the people of Chorley.
9. The site is ideally located to provide the facilities for the young people of Euxton and in doing so meet an identified need for recreational activity.
10. The location is easily accessible to residents of Chorley as it is on a main road with existing car parking facilities and a bus stop adjacent to allow access via public transport.
11. The site is in a good location away from residential properties but safe and protected for young people to use.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

12. If the site were not made available to the Parish Council, they would have to search for an alternative site, which might not provide as well in terms of location and accessibility.

**CORPORATE PRIORITIES**

13. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy	x	Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities	x	Quality Community Services and Spaces	x
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			x

**BACKGROUND**

- 14. In 2002 Euxton Parish Council carried out a public consultation exercise with residents of Euxton to discover residents’ perceptions of Euxton.
- 15. One of the findings of the survey was that residents identified a lack of activities and facilities for young people in the village. To meet this need it was suggested that a skate park would be a popular facility amongst younger village residents.
- 16. Subsequently, further consultation has been carried out with residents invited to submit ideas, plans and suggestions for design proposals for the skate park. These ideas have formed part of the submission for planning permission submitted and approved in 2010.
- 17. Euxton Parish Council has secured funding for the construction and operation of the skate park and, subject to the completion of the Lease, works are due to commence on site in Spring / Summer 2012.
- 18. It is intended that the park will be open to the general public every day from dawn until dusk. The facility will be used by members of Euxton Skate Park Group, but will be equally available for any other individual or group wishing to use it.
- 19. The skate park will be promoted by Chorley Council throughout the Borough as a recreational facility available for all users. Euxton Parish Council will also advertise availability via their quarterly newsletter.

**IMPLICATIONS OF REPORT**

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

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

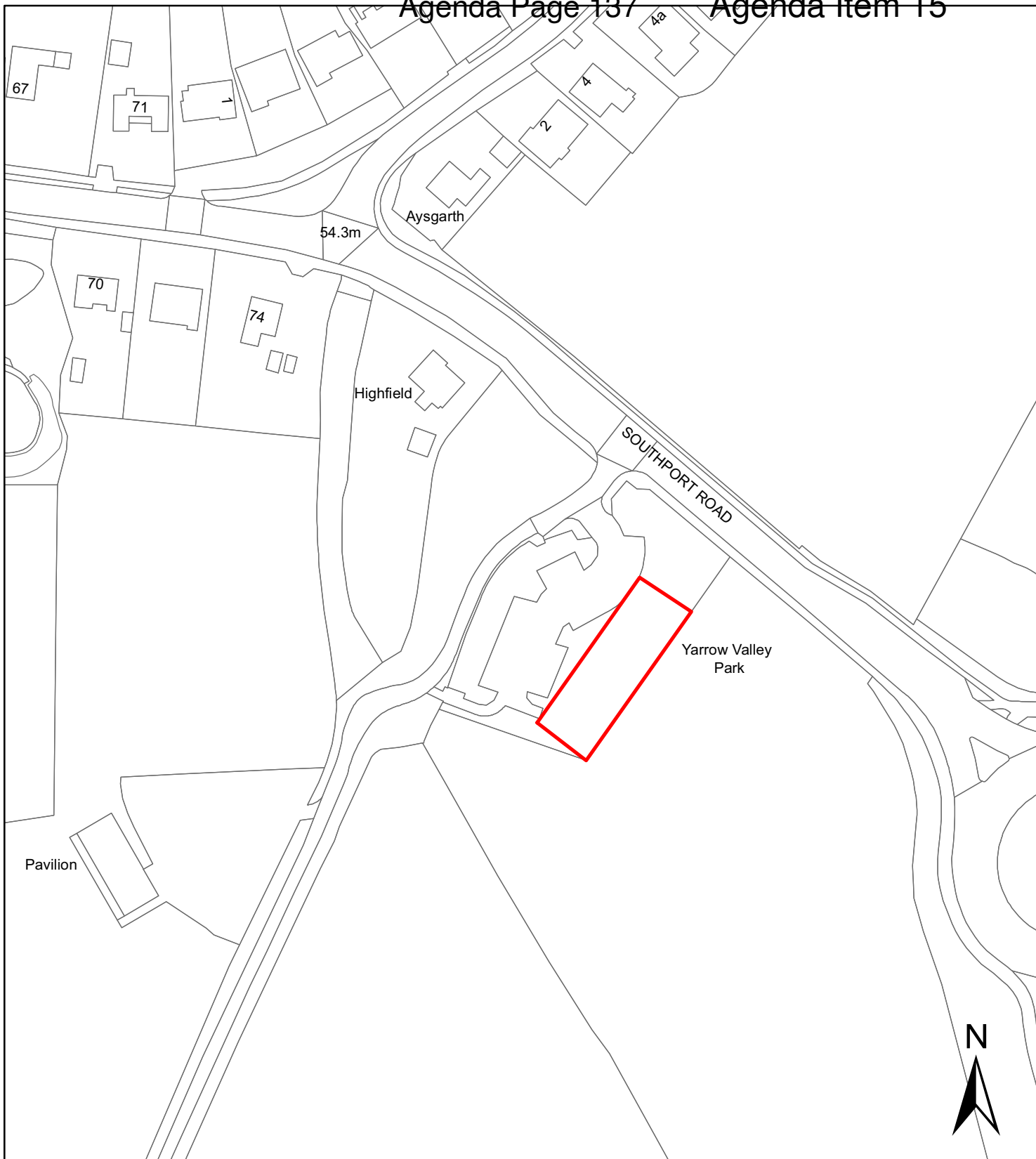
21. In cases such as this, when council-owned assets are to be used for the benefit of the community, it is valid to accept a peppercorn rent rather than charging a commercial rent. It is unlikely that this site could be used for a commercial purpose, so the council is not forgoing any income, and is helping to provide a facility for the benefit of Euxton and the wider borough.
22. The council has awarded Euxton Parish Council's scheme a grant of £30,000 from the Play and Recreation Fund. This would be financed from developers' S106 contributions received for the purpose of providing play and recreation facilities. At present the grant is included within the 2011/12 revenue budget. This report suggests that implementation of the project would commence in the Spring or Summer of 2012, which suggests that at least some of the grant could be rephased to 2012/13. Phasing of the council's financial contribution to the project may not become clear for some time, but would be reported in revenue budget monitoring reports as appropriate.

**COMMENTS OF THE MONITORING OFFICER**

23. There are no concerns with this proposal.

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Catherine Jagger	515275	01 November 2011	***



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Description	
Lease of 617.77 sq.m. of land to Euxton Parish Council. Land @ the entrance to Yarrow Valley Country Park off Balshaw Lane, Euxton, Chorley.	
Scale	Drawing Number
1:1,250	/
Drawn By	Date
HP	November 2011
CAD Reference	

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