

Council

Agenda and Reports

For consideration on

**Tuesday, 25th September
2012**

In the Council Chamber, Town Hall, Chorley

At 6.30 pm



PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT COUNCIL MEETINGS

- Questions should be submitted to the Democratic Services Section by midday, two working days prior to each Council meeting to allow time to prepare appropriate responses and investigate the issue if necessary (12 Noon on the Friday prior to the meeting).
- 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 ordinary Council meeting, excluding the Annual 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.

17 September 2012

Dear Councillor

COUNCIL - TUESDAY, 25TH SEPTEMBER 2012

You are invited to attend a meeting of the Chorley Borough Council to be held in the Council Chamber, Town Hall, Chorley on Tuesday, 25th September 2012 commencing at 6.30 pm for the following purposes.

AGENDA

1. **Apologies for absence**

2. **Declarations of Any Interests**

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

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

3. **Minutes of meeting Tuesday, 17 July 2012 of Council (Pages 1 - 8)**

4. **Mayoral Announcements**

5. **Public Questions**

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will be asked to put their question(s) to the Council. Members of the public will be allowed to ask one supplementary question within their allocated 3 minutes.

6. **Executive Cabinet (Pages 9 - 12)**

To consider the attached general reports of meetings of the Executive Cabinet held on 16 August and 13 September 2012.

7. **Capital Programme Monitoring 2012/13 - 2014/15 (Pages 13 - 24)**

To consider the attached report of the Chief Executive approved by Executive Cabinet on 13 September 2012.

8. **Localisation of Council Tax Benefit (Pages 25 - 44)**

To consider the attached report approved by Executive Cabinet on 13 September 2012.

9. **Overview and Scrutiny Committee and Task and Finish Groups (Pages 45 - 50)**

To consider the attached general report of the Overview and Scrutiny Committee held on 3 September 2012.

10. **Local Development Framework Chorley Local Plan - Publication Stage**

Please see the supplementary agenda pack for all documents relating to this item.

11. **Adoption of Supplementary Planning Documents (Pages 51 - 56)**

To consider the attached report of the Director of Partnerships, Planning and Policy on the following Supplementary Planning Documents which are available by the electronic link or as a hard copy in the Members Room or on request.

- Affordable Housing
- Employment Premises
- Rural Development
- Access Healthy Food
- Design

12. **Proposed Changes to the Constitution and Scheme of Delegation: Planning Applications (Pages 57 - 60)**

To consider the attached report agreed by Development Control Committee on 4 September 2012.

13. **Government Statement on Housing and Growth (Pages 61 - 66)**

To consider the attached report of the Director of Partnerships, Planning and Policy.

14. **Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 (Pages 67 - 70)**

To consider the attached report of the Monitoring Officer.

15. **Shadow Executive Cabinet Appointments**

To note the following changes to the Shadow Executive Cabinet appointments from those reported to Annual Council in May

Shadow Portfolio Holder (People) Councillor Paul Leadbetter

Shadow Portfolio Support Member (People) Councillor Rosemary Russell

Shadow Portfolio Support Member (Places) Councillor Alison Hansford

Shadow Portfolio Support Member (Resources, Policy and Performance) Councillor Paul Leadbetter

16. **Questions Asked under Council Procedure Rule 8 (if any)**

17. **To consider the Notices of Motion (if any) given in accordance with Council procedure Rule 10**
18. **Any other item(s) the Mayor decides is/are urgent**

Yours sincerely



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Chief Executive

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Distribution

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

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Council**Tuesday, 17 July 2012**

Present: Councillor June Molyneaux (Mayor), Councillor John Walker (Deputy Mayor) and Eric Bell, Julia Berry, Alistair Bradley, Terry Brown, Jean Cronshaw, Matthew Crow, Magda Cullens, John Dalton, David Dickinson, Doreen Dickinson, Dennis Edgerley, Christopher France, Anthony Gee, Danny Gee, Peter Goldsworthy, Marie Gray, Alison Hansford, Harold Heaton, Steve Holgate, Keith Iddon, Kevin Joyce, Hasina Khan, Paul Leadbetter, Roy Lees, Adrian Lowe, Marion Lowe, Greg Morgan, Mick Muncaster, Steve Murfitt, Beverley Murray, Mark Perks, Alan Platt, Pauline Phipps, Dave Rogerson, Geoffrey Russell, Rosie Russell, Joyce Snape, Kim Snape, Ralph Snape, Paul Walmsley and Peter Wilson

12.C.302 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Ken Ball, Henry Counce, Graham Dunn and Robert Fynamore.

12.C.303 DECLARATIONS OF ANY INTERESTS

The Mayor referred to changes in standards processes from 1 July 2012, including the need to declare pecuniary rather than personal and prejudicial interests.

There were no interests declared for this meeting.

12.C.304 MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON TUESDAY, 15 MAY 2012

RESOLVED – that the minutes of the Annual Meeting of the Council held on 15 May 2012 be confirmed as a correct record and signed by the Mayor.

12.C.305 MAYORAL ANNOUNCEMENTS

The Mayor congratulated Bradley Wiggins on his outstanding success at this stage in the Tour de France. On behalf of all Members she passed on her best wishes to all local athletes taking part in the Olympic and Paralympic Games.

The Mayor referred to some forthcoming fundraising activities including a Christmas Fayre and an opportunity for Members to take part in a sponsored fast with Councillor Hasina Khan during Ramadan.

The Mayor announced that the Council was again celebrating Green Flag success with Tatton Recreation Ground, Withnell Nature Reserve and Yarrow Valley Country Park being again awarded Green Flags for high quality and well managed green spaces with excellent facilities. Astley Park had also received a Green Flag for the first time this year.

12.C.306 PUBLIC QUESTIONS

Heather Clipston, Chairperson of Chorley Moor Residents Group and a Gillibrand's resident asked the following question of the Leader of the Council:

"What measures can the Council take to ensure the council tax payers on non adopted estates receive the services we are entitled to for example lights working, planted and landscaped areas maintained and to ensure the developers meet those expectations. How long after a development has been completed should residents have to wait? It would seem that the developers are no longer interested in maintaining the sites as it is no longer in their interests they are no longer selling properties. Is it the case that the bonds are not in place therefore there is no incentive for the developers to aim for adoption. As the council will not adopt the estates until they are of 'an adoptable standard' as time goes by this seems more unlikely".

In response, the Leader of the Council referred to a revised section 106 agreement which was now in place for the Gillibrand Estate which would make it easier to adopt elements of that agreement earlier. The Council had a corporate policy of trying to adopt estates as soon as possible and this was an area which the Council would be focussing on in future. However there were other aspects where the Council had no direct control - highways and street lighting were the responsibility of Lancashire County Council and United Utilities need to adopt the sewers and provide other utility services. The Council would work with these other agencies and housing developers to improve and speed up adoption processes.

12.C.307 EXECUTIVE CABINET

Members considered a general report of the Executive Cabinet held on 21 June 2012.

The Leader of the Council provided an update on the Chorley Remembers Heritage Lottery Fund Project which had been the subject of a meeting with interested parties the evening before. A slightly amended project had been agreed in relation to the relocation of the Falklands Stone. On this basis the project would continue with no loss of funding and an implementation date in time for Remembrance Sunday.

Members raised questions in relation to IT performance and the implementation of dog control orders.

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED – that the report be noted.**

12.C.308 CAPITAL PROGRAMME PROVISIONAL OUTTURN 2011/12 AND MONITORING 2012/13 TO 2014/15

The Council considered a report introduced by the Executive Member for Resources, Policy and Performance on the Capital Programme provisional outturn for 2011/12 and Capital Monitoring information for 2012/13 to 2014/15.

The report had previously been approved at Executive Cabinet on 21 June 2012 and approval was now sought from Council to the financing of the 2011/12 capital programme; the rephasing of capital budgets between 2011/12 and 2012/13; and other consequential changes including the creation of a new budget from developer contributions to finance People and Places directorate projects.

Councillor Peter Wilson, Executive Member for Resources, Policy and Performance proposed, Councillor Alistair Bradley, Executive Leader seconded and it was **RESOLVED** –

1. **That the financing of the 2011/12 Capital Programme as presented in Appendix 1 of the report be approved;**
2. **That the rephrasing of capital budgets between 2011/12 and 2012/13, as presented in column (2) of Appendix 2 of the report be approved; and**
3. **That the other amendments to the Capital Programmes for 2012/13 and 2013/14, as presented in columns (3) and (6) of Appendix 2 of the report be approved.**

12.C.309 OVERVIEW AND SCRUTINY COMMITTEE AND TASK GROUPS

The Council considered general reports of meetings of the Overview and Scrutiny Committee held on 16 April and 9 July 2012.

Questions were raised regarding the future funding of the IDVA service and anticipated expenditure on rebranding.

Councillor Steve Holgate, Chair of the Overview and Scrutiny Committee proposed, Councillor Roy Lees seconded and it was **RESOLVED – that the reports be noted.**

12.C.310 SCRUTINY REPORTING BACK: ANNUAL REPORT FOR 2011/12

Members considered the annual report of the work of the Overview and Scrutiny Committee during 2011/12, entitled Scrutiny Reporting Back.

Councillor Peter Goldsworthy, Leader of the Conservative Group thanked everyone involved in the work of the Overview and Scrutiny Committee in 2011/12.

Councillor Steve Holgate, Chair of the Overview and Scrutiny Committee proposed, Councillor Roy Lees seconded and it was **RESOLVED – that the report be noted.**

12.C.311 ANNUAL REPORT 2011/12

Members considered the Annual Report of the Council for 2011/12 providing an overview of the Council's progress in the previous 12 months including identifying areas for improvement and challenge for 2012/13.

Questions were raised regarding the support for those seeking work but outside the criteria for NEETs and the need for business support in rural areas. The Leader of the Council reported that the borough's economic development strategy would be reviewed to providing more a dynamic approach to engaging with young people; improving support for existing businesses; and building new business

space in Chorley to provide a more joined up approach to economic regeneration which would do more than just attract people to the town.

Councillor Peter Goldsworthy, Leader of the Conservative Group referred to the recent high success rate in start up businesses and the need to concentrate on SME's as the driver to economic regeneration. His Group would support a sensible approach to reviewing the economic development strategy.

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED – that the report be noted.**

12.C.312 CORE STRATEGY ADOPTION

The Executive Member for Planning and LDF presented a report seeking approval to the adoption of a Central Lancashire Core Strategy, a copy of which had been circulated to all Members.

The report summarised the Inspector's comments following his formal examination of the Core Strategy and its submission to the three authorities on 7 June 2012. This included his judgement on the seven main and complementary issues on which the soundness of the local plan depended and details of the two main modifications required to the plan which had been agreed by the Council in September 2011. These were detailed under MM1 and MM2 in the report.

There was general support for the adoption of the Core Strategy with questions regarding how far the current proposals for more car parking for employees working in Chorley and the reopening of Market St in Chorley town centre to traffic, fit with elements of section 7 of the Core Strategy relating to public transport and managing car use.

The Executive Member reported that full consultation would take place regarding the proposal to open up Market St to traffic.

Councillor Dennis Edgerley, Executive Member (Planning and LDF) proposed, Councillor Alistair Bradley, Executive Leader seconded and it was **RESOLVED – that the Central Lancashire Core Strategy be adopted with the modifications made by the Examination Inspector as set out in the report and that upon adoption, the Core Strategy be used for development control decision making processes.**

12.C.313 COMMUNITY INFRASTRUCTURE LEVY

The Executive Member for Planning and LDF presented a report seeking Council approval to draft charging schedules to be levied on new development under the new Community Infrastructure Levy.

Consultation and engagement on the preliminary draft charging schedules had been completed as the first stage in determining the charge rates to be levied on new development. Community Infrastructure Levy charges were set in advance of planning applications and were charged on a per square metre of new floor space basis. Charge rates would differ for different types of development, based on the varying economic viability of developments.

There had been widespread consultation with engagement meetings taking place with developers, parish and town councils, neighbouring councils, infrastructure providers and Lancashire County Council.

Councillor Dennis Edgerley, Executive Member (Planning and LDF) proposed, Councillor Alistair Bradley, Executive Leader seconded and it was **RESOLVED - that the charging schedules set out below be approved for the next stage of consultation and then submitted for examination:**

All residential development £65 sq.m with the exception of:

- **Sites in inner Preston - £35 per sq.m**
- **Apartments - £10 per sq.m**

Convenience Retail

- **Stores less than 280 sq.m - £40 per sq.m**
- **Stores 280 sq.m and above - £160 per sq.m**

12.C.314 NATIONAL PLANNING POLICY FRAMEWORK AND LOCALISM ACT ENFORCEMENT AND NEIGHBOURHOOD PLANS

The Executive Member for Planning and LDF presented a report on issues resulting from the enactment of various provisions of the Localism Act 2011 and the National Planning Policy Framework including consequential changes required to the Council's scheme of delegation; the provision of a Local Enforcement Plan; and the Council's approach to Neighbourhood Planning.

Councillor Dennis Edgerley, Executive Member (Planning and LDF) proposed, Councillor Alistair Bradley, Executive Leader seconded and it was **RESOLVED -**

- 1. That the Council adopt the approach within PPG18: Enforcement, as an interim approach to planning enforcement;**
- 2. That a Local Enforcement Plan be prepared within 12 months for consideration by the Council; and**
- 3. That Members note the enactment of the powers defined in the Localism Act 2011 to decline to determine planning applications on sites previously subject to enforcement notices, together with the provisions and regulations for neighbourhood planning; and authorise the Head of Governance to make detailed amendments to the Constitution and Scheme of Delegation in accordance with the report.**

12.C.315 REVISION OF STREET TRADING CONSENT CONDITIONS

The Executive Member for Places presented a report seeking approval to changes to the conditions attached to the Street Trading Consent scheme operated in the Borough under the provisions of the Local Government (Miscellaneous Provisions) Act 1982.

The key change being recommended was in relation to the permitted hours for street trading. It was proposed that the hours for street trading be revised to between 0730 hours and 2300 hours on any day of the week. The revised conditions were appended to the report.

Councillor Terry Brown, Executive Member (Places) proposed, Councillor Alistair Bradley, Executive Leader seconded and it was **RESOLVED – that the changes to the Council’s Street Trading Consent scheme be approved as contained in the report for implementation with immediate effect.**

12.C.316 GOVERNANCE COMMITTEE

Members considered a general report of the first meeting of the Governance Committee held on 28 June 2012.

Councillor Paul Leadbetter, Chair of the Governance Committee proposed, Councillor Alison Hansford Vice Chair, seconded and it was **RESOLVED – that the report be noted.**

12.C.317 THE STANDARDS REGIME AFTER 1 JULY 2012

Further to a decision of the Council Meeting on 3 April 2012, the Monitoring Officer submitted a report which had previously been approved at Executive Cabinet agreeing arrangements for the new standards regime under the Localism Act 2011, taking effect on 1 July 2012.

The Localism Act 2011 revoked the existing standards regime and replaced it with a lighter touch more locally based scheme. The report proposed:

- a new Code of Conduct
- revised arrangements for dealing with complaints about the conduct of Members
- a new hearings procedure
- a schedule of disclosable pecuniary interests under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

It had previously been agreed that the Governance Committee would include responsibility for the standards regime and would be the committee from which Members would be drawn should any standards complaints result in a hearing.

It was reported that a recruitment exercise had been undertaken for independent persons to support the standards process and that following interviews, the Council was being recommended to appoint one person at this stage.

Councillor Peter Goldsworthy, Leader of the Conservative Group expressed concern about the Code of Conduct being recommended for adoption, on the basis that there was little change from the current scheme. Whilst he acknowledged the adoption of a new regime was a legal requirement, he would be looking to review the new arrangements after a period of six months to assess the results.

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED -**

1. **That the Council confirm adoption of the new Code of Conduct and associated procedures as detailed in the report and appendices, with effect from 1 July 2012, as agreed by Executive Cabinet on 21 June 2012.**
2. **That the new arrangements be reviewed after a period of 6 months.**

3. **That following interviews held on 16 July 2012, Mr Peter Ripley be appointed as an independent person to support the new standards regime and that further recruitment be undertaken to appoint up to two other independent persons.**

12.C.318 AMENDMENT TO THE CONSTITUTION

The Monitoring Officer presented a report which sought agreement to changes to the Council's Constitution as a result of the establishment of the new Governance Committee following the merger of the audit and standards functions of the Council.

The report proposed new terms of reference for the Committee and referred to other consequential changes required in the Constitution following implementation of the Governance Committee.

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED – that the revised terms of reference for the Governance Committee be approved as detailed in the report along with other consequential amendments to the Constitution.**

12.C.319 APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

Members considered a number of additional appointments to Committees and outside bodies.

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED - that the following appointments be agreed:**

- **Three Tier Forum – Councillors A Gee, J Molyneaux, J Cronshaw, H Khan, Doreen Dickinson, Marie Gray and Alison Hansford**
- **Runshaw Quarry Liaison Meeting – Councillor Danny Gee and Geoff Russell**
- **Groundwork Trust Wigan and Chorley – Councillor Hasina Khan to replace Councillor Kim Snape**
- **LCC Pensions Committee - Councillor Paul Leadbetter as Chair of Governance Committee be nominated to represent Lancashire District Councils**
- **LGA appointments - Councillor Peter Wilson to replace Councillor Dennis Edgerley on all the LGA appointments**
- **Lancashire Tourism Forum - Councillor Alistair Bradley with Councillor Adrian Lowe as his substitute member.**

12.C.320 QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8

The Mayor reported that one question had been received under Procedure Rule 8 from Councillor John Walker for the Executive Leader, as follows:

“Does the Leader of the Council agree with me that the Olympic sports and cultural programme, including the school torch relay for all the schools in Chorley has been a great success and encouraged many young children to be involved with new sporting activities.

As the school close for the summer holidays before the Olympic Games commence, and do not reopen until after the Para Olympic games have finished, what will be done to make sure the legacy of the Olympic/Para Games continues in schools for the benefit of children in the future months and years.”

In response the Executive Leader and Councillor Bev Murray, Executive Member for People reported on the success of the schools torch relay; Active Generation projects; the Sporting Life exhibition at Astley Hall; plus funding for local sports clubs.

In addition there was summer projects organised under the Get Up and Go scheme; activities listed in the What's On guide and a number of sports clubs offering taster sessions. There was a reported 12% increase in the use of the Leisure Centres locally and the Council was working with Active Nation to bring in free swimming for all children in the Borough over the summer school holiday period. The hope was that the legacy of the Olympics would continue far beyond the summer period.

12.C.321 TO CONSIDER ANY NOTICES OF MOTION GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10

There were no notices of motion to be considered.

12.C.322 CHANGE OF DATE OF COUNCIL MEETING

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED - that it be confirmed that the Council meeting scheduled during April 2013 be changed from 9 April to 16 April 2013.**

Chair

REPORT OF EXECUTIVE CABINET

GENERAL REPORT - 16 August 2012

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

Executive Response to Overview and Scrutiny Inquiry on Tourism and Promoting Chorley

2. We received a report from the Executive Member (Resources, Policy and Performance) responding to the findings and recommendations of the Overview and Scrutiny Task and Finish Group on Tourism and Promoting Chorley.
3. We discussed the recommendations and noted that planning has already started for Christmas events. Coach trips will be actively encouraged and plans are in place to achieve this.
4. The parking at the recent Big Drum Day event was discussed and we noted there had been a period of 20 minutes where the provision had not been adequate. Lessons will be learned for future events with the provision of additional hard standing if possible.
5. We approved the recommendation to implement the recommendations made by the task and finish group, and the additional work to be undertaken over the coming year as outlined in the report.

First Quarter Performance Report 2012/13

6. The Executive Member (Resources, Policy and Performance) presented a report setting out the performance against the delivery of the Corporate Strategy and key performance indicators during the first quarter, 1 April to 30 June 2012.
7. It was clarified that the bus shelter improvement plan does not include the provision of additional shelters.
8. The Sharepoint Electronic Document Management System project was discussed. It was clarified that the new supplier, Northgate, is a large software provider and the system in question (Information@Work) is a mature one. The Council had previously withdrawn from a joint project with Lancashire County Council and other Lancashire Authorities with Northgate to deliver a Customer Relationship Management system. The system in that case had not been a mature one. The project is rated amber as it is expected that the project will soon be back on track.
9. We considered the refresh of the Council's website and that this project now has a status of green (progressing according to timetable and plan). Officers are working hard to deliver this project.
10. The Council is leading discussions with a number of partners in relation to a service package for accommodation for 16 and 17 year olds and providing they commit to the project the aim is to have a new contract in place by 1 April 2013.
11. We noted that 9 new businesses have started in Chorley (up to 31 July) since May when the new Business Start Up post was established and filled.

First Quarter Chorley Partnership Performance Report 2012/13

12. We received a report updating on the performance of the Chorley Partnership during the first quarter, from 1 April to 30 June 2012.
13. Although crime overall has increased by 3.9% in quarter one compared to the same period of last year, there have been significant decreases in alcohol related violence and anti-social behaviour.
14. The partnerships project to increase opportunities for NEET young people in Chorley now has a green rating.

15. We discussed policing numbers and the impact on crime. I advised that the Chief Constable has given assurances that, there has been no impact on the levels of crime arising from cuts to funding, as savings have been made from back office areas. However, I will be meeting informally with the Chief Inspector and will raise Members concerns. There is a need to analyse the quarter two figures to identify any issues and keep the figures under review.

Revenue Budget Monitoring 2012-13 Report 1 (End of June 2012)

16. We considered a report from the Executive Member (Resources, Policy and Performance) setting out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2012/13.
17. We noted that £282,700 has been approved, as part of the 2012/13 budget, for investment in the Business Start-Up Scheme, the extension of business rate subsidy and shop floor refurbishment grants, the provision of council apprenticeships (NEET's), debt advice funding and revenue costs of town centre land acquisition.
18. The changes to car parking charges were considered. We noted that the detail of the report has been superseded by a recent Executive Member Decision. It is difficult to foresee the impact, but this will be monitored and reported back.
19. We approved the transfer of £300,000 from General Balances to a specific earmarked Town Centre Reserve and the use of underspends on existing staffing budgets to fund the creation of a permanent Business Advisor post to provide a specific advisory service for existing local businesses who have been trading for over three years.

Councillor Community Grants Fund

20. The Executive Member (People) presented the report outlining the proposal for the creation of a trial Councillor Community Grants Fund.
21. We discussed the methodology to measure the success of applications. This Community Grants Fund project is a pilot and will be used to inform future schemes. It is aimed at supporting volunteers.
22. We approved use of the remainder of the Core Funding budget for 2012/13 to deliver the Councillor Community Grants Fund.

Recommendation

23. To note the report.

COUNCILLOR ALISTAIR BRADLEY
Executive Leader

RR

REPORT OF EXECUTIVE CABINET

GENERAL REPORT - 13 September 2012

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

Safeguarding Adults - Policy and Procedure

2. The Executive Member (People) presented a report seeking approval for the adoption of a policy and procedure relating to dealing with adult safeguarding issues that representatives of Chorley Council might encounter.
3. The Council's current adult safeguarding arrangements and documentation had been limited to activities and services provided at Cotswold House. A recent external audit of the Council's provisions has identified a gap in policy and procedures across the rest of the Council where officers and Members might come across adult safeguarding issues or receive disclosures of abuse from adult victims.
4. The purpose of the document is to safeguard vulnerable adults. We supported briefings for officers and Councillors to ensure they are fully aware of their responsibilities and the reporting mechanisms in place. I stressed the importance of working with the Police, as Councillors and Council officers have, at times, greater access to people and their homes than the Police.
5. In response to a query we noted that if additional guidance is needed a Councillor or officer can ask for advice from a Designated Safeguarding Officer. If required advice can be requested without giving the name of the person involved.
6. We approved the policy and procedures for ensuring concerns raised by Council representatives in relation to adult safeguarding are properly dealt with.

Selectmove Evaluation

7. The Executive Member (Homes and Business) presented a report providing information regarding lettings of properties through the sub-regional Choice Based Lettings system, Selectmove, through which the majority of social housing in Chorley has been allocated since 27 March 2011.
8. Choice Based Letting systems are designed to allow the applicant to have more choice over where they live by proactively bidding on properties they want to live in rather than waiting to be allocated a property on a traditional waiting list.
9. South Ribble and Preston City Council have been jointly operating a choice based lettings system since 2007. At the time of making the decision the Council recognised the benefits of giving people in the area more choice, however, it was considered important that people with a local connection to Chorley accessed a significant number of the Chorley properties. Due to concerns the policy is being reviewed in respect of the gross inward migration.
10. Throughout the last financial year there have been 405 lets in Chorley and 80.2% of the lets were to households living in Chorley or with a Chorley connection (e.g. employment, previously lived in the area, or to give or receive support). Therefore inward migration from other council areas with no local connection has been 19.8%, however when the households in Chorley who chose to move to Preston or South Ribble the net inward migration was 10.4%.
11. One of the benefits of the system is the ability to drill down into the detail which will assist with future policy development.
12. In order to increase the supply of social housing to households with a local connection and ensure that the 10% threshold is not exceeded going forward a review of the current policy options is being undertaken working with partners in the Select Move scheme as a matter of urgency. In the interim a number of actions will be undertaken.

13. These include pro-active promotion of Select Move to Chorley residents, including a press release, posters and a new quick reference guide which will also inform applicants who need assistance how Chorley Council can help them bid for properties.
14. There will also be close monitoring of migration on a monthly basis so early interventions can take place. A new Selectmove application form will make it easier to monitor and report on local connection, in conjunction with changes to the online forms. It was clarified that the application form is currently in paper format, but the bidding process is online. Different options are being investigated on how to best assist residents' access system.
15. We noted that all new build and newly acquired social housing will be covered by a new Local Connection Policy.
16. We noted the findings of the report and future actions outlined within it.

Shared Financial Services - Budget Review 2012/13

17. The Executive Member (Resources, Policy and Performance) presented a report seeking approval to implement the recommendation proposed following the Shared Financial Services Budget Review and in the light of feedback received during the consultation process. The report also follows on from, and is consistent with, the Shared Services Joint Management Committee recommendation made on 26 March 2012.
18. We approved the report for implementation and specifically the eight proposals post the consultation period.

Streetscene Review

19. The Executive Member (People) presented a report seeking approval to consult on changes to the structure of the Streetscene and Leisure Contracts team.
20. We approved the proposed structure detailed in the report for consultation and that following consultation, subject to only minor alterations, the final decision to implement the proposals be delegated to the Executive Member for Places and supported by the HR team.

Recommendation

21. To note the report.

COUNCILLOR ALISTAIR BRADLEY
Executive Leader

RR



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	16 August 2012

CAPITAL PROGRAMME MONITORING 2012/13 – 2014/15

PURPOSE OF REPORT

1. To update the Capital Programmes for financial years 2012/13 to 2014/15 to take account of rephasing of expenditure and other budget changes.
2. To report the budgeted receipt and use of contributions from developers for the period 2012/13 to 2014/15.

RECOMMENDATION(S)

3. That the Council be recommended to approve the rephasing of capital budgets between 2012/13 and 2013/14 – 2014/15, as presented in columns (2), (6) and (10) of Appendix 1.
4. That the Council be recommended to approve the other amendments to the Capital Programmes for 2012/13, 2013/14 and 2014/15, as presented in columns (3), (7) and (11) of Appendix 1.

EXECUTIVE SUMMARY OF REPORT

5. Council of 17th July 2012 approved the increase in the 2012/13 to 2014/15 Capital Programme from £12,525,270 to £14,176,270. Of the £1,651,000 net increase, £1,414,810 was in respect of budgets rephased from 2011/12; £249,620 was for Play, Recreation and Public Open Space projects to be funded with developers' contributions; £5,000 was transferred to the revenue budget; and £8,430 reflected a reduction in resources available.
6. It is now recommended that the programme should be increased by a further £146,590 to £14,322,860, to include projects to be funded with contributions received from developers.
7. In addition, it is recommended that £90,000 of the Affordable Housing budget should be rephased from 2012/13 to 2013/14, because the relevant S106 contribution only becomes due on completion of 100 dwellings on site. Rephasing and reallocation of the Housing Renewal budget to finance Disabled Facilities Grants is recommended to take account of the DFG policy presented to Executive Cabinet of 21st June 2012.
8. There is no increase in the financing of the programme by Prudential Borrowing.
9. Appendix 2 presents the proposed budgeted use of developers' contributions from 2012/13 to 2014/15. The balance of uncommitted contributions is indicated to total approximately £391,000.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason 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	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 10. The 2012/13 to 2014/15 Capital Programme should be updated to take account of the rephasing of budgets, changes to resources available to finance projects, and the proposed use of uncommitted budgets.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 11. None

CORPORATE PRIORITIES

- 12. 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

- 13. The revised Capital Programme for 2012/13 to 2014/15 totalling £14,176,270 was presented to the Council meeting of 17th July 2012. The increase of £1,651,000 took account of rephasing of £1,414,810 from 2011/12; the addition of projects to be funded with £249,620 additional developers' contributions; transfer to the revenue budget of a £5,000 budget; and a reduction in budgeted expenditure by £8,430 to reflect resource reductions.

14. Of the rephased budgets, £592,370 was in respect of Buckshaw Railway Station, which Executive Cabinet had been forewarned about on 23rd February 2012. The Strategic Land Assembly budget of £500,000 had only been added to the 2011/12 programme by Council on 28th February 2012, and there was insufficient time to complete the land acquisition before year-end.

REVISED ESTIMATE 2012/13

15. The Capital Programme for 2012/13 should be reduced from £12,371,040 to £11,877,580 to take account of the £493,460 net rephasing of budgets to 2013/14 and 2014/15. Of this total, £90,000 relates to Affordable Housing due to be financed with a S106 Contribution. As the contribution does not become due until 100 dwellings are constructed, it is recommended that the budget should be rephased to 2013/14. The remaining £403,460 is the recommended rephasing of the uncommitted Housing Renewal budget to 2013/14 and 2014/15, in order to fund Disabled Facilities Grants (DFGs) in those years. It is also recommended that £57,440 of the Housing Renewal budget should be used for DFGs in 2012/13. These changes reflect the implications of the DFG policy reported on 21st June 2012.
16. If these changes are approved, the uncommitted Housing Renewal budget would be reduced to £139,330. This budget could be allocated to housing projects in 2012/13, or could be rephased to later years. Apart from DFGs and Affordable Housing funded with developers' contributions, there are no other Housing Renewal budgets in 2013/14 and 2014/15.
17. The changes to individual budgets are presented in Appendix 1.
18. As indicated in the capital programme report of 21st June 2012, Network Rail has not finalised payments to the main contractor employed on the Buckshaw Parkway Station scheme. Officers from this council and Lancashire County Council will meet Network Rail representatives with the aim of finding a way of drawing the contract to a conclusion. Until the contract is finalised, it will not be possible to confirm use of the £592,370 budget.
19. Negotiations to secure an external contribution towards the cost of the Duxbury Park Golf Course access road are close to completion. It is now planned that the tendering process should start in August and that tenders would be evaluated in September. Once the value of the contribution and cost of the work are confirmed, the budget amendment required would be recommended at the first opportunity.

CAPITAL PROGRAMME 2013/14

20. The revised Capital Programme for 2013/14 would be £614,430 after the rephasing of budgets from 2012/13, and the increase in budgets to be financed from developers' S106 contributions.

CAPITAL PROGRAMME 2014/15

21. The revised Capital Programme for 2014/15 would be £470,730 after the rephasing of budget provision from 2012/13.

FINANCING OF CAPITAL PROGRAMME

22. There is no increase in Prudential Borrowing to finance capital expenditure from 2012/13 to 2014/15. Capital financing costs (interest and repayment of borrowing) relating to the Chorley East Health Centre would be recovered through the rental income.

- 23. During the period 2012/13 to 2014/14, the Council will replace leased vehicles and plant used by the People and Places directorate in providing its services. Budget provision for leasing of vehicles is included in the revenue account budget. It may prove more cost effective for the Council to purchase vehicles and plant outright, if the capital financing costs would be less than the leasing charges. This would be discussed with our leasing advisors and any proposed increase in borrowing would be reported later in the year only if revenue budget savings would be achieved. The cost of vehicles and plant replaced to date is £18,300.
- 24. At present the financing of the programme does not include use of any capital receipts from the sale of surplus assets or repayment of loans and grants. It is likely that receipts would be achieved between 2012/13 and 2014/15, though none have been received so far this year. These could be used to reduce financing of the programme by borrowing or to reduce existing debt; or to increase the programme without increasing borrowing.

DEVELOPERS’ CONTRIBUTIONS

- 25. The budgeted use of developers’ contributions from 2012/13 to 2014/15 is shown in Appendix 2. Receipt and use of additional contributions for affordable housing and play/recreation facilities is reflected in this appendix.
- 26. At present, only £28,000 uncommitted Borough-wide S106 contributions are available for play and recreation schemes, which could include making contributions to projects implemented by other organisations. However, it is likely that contributions would continue to be received throughout the year, and the total available for allocation to projects would be updated in further monitoring reports.
- 27. Approximately £364,000 of the contribution received for purposes including highway improvements, community safety and recreation facilities in the vicinity of the former Lex site on Pilling Lane is uncommitted at present.
- 28. Further contributions are receivable as development of Buckshaw Group 1 and Group 4 North proceeds. Affordable housing and other facilities would be provided on site by the developers, but the Council would receive contributions to provide affordable housing, community facilities, playing fields and public open space, public infrastructure, and public transport improvements. The timing and certainty of receiving these S106 Contributions could be affected by the current economic climate and the impact on the housing market.

IMPLICATIONS OF REPORT

- 29. 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

- 30. Financial implications are set out in the body of the report.

COMMENTS OF THE MONITORING OFFICER

31. 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 Jackson	5490	17 th July 2012	Capital Programme Monitoring 2012-13 – 2014-15 Aug 2012.doc

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Capital Programme - 2012/13 to 2014/15

Scheme	2012/13			2013/14			2014/15			Total 2012/13 to 2014/15 (13) £
	Current Estimate (1) £	Rephased (2) £	Other (3) £	Current Estimate (5) £	Rephased (6) £	Other (7) £	Current Estimate (9) £	Rephased (10) £	Other (11) £	
Chief Executive										
<u>Head of Customer, ICT & Transactional Services</u>										
Website Development (incl. ICT salary capitalisation)	20,000			20,000	0		0			20,000
Thin Client/Citrix Virtual Desktop Infrastructure	46,830			46,830	0		0			46,830
Unified Intelligent Desktop (externally funded)	59,960			59,960	0		0			59,960
UID / Asidua Mobile	23,330			23,330	0		0			23,330
<u>Head of Customer, ICT & Transactional Services Total</u>	150,120	0	0	150,120	0	0	0	0	0	150,120
<u>Head of Governance</u>										
Planned Improvements to Fixed Assets	591,420			591,420	200,000		200,000			200,000
Strategic Land Assembly Chorley Town Centre	500,000			500,000	0		0			500,000
Chorley East Health Centre - land purchase/construction	6,650,000			6,650,000	0		0			6,650,000
<u>Head of Governance Total</u>	7,741,420	0	0	7,741,420	200,000	0	200,000	200,000	0	8,141,420
<u>Head of Human Resources & Organisational Development</u>										
Integrated HR, Payroll and Training System	15,000			15,000	0		0			15,000
<u>Head of HR & Organisational Development Total</u>	15,000	0	0	15,000	0	0	0	0	0	15,000
<u>Chief Executive Total</u>	7,906,540	0	0	7,906,540	200,000	0	200,000	200,000	0	8,306,540

Capital Programme - 2012/13 to 2014/15

Scheme	2012/13			2013/14			2014/15			Total 2012/13 to 2014/15 (13) £	
	Current Estimate (1) £	Rephased (2) £	Other (3) £	Current Estimate (5) £	Rephased (6) £	Other (7) £	Current Estimate (9) £	Rephased (10) £	Other (11) £		
Director of Partnerships, Planning & Policy											
Head of Economic Development											
Chorley Market Improvements	47,740			47,740	0		0			0	47,740
Climate Change Pot	37,530			37,530	0		0			0	37,530
Head of Economic Development Total	85,270	0	0	85,270	0	0	0	0	0	0	85,270
Head of Housing											
Affordable Housing New Development Projects	509,630	(90,000)		419,630	0	90,000	53,700	143,700	0	0	563,330
- Long-Term Empty Homes	25,000			25,000	0			0	0	0	25,000
Disabled Facilities Grants	415,580		57,440	473,020	269,000		201,730	470,730	269,000	201,730	1,414,480
Housing Renewal	600,230	(403,460)	(57,440)	139,330	0	201,730	(201,730)	0	0	201,730	139,330
- Home Repair Grants/Decent Homes Assistance	52,780			52,780	0			0	0	0	52,780
- Energy Efficiency Grants	10,280			10,280	0			0	0	0	10,280
Cotswold House Refurbishment	143,450			143,450	0			0	0	0	143,450
Project Design Fees	41,440			41,440	0			0	0	0	41,440
Head of Housing Total	1,798,390	(493,460)	0	1,304,930	269,000	291,730	53,700	614,430	269,000	201,730	2,390,090
Head of Planning											
Eaves Green Link Road - contribution to LCC scheme	80,000			80,000	0			0	0	0	80,000
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
Puffin Crossing Collingwood Rd/Letchworth Drive (S106 funded)	47,820			47,820	0			0	0	0	47,820
Buckshaw Village Railway Station (S106 financed)	592,370			592,370	0			0	0	0	592,370
Buckshaw Village Cycle Network (S106 financed)	11,150			11,150	0			0	0	0	11,150
Head of Planning Total	1,272,540	0	0	1,272,540	0	0	0	0	0	0	1,272,540
Director of Partnerships, Planning & Policy Total	3,156,200	(493,460)	0	2,662,740	269,000	291,730	53,700	614,430	269,000	201,730	3,747,900

Capital Programme - 2012/13 to 2014/15

Scheme	2012/13			2012/13			2013/14			2013/14			2014/15			Total 2012/13 to 2014/15 (13) £
	Current Estimate (1) £	Rephased (2) £	Other (3) £	Revised Estimate (4) £	Current Estimate (5) £	Rephased (6) £	Other (7) £	Revised Estimate (8) £	Current Estimate (9) £	Rephased (10) £	Other (11) £	Revised Estimate (12) £				
<u>Director of People and Places</u>																
<u>Head of Streetscene & Leisure Contracts</u>																
Leisure Centres/Swimming Pool Refurbishment	507,080			507,080	268,780			268,780	282,250			282,250		1,058,110		
Duxbury Park Golf Course/Access Rd capital investment	80,620			80,620	0		0	0	0		0	0		80,620		
Replacement of recycling/litter bins & containers	95,670			95,670	85,000		85,000	85,000	85,000		85,000		265,670			
Eaves Green Play Development (S106 funded)	189,480			189,480	0		0	0	0		0		189,480			
Play and Recreation Fund projects	58,470			58,470	0		0	0	0		0		58,470			
Common Bank - Big Wood Reservoir	11,520			11,520	0		0	0	0		0		11,520			
Rangletts Recreation Ground/Duke Street Field (S106 funded)	228,350			228,350	0		0	0	0		0		228,350			
YVCP Natural Play Zone (S106/Grant funded)	3,820			3,820	0		0	0	0		0		3,820			
Adlington Play Facilities (Grove Farm S106)	103,420			103,420	0		0	0	0		0		103,420			
Play, Recreation and Public Open Space projects (S106)	0			0	146,200	92,890	239,090	0	0		0		239,090			
Project Design Fees	29,870			29,870	0		0	0	0		0		29,870			
<u>Head of Streetscene & Leisure Contracts Total</u>	1,308,300	0	0	1,308,300	499,980	0	92,890	592,870	367,250	0	0	367,250	2,268,420			
<u>Director of People and Places Total</u>	1,308,300	0	0	1,308,300	499,980	0	92,890	592,870	367,250	0	0	367,250	2,268,420			
<u>Capital Programme Total</u>	12,371,040	(493,460)	0	11,877,580	968,980	291,730	146,590	1,407,300	836,250	201,730	0	1,037,980	14,322,860			
<u>Financing the Capital Programme</u>																
Prudential Borrowing	1,977,210			1,977,210	553,780		553,780	567,250	567,250		567,250		3,098,240			
Prudential Borrowing - Chorley East Health Centre	6,650,000			6,650,000	0		0	0	0		0		6,650,000			
Revenue Budget - VAT Shelter income	444,230			444,230	0		0	0	0		0		444,230			
Revenue Budget - virement from revenue budgets	36,370			36,370	0		0	0	0		0		36,370			
Chorley Council Resources	9,107,810	0	0	9,107,810	553,780	0	0	553,780	567,250	0	0	567,250	10,228,840			
Ext. Contributions - Developers	2,006,900	(90,000)		1,916,900	146,200	90,000	146,590	382,790	0		0		2,299,690			
Ext. Contributions - Other	185,580			185,580	0		0	0	0		0		185,580			
Government Grants - Disabled Facilities Grants	269,000			269,000	269,000		269,000	269,000	269,000		269,000		807,000			
Government Grants - Housing Capital Grant	801,750	(403,460)		398,290	0	201,730	201,730	0	201,730		201,730		801,750			
External Funding	3,263,230	(493,460)	0	2,769,770	415,200	291,730	146,590	853,520	269,000	201,730	0	470,730	4,094,020			
Capital Financing Total	12,371,040	(493,460)	0	11,877,580	968,980	291,730	146,590	1,407,300	836,250	201,730	0	1,037,980	14,322,860			

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S106 and Similar Developers' Contributions

	Balance 1/4/12 £'000	2012/13 Receipts £'000	Use £'000	Balance 1/4/13 £'000	2013/14 Receipts £'000	Use £'000	Balance 1/4/14 £'000	2014/15 Receipts £'000	Use £'000	Balance 1/4/15 £'000	Notes
Budgeted use of developers' contributions											
Affordable Housing	445	54	(445)	54	90	(144)	0			0	(1)
Transport	652	80	(732)	0			0			0	
Play/Recreation Facilities	433	196	(362)	267		(239)	28			28	(1) (2)
Various Purposes	742		(378)	364			364			364	(3)
Total	2,272	330	(1,917)	685	90	(383)	392	0	0	392	

(1) Further contributions may be receivable between 2012/13 and 2014/15

(2) In addition to Chorley Council schemes included in the capital programme, Play and Recreation Fund grants to support other schemes are included in the revenue budget.

(3) This contribution can be used for purposes including highway improvements, community safety and recreation facilities. Use of the contribution will be proposed in future reports.

S106 contributions are expected from the Buckshaw Group 1 and Group 4 North developments over the next few years. A total of £6,115,000 plus index linking is due in instalments as the sites are developed, to provide affordable housing, community facilities, playing fields and public open space, public infrastructure, and public transport improvements. In addition, affordable housing and other facilities would be provided on site by the developers.

Use of Contributions Receivable from Developers 2011/12 to 2014/15

	2012/13 £'000	2013/14 £'000	2014/15 £'000
Affordable Housing New Development Projects	445	144	
Eaves Green Link Road - contribution to LCC scheme	80		
Buckshaw Village Railway Station (S106 financed)	593		
Buckshaw Village Cycle Network	11		
Eaves Green Play Development (S106 funded)	189		
Common Bank - Big Wood Reservoir	11		
Play and Recreation Fund projects	55		
YVCP Natural Play Zone	4		
Rangleys Recreation Ground	228		
Adlington Play Facilities (Grove Farm S106)	103		
Play, Recreation & Public Open Space projects (S106)		239	
Highway Improvements Collingwood Road			
Highway Improvements Pilling Lane area	150		
Puffin Crossing Collingwood Rd/Letchworth Dr.	48		
	1,917	383	0

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Leader)	Council	25 September 2012

LOCALISATION OF COUNCIL TAX SUPPORT 2013/14

PURPOSE OF REPORT

1. To present the options for the development of a draft council tax support scheme to be put in place from April 2013, and seek approval for a proposed draft scheme for public consultation. In addition, to outline and seek approval for an approach to that consultation.

RECOMMENDATION(S)

2. That members consider the options and information available and approve a draft scheme for public consultation. That the approach to consultation to be approved to start on or before the 1st October 2012 and run up to the 3rd December 2012.

EXECUTIVE SUMMARY OF REPORT

3. The Government have determined that Council Tax benefit will be abolished from April 2013 and the Council as the billing authority must design a new localised scheme of support for Council Tax. In addition, the grant currently received to fund council tax benefit will be reduced by 10%.
4. This will create an estimated shortfall of £826,000 in 2013/14, shared across all precepting authorities.
5. This report considers the options available and proposes an option of retaining the existing scheme as the new local scheme and making up the savings by using additional powers to reduce the level of exemptions. It also seeks approval of a proposed approach to consultation on the new draft scheme.
6. The proposed approach is to for Chorley's new local scheme is to amend the current council tax support scheme to introduce a graduated reduction in support for claimant groups not statutorily protected. In 2013/14, this reduction would be 7.5%. This reduction will not fully cover the reduction in funding, so the remainder will be achieved by changing Chorley's council tax exemption scheme.
7. This approach is proposed because the timescales involved in changing the scheme for 2013/14 do not allow a response to be developed and implemented that incentivises work and is properly targeted at the relevant claimant groups. Implementing larger reductions for claimants who are not protected statutorily but are on a low income may have unforeseen and adverse consequences which cannot be properly understood in the time available.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason 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	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 8. In accordance with the legislation and guidance, the Council must approve and then consult on a draft scheme prior to taking a final decision. The approval for the new scheme of local council tax support must be given before the end of January 2013.
- 9. All approaches have advantages and disadvantages. However, the proposed approach has a lower risk in terms of collection, meets the design criteria and has the ability to fully offset the funding reduction, having the minimum impact on vulnerable groups.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10. Different options for the new scheme of support for 2013/14 have been considered and are outlined in the report.

CORPORATE PRIORITIES

- 11. This report relates to the following Strategic Objectives:

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

BACKGROUND

- 12. From the 1st April 2013, Council Tax Benefit in its current form will be abolished and the council must design a new localised scheme of support for Council Tax. The Government will provide a fixed sum to operate this new scheme which will not be ring-fenced and will not vary according to demand. This change is the Government’s attempt to drive down the cost of welfare and free councils to incentivise people into employment.

13. As the change forms part of the Government's austerity measures, a saving is factored into the Government's proposals. This means that funding to the Council for council tax support will be at least 10% less than the Council's estimated 2013/14 spend on council tax benefit. However, the real terms reduction may be greater due to the growing demand for benefits payments from an increasing number of claimants.
14. Our estimated subsidy claim for Council Tax Benefit in 2012/13 is currently £8,090,173. This is an increase of 2.1% on the previous year. To provide some contingency, it has been assumed that this upward trend will continue as the Council develop the new scheme. This will create an estimated projected shortfall of £826,000 in 2013/14. Chorley Council's element of this equates to £90,860. The estimated financial impact on all parties is detailed below. However, it is possible that there could be a greater increase in claimants and more financial impact.

Funding reduction across	Chorley Council @11%	LCC @75%	Police @10%	Fire & Rescue @ 4%
£826,000	£90,860	£619,500	£82,600	£33,040

15. A draft scheme needs to be approved by the Council by the 25 September to allow a full, extensive consultation period with the public before a final scheme is approved at the meeting of the Council on the 8 January 2013.
16. If the Council do not approve a scheme by 31 January, a default scheme (the existing one) will be imposed by the Government and the Council will lose the ability to design the scheme to finance the 10% reduction. The new local scheme must be operational from April 2013. Once adopted, it must operate for a full year before it can be altered.
17. As the billing authority, Chorley Council must design and implement the new scheme in consultation with the precepting authorities, who share the financial pressures and risk. However, the final say on the scheme is with Chorley Council. The only firm guidelines on design are:
 - Pensioners must be fully protected (support will remain at existing levels with existing rules)
 - Vulnerable groups should be protected as far as possible, as determined locally (the Government will not prescribe which groups should be counted as 'vulnerable', but the Council will need to consider the risk of legal challenge, in relation to equality, child poverty and homelessness legislation)
 - Work incentives should be enhanced. This is not a statutory requirement of the new support schemes. It should be noted that this is a complex requirement, and would be difficult to achieve in the current timescales to implement for 2013/14
18. All precepting authorities have are being formally consulted on a range of options prior to the development a draft scheme. Their comments are presented later in the report at Appendix C in order to allow them to be taken into account prior to any to decision being taken on draft scheme being approved for public consultation.

CHORLEY'S COUNCIL TAX BENEFIT CASELOAD

19. The current profile of Chorley's council tax benefit caseload is detailed below.

Council Tax Benefit Claimant type	No. claimants
Elderly - Passported	2587
Elderly - Non Passported	1350
Working Age - Passported - Severe Disability	239
Working Age - Passported - Disability	270
Working Age - Passported - Lone Parent Child Under 5	369
Working Age - Passported - Child Under 5	136
Working Age - Passported - Family Premium	550
Working Age - Passported - Working	2
Working Age - Passported - Other	1103
Working Age - Non-Passported - Severe Disability	36
Working Age - Non-Passported - Disability	285
Working Age - Non-Passported - Lone Parent Child Under 5	140
Working Age - Non-Passported - Child Under 5	182
Working Age - Non-Passported - Family Premium	463
Working Age - Non-Passported - Working	222
Working Age - Non-Passported - Other	247
Grand Total	8181

20. The Council Tax Benefit claimants above fall into two key types:

- **Passported claimants** are assessed as living below their breadline. Based on their needs, their income is topped up to the minimum allowance based on their need by the DWP - no income information is collected by the council for these claimants. They are automatically entitled to maximum council tax benefit as they are passported by DWP to the Council as being entitled to full benefit.
- **Non-passported claimants** do not receive council tax benefit automatically. The benefit is provided based on the scheme and the information about their circumstances and incomes collected by the Council.

THE DESIGN OF THE NEW LOCAL SCHEME

21. In designing a new local scheme on a reduced fixed sum councils can either pass on the cut to claimants or pick up the cost through an increase in council tax, fees and charges, or cuts in services and efficiencies. Across the UK, it appears that most councils are choosing to pass on the cut in benefit support to claimants rather than fund the reduction locally; given the range of other budget reductions, spending cuts and increases in demand.

22. It should be noted that as 3937 (48.1%) of Council Tax Benefit claimants are pensioners who will be statutorily protected, any reduction in support can only apply to 4,244 working age recipients of the benefit (51.9%) so the reduction for those of working age affected will be well in excess of 10%.

23. The key approaches which could be taken are detailed below:

Approach 1 - Change the existing scheme to reduce the benefit bill by reducing payments to working age residents. Variations on this option include:

A) Maintaining the current scheme, but introducing further means testing. This approach could ensure that the support scheme incentivises employment but does not adversely impact on vulnerable people, or put unrealistic pressure on the income of other benefit recipients. However this would require additional information to be collected from around 4,244 claimants and will be too complex to implement within the timescales involved in developing a scheme for 2013/14.

B) Basing a scheme on the status of the claimant - so a type of income or status (for example unemployment) would generate a standard rate of benefit. This is not a feasible option for 2013/14 due to the complexity of introducing such a scheme by April 2013, lack of support from software suppliers, additional collection requirements (and associated costs); and duplication, as the current calculation scheme will still be required for pensioners.

C) Achieving a saving by maintaining the current scheme but reducing the level of Council Tax support or reducing the amount of Council Tax eligible for support.

24. As already noted, given the timescales involved, it is not possible to gather the information required and then develop a scheme which truly avoids placing undue pressure on vulnerable people for 2013/14.
25. This would only leave Option C '*Achieving a saving by maintaining the current scheme but reducing the level of Council Tax support or reducing the amount of Council Tax eligible for support.*' This could be either through 'equal pain' - by reducing all benefit payments by the same proportion, even those of very poor residents who currently pay nothing; or 'selective pain' - removing support from certain working age groups the Council consider to be 'non vulnerable'. No firm guidance has been provided on protection other than that consideration should be given to: the Equality Act 2010; the Child Poverty Act 2010, which imposes a duty on local authorities and their partners, to reduce and mitigate the effects of child poverty in their local areas; the Disabled Persons (Services, Consultation and Representation) Act 1986, and Chronically Sick and Disabled Persons Act 1970, which include a range of duties relating to the welfare needs of disabled people and the Housing Act 1996, which gives local authorities a duty to prevent homelessness with special regard to vulnerable groups. However, the greater the protections provided, the larger the impact will be on the unprotected groups.
26. Less than 500 of the current claimants do not have a characteristic that could classify them as being vulnerable (e.g. with a disability or having children at increased risk of child poverty). Funding the shortfall through a significant reduction in support only for non-vulnerable groups could be judged to be unreasonable and unfair, particularly as many of these residents do work but are on low wages. Various options have been considered at a Lancashire level, the districts are in the process of setting core principles of a Lancashire-wide approach to schemes.
27. The approach favoured by the County Council and the majority of the other Lancashire district and unitary councils is to apply a percentage reduction to current support. This would result in a basic amendment to the current scheme so benefit is calculated in accordance with current rules but with a percentage reduction in benefit applied at the end of the calculation. This means that a 30% reduction would need to be applied universally as an 'equal pain' approach to all claimants, other than those protected by legislation (such as pensioners), to deliver the required saving, assuming a collection rate of 83% collection rate could be achieved.
28. This is the approach that is being consulted on by most other the other districts with the exception of Ribble Valley Borough Council, who are proposing an approach of a 12% universal cut, along with council tax exemptions being reduced.

Impacts of funding the scheme via a reduction in benefits payments

29. The following table details the average incomes for residents on non-passported payments, based on the data from the Council’s benefits system, the Department of Work and Pensions levels of assessed needs and the level of reduction that would be required to achieve a saving of £826,000 assuming an 83% collection rate.

Group Type	Number of claimants	Median Weekly Gross Incomes (using) (removes very high and low values this is how we measure household income in the borough)	Weekly applicable amount (what DWP assess the claimant as needing to live on).	Average income	Mode / most common income	Average weekly reduction in support to raise £826,000 shortfall (a 30% reduction at an 83% collection rate)
Working Age - Passported - Severe Disability	239	£159.55	£159.55	£182.35	£159.55	£4.61
Working Age - Passported - Disability	270	£154.70	£154.70	£179.59	£101.35	£5.64
Working Age - Passported - Lone Parent Child Under 5	369	£218.38	£218.38	£215.75	£153.39	£4.66
Working Age - Passported - Child Under 5	136	£286.98	£286.98	£299.80	£193.84	£6.23
Working Age - Passported – Families	550	£218.38	£218.38	£226.18	£153.39	£5.07
Working Age - Passported - Other (unemployed)	1103	£71.00	£71.00	£83.76	£71.00	£4.72
Working Age - Non-Passported - Severe Disability	36	£229.32	£166.95	£245.61	£186.07	£4.31
Working Age - Non-Passported - Disability	285	£187.83	£101.35	£231.35	£105.44	£4.31
Working Age - Non-Passported - Lone Parent Child Under 5	140	£338.82	£153.39	£ 339.32	£82.13	£3.32
Working Age - Non-Passported - Child Under 5	182	£368.10	£258.83	£367.08	£272.20	£4.52
Working Age - Non-Passported - Family Premium	463	£296.32	£218.38	£296.32	£249.47	£3.64
Working Age - Non-Passported - Working	222	£109.66	£71.00	£ 126.46	£97.28	£3.17
Working Age - Non-Passported – Other (unemployed)	247	£71.00	£71.00	£79.95	£71.00	£3.68

30. The gross income totals above include all income apart from housing benefit and council tax benefit. This means the figures include Child Benefit payments, disability payment and earned income. There are major differences between ‘mode/most common payment amount’ and average and medians. This is because under each household group type there are households with differing needs and circumstances based on their make-up. The mode demonstrates the most common payment amount. The Council do not hold any data on the income of people on passported benefits, so their needs amount is used to represent their income as what income they have will be topped up to the applicable amount (their assessed needs level) by DWP.

31. It should be emphasised that, at present the Council does not hold detailed, analysed information to enable it to understand the demographic makeup of the claimant groups to understand adequately whether a change in the benefits scheme will impact adversely on

either those defined as vulnerable in legislation, or people who may not be vulnerable but are on a low income.

Problems with this approach

32. Applying a universal reduction by developing a scheme which reduces the benefit payments to make the scheme self-financing is not proposed for the following reasons:
- The scheme would technically be self-financing. However, collection is likely to be difficult, with the Council having to extract small amounts of money from a large number of households, 63% of whom (2,669) are on passported benefits and currently pay nothing and have a limited ability to pay. Collection will be difficult and costly as it will require additional resources (estimated at up to two additional collection staff).
 - Covering the funding gap via reductions in support could exacerbate the increasing levels of inequality of life chances and deprivation in the borough, particularly given that it risks taking those on low incomes into greater financial hardship.
 - This approach will also require a hardship fund to be set up and administered, incurring additional costs (no prescribed amount has yet been determined).
 - This approach will provide a strong work incentive by reducing support. However, as the same percentage reduction in support would be applied to residents who work on low incomes and those who do not work, it could be seen as a disincentive to employed people on a low income who receive the support.
 - There is a risk of legal challenge from those affected on equality, child poverty or homelessness grounds.

Possible alternative: graduated approach

33. Given the risks and issues discussed in the section above around developing a scheme that truly protects vulnerable people and targets incentivising employment, a possible approach is to implement a graduated approach to reducing council tax support to claimant groups that are not statutorily protected.
34. Modelling has been undertaken to illustrate the average reductions that would be experienced by the different claimant groups at different levels of reduction. This information is included at Appendix A.
35. Using the same information presented at paragraph 29, but with a 7.5% reduction in support the impact would be as follows:

Group Type	Number claimants	Median Weekly Gross Incomes (removes very high and low values - this is how Chorley's overall household income is measured)	Weekly applicable amount (what DWP assess the claimant as needing to live on).	Average income	Mode / most common income	Average weekly reduction with 7.5% reduction in support
Working Age - Passported - Severe Disability	239	£159.55	£159.55	£182.35	£159.55	£-1.15
Working Age - Passported - Disability	270	£154.70	£154.70	£179.59	£101.35	£-1.41
Working Age - Passported - Lone Parent Child Under 5	369	£218.38	£218.38	£215.75	£153.39	£-1.18
Working Age - Passported - Child Under 5	136	£286.98	£286.98	£299.80	£193.84	£-1.56
Working Age - Passported - Families	550	£218.38	£218.38	£226.18	£153.39	£-1.30
Working Age - Passported - Other (unemployed)	1103	£71.00	£71.00	£83.76	£71.00	£-1.20
Working Age - Non-Passported - Severe Disability	36	£229.32	£166.95	£245.61	£186.07	£-1.14
Working Age - Non-Passported - Disability	285	£187.83	£101.35	£231.35	£105.44	£-1.32
Working Age - Non-Passported - Lone Parent Child Under 5	140	£338.82	£153.39	£ 339.32	£82.13	£-1.18
Working Age - Non-Passported - Child Under 5	182	£368.10	£258.83	£367.08	£272.20	£-1.64
Working Age - Non-Passported - Family Premium	463	£296.32	£218.38	£296.32	£249.47	£-1.35
Working Age - Non-Passported - Working	222	£109.66	£71.00	£ 126.46	£97.28	£-1.21
Working Age - Non-Passported - Other (unemployed)	247	£71.00	£71.00	£79.95	£71.00	£-1.02

- 36. In a recent report to the Lancashire Leaders' group, it was estimated that a 50% collection rate should be expected when collecting from first time payers. Based on a 50% collection rate, the overall saving from a 7.5% reduction in the support scheme to these claimant groups would be £139,944.
- 37. This approach brings the benefit of limiting the impact on claimant groups who are likely to struggle to pay because of their low income, but also starting to introduce a reduction in support that can be continued in future years as activities that support people into work are further developed and targeted at key claimant groups.

Approach 2 - Retain the existing scheme funded by generating additional revenue from other means.

- 38. This could be achieved through either increasing the level of council tax, fees and charges or making savings across all precepting authorities. Plugging the £826,000 shortfall would require the equivalent of a 1.6% increase in Council Tax, which would have an impact on all council tax payers.
- 39. This would essentially be a 'do nothing approach' as the existing scheme would be retained without any reductions. This would have a number of advantages and disadvantages. Benefit claimants would see no change in the amount of council tax they pay and many of the issues above such as legal risks, impact on vulnerable residents would be avoided. However, continuing to fund the existing scheme does not provide a work incentive.

40. While Chorley Council could take this decision it would require all the precepting authorities to follow suit or make the following savings through other means: Lancashire County Council: £619,500, Lancashire Police: £82,600, Lancashire Fire & Rescue: £33,040. As such, it is very unlikely to be an acceptable option as it would pass on budget pressure to all other preceptors are likely to object to this option or could even challenge it in court.

Approach 3 - Proposed approach for scheme – no change to scheme, funding from additional Council Tax income through changes in exemptions

41. An alternative approach may be to retain the existing scheme in 2013/14 but achieve the savings required by increasing the overall council tax take. New powers provided in the Local Government Finance Bill from April 2013 will give the Council the ability to reduce some of the council tax exemptions currently available.
42. The issues discussed earlier in this report, around creating a scheme that protects vulnerable people and incentivises employment in the timescales available, coupled with the major changes to the welfare system planned, mean that retaining the current scheme may be beneficial. It would give an opportunity to develop a scheme that is based on insight about the claimants and enable the council and partners to develop programmes that support people into work as their benefits are reduced. This additional income could enable the existing scheme to operate for the one year, with a view to changes being made to the scheme in 2014/15.
43. Reducing exemptions would also bring Chorley closer into line with other councils. The council already provide comparatively favourable levels of exemptions – taking less than the maximum in several of the categories where they already have powers to levy more council tax. For example, 92% of authorities apply a 10% discount for second homes and Chorley is one of only 6% that apply a 50% reduction.
44. The table below identifies the proposed changes to exemptions, the number of properties impacted and the additional income which could be generated:

Exemption type Description	No. properties currently receiving exemption	Current exemption	New exemption	Additional Income
Class A - vacant dwellings – undergoing major repair works	55	100% for up to 12 months	50% for 12 months	£56,247
Class C - a vacant dwelling (i.e. empty and substantially unfurnished)	612 empty 0-6 months 306 empty 6-24 months 254 empty for over two years.	100% for 6 months then 50% indefinitely as a long term empty property	Phase 1: (0-6 months) 50% discount, Phase 2: (6 – 24 months) 25% discount Phase 3: (From 24 months) a premium of 125% of council tax will be billed	£562,371
Class L - an unoccupied dwelling which has been taken into possession by a mortgage lender.	20	100%	0% / No exemption	£30,661
Second Homes - A vacant dwelling (furnished)	87	50%	0% / No exemption	£46,367
Total				£695,646

45. The income identified from exemptions above is based on a collection rate of 90% which is lower than the overall council tax collection rate of 98%. This approach will allow some additional protection against growth in the level of claims for council tax support and for reduced collection rates. All modelling has been based on an projected increase of council tax benefit spending of 2.1% to allow for an increase in claimant numbers, however there is a risk of higher level of growth in demand (although this would impact on the county council significantly more than Chorley Council).

46. The advantages of this approach are as follows:

- Reducing exemptions supports the Council’s aim of reducing the number of empty properties in the borough. These properties can have a negative impact on local communities, in terms of the environment, crime and anti-social behaviour and are a drain of resources for all precepting authorities. For example, empty homes are eight times more likely to suffer arson or may need to be made safe at a cost to the Council. If the scheme financially incentivises a return to use this will also have an impact on local affordability (many are Band A homes) and support the local construction sector.
- Making the majority of the saving via exemptions reduces the key risk to the council and preceptors of failure to collect additional council tax from claimants. A scheme based on a reduction in council tax support would be difficult and costly to operate for as the council will have to extract small amounts of money from a large number claimants, many of whom currently do not pay anything. A recent paper to Lancashire Leaders estimates a collection rate of only 50% from first time payers. Collecting larger sums via exemptions from residents who are likely to have a greater ability to pay and already pay council tax represents a reduced risk.

- It is a fairer approach than simply reducing support. As almost half of council tax benefit claimants are pensioners who must be protected, reductions can only apply to 4,244 working age recipients of the benefit. Less than 500 of these claimants do not have some characteristic that could classify them as being vulnerable (e.g. a disability, or children increasing the risk of child poverty). Funding the shortfall through a reduction in support only for non-vulnerable groups could be seen as being unreasonable and unfair, particularly as many of these residents do work but are very on low wages, they have some of the lowest average weekly incomes of all residents. This means that a 30% reduction would need to be applied universally to all claimants, including the vulnerable, to deliver the required saving.
- The exemptions reduction approach does not require a choice to be made on which groups of 'vulnerable' claimants should be protected over others, which could result in legal challenges.
- It would be simple to operate. No major software changes or additional information collection are required from claimants.
- Taking this approach will allow the impacts of Universal Credit and other welfare reforms to be taken into account in a new scheme from April 2014 onwards rather than producing a council tax benefit scheme in isolation and then having to make further changes to the scheme when Universal Credit is introduced.

47. The issues and risks with the proposed approach are as follows:

- The support scheme is not self-financed through a reduction in council tax support payments, but instead makes use of additional income from the exemptions scheme. In other circumstances, this could be spent on other objectives.
- The approach does not meet the design guidance to provide a work incentive to support the Government's policy of reducing dependency on benefits. However, the existing scheme provides some work incentives through earnings disregard and a 'run in period' to prevent a cliff edge effect for those entering work.
- Carries a risk of legal challenge from those with exemptions currently (landlords, second home owners, Registered Social Landlords (around 100 exemptions are RSLs), and banks or building societies and from preceptors, who may want to use the money that could be raised from exemptions for other objectives.
- There is a risk that the Local Government Finance Bill, on which the scheme is dependent, is not passed, although these powers have been promised by the Government it is now awaiting its 3rd and final reading in the House of Lords, before receiving royal assent.

PROPOSED SCHEME FOR 2013/2014

48. Given the issues discussed earlier in the report with developing a new scheme, that has been developed to provide support for vulnerable people and incentivise employment, within the timescales available; the proposed approach is to:

- Change the current council tax exemption scheme to cover most of the shortfall.
- Change the current council tax support scheme to introduce a graduated reduction in support for claimant groups who are not statutorily protected, with a 7.5% reduction in 2013/14.

49. This combined approach will protect those who are defined as vulnerable in legislation, and also ensure that other claimant groups who may be on very low incomes do not have a disproportionately large reduction in their average income. Further reductions in the scheme of support can then be made in future years, alongside activity to provide support into employment.

50. This combined approach would achieve the necessary savings, with a small contingency for any additional increases demand above that already accounted for:

Income from reduction in exemptions (based on 90% collection)	£695,646
Savings from 7.5% reduction in claimant groups not defined as statutorily vulnerable (based on 50% collection rate)	£139,944
Total savings	£835,590
Savings required	£826,000

CONSULTATION ON THE DRAFT SCHEME

51. Any policy change which will have a major impact on residents should be consulted upon. The guidance on localisation of council tax is also clear that the public should be consulted upon changes. No set periods have been provided, although best practice is to consult for 12 weeks. The Government have made it clear in their statement of intent that a shorter period is acceptable in order to achieve approval in line with the democratic and budget process and that the level of change should determine consultation length. Nationally, most councils are consulting for a period of between eight to twelve weeks.

Timing of the consultation

52. In line with the Council's consultation and participation strategy, the consultation needs to be carried out at a time when the results can be meaningfully fed into the decision making process. As the draft scheme needs to be approved by Council on the 25 September to allow a full, extensive consultation period with the public before a final scheme is approved at Council on the 8 January 2012. It is proposed that the consultation will last for at least eight weeks, starting on or before the 1st October and will run until the 3rd December 2012. This will allow a period of two weeks for the results to be analysed and considered prior to Council papers for being released before the Christmas and new year closedown.

Content and approach to Consultation

53. The Council will ensure that we consult with all effected parties, taking into account the needs of sections of society who find consultation difficult to engage with. The consultation will gather views on the full draft scheme (a no change approach) as well as the various alternative options above and changes to exemptions and will consist of:
- A survey of a representative sample of the population, of residents in receipt of council tax benefit and of those currently in receipt of exemptions.
 - An online survey available for all residents to have their say hosted prominently on the council's website.
 - Consultation with partners, organisations and representative groups

The full consultation results will presented to elected members prior to a decision being made on a final scheme at Council 8 January 2013.

SUMMARY OF COMMENTS OF PRECEPTORS

54. A letter outlining the Council's proposal was sent to the identified treasurers of Lancashire County Council, Lancashire Police Authority and the Lancashire Fire and Rescue Service on the 31st August asking for responses by the 12th September 2012. At the time of writing no comments have been received from Lancashire County Council and the Lancashire Police Authority. The Lancashire Fire and Rescue have indicated that would support the proposed option of a graduated approach of a 7.5% reduction in benefits and reduction in exemptions

and also the option to fund the scheme or a 30% reduction in support for all claimants provided the scheme is cost neutral for the Fire and Rescue Service and that the estimated savings are realistic and achievable through the scheme. The full letter and response are presented as appendices B and C. A full response will be provided to the comments made by all precepting authorities as part of the consultation process.

IMPLICATIONS OF REPORT

55. 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

56. The financial consequences of the proposed changes to the Council Tax benefit regime are set out in the report. The proposals as outlined in the report are designed to make the changes cost neutral on all precepting authorities whilst minimising the impact on those not protected statutorily. The changes particularly to the benefits will be initially for one year so the Council can assess the financial impact, the approach seems wholly reasonable and consistent with a prudent approach to managing the risks.

COMMENTS OF THE MONITORING OFFICER

57. Any proposed scheme should always meet the legislative requirements. In this instance the Government has prescribed that pensioners should be protected and the proposed scheme meets that requirement. The Council will also be required to ensure that any proposed scheme is fit for purpose and meets the responsibilities of the Council in respect of equalities, child poverty, the armed forces covenant and the prevention of homelessness. The recommendation is to approve the scheme for consultation and as such, relevant groups will be consulted and a full impact assessment undertaken to include any feedback from consultation.

58. We are also required under the legislation to consult with other precepting authorities. Again, this has been complied with and that feedback will be presented to the Council prior to them making a decision on the proposal outlined in this paper. As with any changes to legislation on this scale there is potentially the risk of challenge, including from the precepting authorities, that the proposed scheme does not meet the legislative requirements and may be subject to legal challenge. The safeguards put in place to date should mitigate that risk.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

59. An integrated impact assessment will be undertaken prior to the scheme being finalised and approved. The changes currently proposed aim to limit adverse impact that might be felt by groups with protected characteristics, and the consultation should gather information about potential impacts which can be considered in the impact assessment.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
David Wilkinson	5248	14/09/12	LOCALTAXSCHEME_COUNCIL

Average reduction in income

Claimant Group	5% reduction		7% reduction		7.5% reduction		8% reduction		9% reduction	
	Weekly	Annual	Weekly	Annual	Weekly	Annual	Weekly	Annual	Weekly	Annual
Working Age - Passported - Severe Disability	£0.77	£40.04	£1.07	£56.05	£1.15	£60.06	£1.23	£64.06	£1.38	£72.07
Working Age - Passported - Disability	£0.94	£49.05	£1.32	£68.68	£1.41	£73.58	£1.51	£78.49	£1.69	£88.30
Working Age - Passported - Lone Parent Child Under 5	£0.79	£41.03	£1.10	£57.44	£1.18	£61.54	£1.26	£65.64	£1.42	£73.85
Working Age - Passported - Child Under 5	£1.04	£54.17	£1.45	£75.83	£1.56	£81.25	£1.66	£86.67	£1.87	£97.50
Working Age - Passported - Family Premium	£0.87	£45.34	£1.22	£63.48	£1.30	£68.01	£1.39	£72.55	£1.57	£81.62
Working Age - Passported - Working	£0.73	£38.14	£1.02	£53.40	£1.10	£57.21	£1.17	£61.03	£1.32	£68.66
Working Age - Passported - Other	£0.80	£41.65	£1.12	£58.31	£1.20	£62.48	£1.28	£66.64	£1.44	£74.97
Working Age - Non-Passported - Severe Disability	£0.76	£39.58	£1.06	£55.41	£1.14	£59.37	£1.21	£63.33	£1.37	£71.25
Working Age - Non-Passported - Disability	£0.88	£45.79	£1.23	£64.10	£1.32	£68.68	£1.41	£73.26	£1.58	£82.42
Working Age - Non-Passported - Lone Parent Child Under 5	£0.79	£41.15	£1.10	£57.61	£1.18	£61.73	£1.26	£65.84	£1.42	£74.07
Working Age - Non-Passported - Child Under 5	£1.09	£56.88	£1.53	£79.64	£1.64	£85.33	£1.75	£91.01	£1.96	£102.39
Working Age - Non-Passported - Family Premium	£0.90	£46.76	£1.26	£65.46	£1.35	£70.14	£1.43	£74.81	£1.61	£84.17
Working Age - Non-Passported - Working	£0.81	£42.05	£1.13	£58.87	£1.21	£63.08	£1.29	£67.28	£1.45	£75.69
Working Age - Non-Passported - Other	£0.68	£35.39	£0.95	£49.55	£1.02	£53.08	£1.09	£56.62	£1.22	£63.70
Potential saving – at 50% collection rate	£93,296		£130,614		£139,944		£149,274		£167,933	

Appendix B – Letter to preceptors

Our Ref: AB/CS
 Your Ref:
 Date: 31 August 2012

Dear XXX

Consultation on a proposed local scheme for council tax support in Chorley 2012/13

The purpose of this letter is to consult with you on the approach that Chorley Council intends to adopt in establishing its local scheme for Council Tax Support from April 2013 to give you an opportunity to help shape the design of the local scheme for Chorley.

In developing the new proposed scheme, the council has considered the implications of the government's 10% reduction in funding, and the analysis undertaken at a county level which suggests the real-terms reduction is likely to be 12%. To be prudent, the council has developed options that would account for an increase in claimant levels without creating additional funding pressures. Based on a 12% reduction, the table below shows the potential impact of the reduction.

Funding reduction across	Chorley Council (11%)	LCC (75%)	Police (10%)	Fire & Rescue (4%)
£826,000	£90,860	£619,500	£82,600	£33,040

Options for the design of the scheme

The Council has considered the following options for its local scheme:

Option A: A graduated reduction in benefits and change to the exemptions scheme to increase revenue

This option would introduce a reduction of 7.5% in 2013/14 for all claimant groups who are not statutorily protected. In addition, changes would be made to the exemptions scheme to increase revenue from categories that are currently wholly or partially exempt, including a premium for long-term empty homes.

Option B: Adopt a the current scheme and make savings elsewhere

This option would mean making no changes to the scheme that is currently used, but covering the funding gap from elsewhere, either through a council tax increase or reductions in spending in other areas.

Option C: Reduce the support given to working-age claimants by around 30%

This option would cover the gap in funding by applying a reduction of around 30% at the end of the calculation for working age claimant groups.

Preferred approach

Chorley Council's preferred approach is Option A.

Given the timescales involved, the council does not think that a scheme can be developed for 2013/14 that will properly incentivise employment and protect those claimants that are not statutorily protected but are on a low income. The council is mindful that it does not want to implement a scheme that unfairly or disproportionately affects a relatively small

number of claimants with a large reduction in support. Furthermore, we do not believe that, at present, partners have in place effective interventions that will support these groups into employment in time for the implementation of the new scheme in 2013/14.

Our modelling suggests that implementing a scheme based on Option C would mean an average reduction of approximately £4.40 per week for working age claimants. In many cases, this is likely to reduce household incomes to below levels which would be sustainable. Option A would still introduce a reduction, but the average would be around £1.20 per week. We believe that this is a more realistic reduction for 2013/14, and would provide time and opportunity to develop programmes to support those people into work.

Collection of tax and practicality of operation must be a key factor for the new scheme. There is a significant risk of non-collection and difficulty in collecting relatively small amounts of income from residents. A recent paper to the Lancashire Leaders group estimated that there was likely to be a collection rate of only 50% from first time payers. Option C would rely upon a collection rate far higher than this – at 83%.

We believe that our preferred approach reduces the collective risk of all precepting authorities from high levels of non-payment and difficulty in collection. Although the collection of a proportion of council tax from less vulnerable claimants will represent a similar risk, utilising freedoms on exemptions will mean that income to cover the gap in funding will also come from other groups.

It should also be noted that Chorley has an excellent record of council tax collection. 98.3% of council tax was collected in 2012/13, far higher than most other districts in the county area as Chorley Council puts in considerable effort and resources to bring in a significant income stream for all precepting authorities.

The removal of exemptions will also deliver against Chorley's local priorities by encouraging the reduction of the number of empty properties in the borough. Reducing exemptions will financially incentivise owners to bring these properties back into use. Empty homes cause major issues for communities to neighbours such as vandalism, anti-social behaviour, occasionally arson and further costs to all precepting authorities.

The majority of empty properties in Chorley are Class A, which means the scheme will encourage these properties to be either sold or let out, will bring more affordable property onto the local housing market and have a positive effect by generating work in the local economy.

The Council would like to make it clear that following the first year of operation, any scheme chosen will be reviewed, and changes may be made once the impact and success of the scheme has been assessed.

Please could you respond to this consultation by no later than 12 September, so that your views can be considered at the Council meeting on the 25 September, where a decision on a draft scheme for consultation with the public will be approved.

Yours sincerely



A. W. Bradley

Councillor Alistair Bradley
Leader Chorley Council
email: alistair.bradley@chorley.gov.uk
Tel: 01257 515104

APPENDIX 3 Comments of the major precepting authorities

Lancashire Fire and Rescue

Localised Council Tax Support

Thank you for your letter dated 31 August 2012.

We are obviously concerned about the impact that the reduction in funding has on both our own funding levels and also on individual claimants.

We note that our share of the impact of the estimated reduction in government funding in respect of council tax benefit in Chorley is £23k. However as you are aware this forms part of a county wide reduction for the Fire Authority of approx. £600k. As such we are obviously keen to ensure that any new scheme offsets the reduction in funding, thus presenting a cost neutral position for the Authority.

With this in mind we would support the following design principles:-

- ♣ be affordable in terms of grant received, revenue loss and costs to operate
- ♣ be as fair as possible and a detailed 'map' of those affected is required; a detailed Equality Analysis is required
- ♣ be transparent, understandable to customers and practical to operate
- ♣ be feasible to implement within the constraints of the timescales and available software
- ♣ be simple in design avoiding unnecessary complexity
- ♣ avoid the costs and risks associated with collecting additional data
- ♣ Incorporate a contingency saving to allow for growth in the number of claims.

In terms of the options presented we note that option A is your preferred option, can you confirm whether this option would be cost neutral from our perspective. It is also worth noting that we would also support option C which is also self financing. However we do not support Option B which as this does not identify any reductions in support to ensure a cost neutral position and which therefore requires the Fire Service to identify additional savings over and above those already required to balance the challenging financial position.

We are keen to ensure that any estimate of the impact of the new regulations are robust, particularly with reference to anticipated collection rates and this needs careful modelling and monitoring to ensure that estimates are realistic and achieved.

We are also concerned about the local demand for council tax discount and the potential for this to increase over the next few years, in contrast with the government's assumption that it will reduce, and believe that any scheme needs to be flexible enough to cope with changes in the future, and hence support your view that a review will be undertaken to ensure that the scheme remains fit for purpose.

We note that you intend to utilise changes to current council tax discounts or exemptions in respect of the various categories of empty properties, second homes etc. to offset some of the funding loss and whilst we support this as a principle, we would suggest that this could also incorporate a contingency element to allow for any potential growth in the number of claims.

Keith Mattinson
Director of Corporate Services/Treasurer
Lancashire Fire & Rescue Service Headquarters
Garstang Road
Fulwood
Preston
PR2 3LH

LANCASHIRE POLICE AUTHORITY

No response

LANCASHIRE COUNTY COUNCIL

No response

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REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

1. This report summarise the business transacted at the meetings of the Overview and Scrutiny Committee on 3 September 2012, the Overview and Scrutiny Performance Panel on 23 July 2012 and the work of the Task Groups.

OVERVIEW AND SCRUTINY COMMITTEE**Executive Response to Overview and Scrutiny Inquiry on Tourism and Promoting Chorley**

2. The Committee considered the response of the Executive Cabinet to the findings and recommendations of the Overview and Scrutiny Inquiry into Tourism and Promoting Chorley.
3. The Committee were pleased to note that the Executive Cabinet had accepted all the recommendations and the report provided details demonstrating the progress made to date.
4. Members asked if the provision of a permanent hard standing overflow car park could be given further consideration for the larger events held in Astley Park. Many visitors to the events use the grass verges along Chancery Road in Astley Village to park along and this was a particularly sensitive issue for local residents.
5. The Council had developed a new traffic management plan for major events that had been tested at this year's picnic in the park. The new plan had received positive feedback from residents in Astley Village and local ward and parish councillors. Officers recognised that the plan needed to be developed further to ensure that it worked for all events and weather conditions and should be completed by the end of the financial year.
6. The Committee queried why there had been no response to the recommendation regarding working with partners to improve public transport links to the Rivington area to ease traffic problems. The Rivington Heritage Trust and Groundwork have recently made a £5million lottery bid for funding to improve facilities at Rivington so this piece of work would be more important if visitor numbers to the area increased. The Committee noted the report and requested that the Executive Member (Places) be asked to provide a response to the recommendation regarding working with partners to improve public transport links to the Rivington area.
7. The Committee also requested that progress on the Executive's response to the Private Rented Housing Inspection Task Group Final Report be sought.

Asset Management Scrutiny Task Group – Monitoring Report

8. The Committee received a report of the Chief Executive updating Members on the progress made in the implementation of the strategic principles proposed by the Asset Management Scrutiny Task Group.
9. The Final Report of the Group had proposed 13 Strategic Principles to the Executive Cabinet for consideration. These were not recommendations on specific works but had been intended as a guide to the Councils future approach to asset management and a progress update against each of the proposals was included in the report.
10. Members enquired as to the present status of the Gillibrand Street offices which had been leased to the probation service and asked the Council to consider looking at the longer term usage of the site.
11. The Council were also in the process of completing some works to the retaining wall of the car park of the White Hart Public House and some works to the exterior of the building. The new lease holder would be responsible for the refitting of the interior.

Allotments Scrutiny Task Group – Monitoring Report

12. The Committee received a report of the Director of People and Places which provided an update on the implementation of agreed actions by the Executive Cabinet following the Overview and Scrutiny's inquiry into allotments.
13. Good progress had been made and the majority of actions had been implemented. On 29 March 2012, the Executive Cabinet had agreed amended responses to some of the actions that included:
 - That the Council would not proceed with the phased removal of concessionary rates for allotments plots.
 - That the cost of provision of mains water at the Crosse Hall and Windsor Road sites be allocated within existing allotment budget.
14. Some of the Councils larger plots had been carved up into two or sometimes three plots and twenty new plots had just been allocated on the Manor Road site in Clayton-Le-Woods, with the potential for another additional 33 plots to be sited at the Rangletts Recreational Ground in Chorley. Although the Waiting List for Allotments was still high, evidence showed that most preferred to wait for a plot to become vacant on a site that was located near to where they lived.

15. Some Members reported concerns about the state of some privately owned allotment sites and asked if the Council's planning enforcement team could investigate further.
16. Councillor Julia Berry requested that an item be submitted on the agenda at the next meeting of the Borough/Parish Liaison meeting on Allotments and Community Growing Schemes, referring to the Todmorden model as an area of best practice.

Lancastrian Scrutiny Task Group – Monitoring Report

17. The Committee received a report that reviewed the implementation of the recommendations of the Lancastrian Scrutiny Task Group since their acceptance by the Executive earlier this year.
18. The Council had recently secured a regular weekly booking and under the new flexible pricing policy were able to offer incentives to make the booking sufficiently attractive to the organisers and increase the chances of this becoming a long term booking.
19. A number of improvement works had already been undertaken with some additional improvements to the bar area still continuing, so that there was the potential to maximise this area for use for informal meetings and training events for around 12 people.
20. The income target had been increased for 2012/13 and currently appeared to be on target to achieve the required income level at this stage.
21. The Chair commented that he had seen the improvements to date and suggested the possibility of an open day with an invitation to all local groups to view the enhance facility once all the work had been completed.

Work Programme 2012/13

22. The Committee received a copy of the updated Work Programme for 2012/13. The Chair thought that it would be beneficial for the Committee to wait for the outcome of the Neighbourhood Working review that was currently being undertaken by the Executive Member (Places) before starting a review of Citizen Engagement, one of the potential topics for review.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL

Role of the Performance Panel

23. The Chair welcomed Members to the first meeting of the Overview and Scrutiny Performance Panel. A discussion paper was circulated regarding the role of the Performance Panel in scrutinising performance monitoring information.

Following consideration of the report, the following areas were agreed as general principles:

1. That the Panel would meet four times a year as agreed at Overview and Scrutiny Committee. – the remaining dates for the year being 17 September 2012; 10 December 2012; and 11 March 2013.
2. On alternate meetings the Panel would consider both Corporate Strategy performance information for the Council and Chorley Partnership's performance information. On the remaining alternate meetings the Panel would look at Directorate Business Plan monitoring information. These reports would provide an opportunity to consider areas of good performance as well as highlighting areas of under performance.
3. At each meeting, the Panel would also focus on one area of underperformance, to be agreed in advance of the meeting. This would allow sufficient notice to ensure that the relevant senior officers and/or Executive Members could attend Performance Panel meetings and allow relevant questions to be drawn up for appropriate challenge.
4. How the Panel was operating would be reviewed during the year.

Forth Quarter Performance Report 2011/12: Council Projects

24. The Panel considered the fourth quarter performance monitoring information for the delivery of the Corporate Strategy and key projects.
25. Members raised questions regarding the performance indicator for the number of families in temporary accommodation, where performance had dropped due to the recession and the increase in the number of people presenting as homeless.
26. Queries related to:
- the selection criteria used by Selectmove, the choice based lettings scheme;
 - vulnerable families and elderly people's lack of access to the internet to enable best use of the Selectmove scheme; and
 - how single people/couples in larger social rented properties could be encouraged to relocate to smaller rented properties.

27. It was agreed that there was an issue regarding access to Selectmove and the fact that Chorley residents didn't appear to be bidding for properties – potentially because they were unaware of the scheme. There was a review of the Selectmove scheme currently underway. The issue of moving to smaller properties was for registered social landlords to tackle, but would be impacted by forthcoming welfare reforms changes.

ICT Programme Plan

28. The Panel considered a report of the Chief Executive providing an overview of the ICT transformation projects currently being delivered with an update on their progress to date; scheduled dates for completion; and project dependencies.
29. Asim Khan, Head of ICT, Customer and Transactional Services gave an overview of the Council's investment in ICT systems; the need for change; the information revolution; becoming more efficient and increasing productivity; and meeting customer expectations. He explained the direction the Council was moving in, in terms of ICT and service delivery: and the inter connection between projects and the impact on timescales for delivery.
30. Members raised questions regarding the delivery of the Council's ambitious ICT programme and in particular:
 - the significant delay in delivering a new website;
 - whether past management restructuring or insufficient funding had impacted on the delivery of ICT projects; and
 - whether there was the required skills within the ICT team to deliver all the projects.
31. Asim Khan responded that there were two aspects to implementing the new website – the technical side and the look and feel. Other systems had to be implemented before achieving the technical side and that was now completed. The look and feel of the new website was now being considered and the completed project should be delivered later in 2012.
32. Gary Hall reported that the senior management restructure in 2009/10 included a different approach to ICT implementation. There had been a move away from a directorate approach to a more corporate solution which included the creation of a transactional team. A lot of work had gone into ICT support for customer contact. Financial resources had not created any delay but acquiring the necessary skills within the ICT team had. Outsourcing all aspects of ICT development could have speeded up the processes but not provided the necessary in house skills for the future.

LSP Performance: Chorley Partnership Annual Report 2011/12

33. Members of the Panel considered the Chorley Partnership Annual Report for 2011/12. The Panel noted the report and asked for some further information to be provided on Local Enterprise Partnerships.

OVERVIEW AND SCRUTINY TASK GROUP – ADOPTION OF ESTATES

34. A Member Learning Session had taken place on 13 August that had provide the Members with some information to help them understand the processes, and the various agencies and responsibilities involved in adopting new developments, ahead of their next meeting on 19 September where they would scope the review.
35. It was agreed that following their requests, Councillors Jean Cronshaw and Dave Rogerson would join the Group and Members were informed that an interest had been shown by Lancashire County Council Members in joining the review.

Recommendation

36. That Council note the report.

Councillor Steve Holgate
Chair of Overview and Scrutiny Committee

There are no background papers to this report.



Report of	Meeting	Date
Director of Partnerships, Planning and Policy	Council	25 September 2012

ADOPTION OF SUPPLEMENTARY PLANNING DOCUMENTS

PURPOSE OF REPORT

1. To advise members that five Supplementary Planning Documents (SPD's) have been finalised to guide the interpretation and implementation of specific Core Strategy policies. Authority is therefore sought to adopt the documents, subject to compliance with the further procedural requirements as set out in this report.

RECOMMENDATION(S)

2. Members are asked to:
 - (1) Adopt the five SPD's
 - Affordable Housing
 - Controlling the Re-Use of Employment Premises
 - Rural Development
 - Access to Healthy Food
 - Design Guide
 - (2) Give delegated authority to the Executive Member for Planning and LDF and the Leader of the Council in consultation with the Director of Partnerships, Planning and Policy to make any minor drafting changes following the completion of the four week period stipulated by Part 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012. This regulation requires the final documents to be displayed at the main council offices and on websites along with a statement setting out who was consulted during the preparation of the SPD's; the issues they raised and how those issues have been addressed in the documents.

EXECUTIVE SUMMARY OF REPORT

- (3) The text of the now adopted Core Strategy identifies six areas where Supplementary Planning Documents (SPD's) are required across Central Lancashire. Five of the six documents have now been finalised. The SPD's provide the opportunity to add guidance in specific policy areas. Consultation took place on the documents for a six week period between April and May this year. The documents have therefore been amended and updated taking into account the responses to the consultation and the fact that in the intervening period the National Planning Policy Framework was brought into statute and the Core Strategy adopted. This report now seeks authority to adopt the SPD's subject to compliance with Part 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012, which requires publicity to be given to the final version of the documents for a four week period along with a supporting statement which summarises the issues raised during the consultation process and comment as to how those issues have been addressed in the final documents.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

(4) 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

5. Supplementary Planning Documents (SPD’s) offer local planning authorities the opportunity to add guidance in specific policy areas. They are documents that must be prepared in consultation with interested parties, and must be subject to a screening process to discover whether a sustainability appraisal would be required. Unlike Development Plan Documents (DPD’s) SPD’S do not require independent examination before they are adopted.
6. The text of the Core Strategy identifies the six areas where SPD’s are required across Central Lancashire, and the aim is to apply the SPDs consistently to all three local authority areas. This report deals with the first five of these documents. The SPD on Open Space and Recreation is being prepared subsequently to the others, this was to allow for the completion of the Open Space and Recreation Review and associated Playing Pitch Strategy. This Review is now complete and preparatory work on this sixth SPD is underway.
7. The text below was prepared earlier in the year to briefly explain the context of the documents when the initial drafts were prepared.

“OVERVIEW OF THE SPDs
Affordable Housing

8. The guidance in this document expands upon Core Strategy Policy 7 which aims to enable sufficient provision of affordable and special housing to meet needs in Central Lancashire. The SPD sets out detailed provisions to help ensure that (normally on-site) affordable housing is made available to those in housing need as part of market housing development proposals. The availability is to be in perpetuity and with local authority nomination rights. The document also expands on the detailed points of design and quality standards, instances when off-site provision may be appropriate, and the approach to delivering rural exception sites.

Design

9. The SPD focuses on the way in which the Councils will encourage good design by setting out key design principles that will be used in dealing with planning applications. The document includes an assessment of the settlement pattern and landscape character, and it explains how new development can best be integrated into the surrounding area. Using the Quality Reviewer approach, the SPD explains the steps that the Councils will take to appraise the

design quality of development proposals, and so improve the public benefits arising out of well designed development.

The Re-use of Employment Premises

10. The objective of this SPD is to set out the Councils' approach to development proposals involving the re-use of existing employment premises and sites. It develops the wording of Core Strategy Policy 10 by applying a balanced criteria based approach under which all proposals for re-use will be assessed. The SPD therefore aims to ensure that:
 - There is an adequate supply of employment land in Central Lancashire to 2026.
 - All existing employment sites and premises are protected for employment use, and a presumption that premium sites will be retained for business uses.
 - The Councils continue to maintain and create employment opportunities in Central Lancashire
 - Existing employment sites are only re-used for other uses where it is appropriate and justified

Rural Development

11. Although most development is expected to take place in urban locations, the Core Strategy recognises the need to balance appropriate provision of new development and protection of the countryside. This SPD provides an interpretation of Core Strategy Policy 13 on the Rural Economy, by setting out guidance to such matters as employment (including live-work developments), garden centres and horticultural nurseries, farm shops, tourism uses, equestrian development, community facilities and recreational development. It also contains guidance on the re-use, replacement or extension of buildings in rural areas

Access to Healthy Food

12. This SPD seeks to help implement Core Strategy Policy 23 which integrates public health principles and planning, in order to help improve the health and wellbeing of Central Lancashire's residents. It proposes a restriction on opening new hot food takeaways near to schools, and it provides guidance to encourage the inclusion of allotments and market gardens within new developments"

Consultation

13. Subsequently to this consultation took place on the draft SPD's between 18TH April and 30th May 2012. This generated 33 responses. As well as comments specific to the particular SPD, a re-occurring theme was the fact that the documents were drafted before the publication of the National Planning Policy Framework and the adoption of the Core Strategy. The National Planning Framework superseded much of the national planning guidance that preceded it. Therefore the authors have updated the documents taking into account the revised guidance and the fact that the Core Strategy has now been adopted.

The Updated Documents

14. The main areas of change/ updating in relation to each SPD are considered in turn below.

Affordable Housing

15. Following the consultation on the draft SPD, there have been a number of changes to the document. The majority of these are minor wording changes to improve the clarity of the SPD but there are a small number of more significant changes to reflect comments considered to be reasonable, particularly around viability and off-site contributions as well as to bring the document in line with the National Planning Policy Framework.

16. The main changes are:
Wording changes to strengthen the requirement that affordable housing should be provided in perpetuity
17. A simplification has also been provided in terms of the calculation of commuted sums. Developers are also now given the option of a residual valuation calculation, provided all costs, including those incurred by the local authority in assessing the submitted information are at their expense.
18. Clarification is provided in relation to on site affordable housing, in terms of figures being rounded up or down to the nearest whole dwelling where the calculation of the requirement results in a fraction which would have to be the subject of a financial contribution. For example a development of 38 dwellings results in 11.4 affordable homes at a 30% affordable housing requirement. This would be rounded down to 11 rather than requiring a commuted sum for 0.4 of a dwelling.
19. An option is also now included to agree the timescale and phasing of commuted sum payments.

The Re-Use of Employment Premises

20. The document has been updated to accord with the NPPF.
21. In terms of specific detail the requirement in relation to alternative uses for small scale employment use has been amended. As originally drafted the SPD required a 12 months marketing exercise for small and medium employment land and premises before considering an alternative use. This would include advertisement in the regional and local press, including the property press and specialist trade papers on a frequent basis (minimum of 6 adverts) throughout the twelve months timescale. In the current climate it is considered that this would be too onerous, and the requirement within the SPD has been amended to require the submission of a robust supporting statement by an applicant to demonstrate that their proposal would not compromise the availability/ supply of small scale employment land and premises.

Rural Development

22. The document has been amended to improve consistency and clarity of the assessment of the impacts of development upon environmental assets. This has been done by creating a separate section containing general guidance, and limiting further guidance to specific land uses or circumstances.
23. Minor changes have been incorporated to clarify the guidance concerning matters, including the impact of development proposals on the landscape, the extent of retail activity at garden centres, and the construction of new farm buildings.
24. Modification to the guidance has taken place concerning changes from community uses or for the re-use of rural buildings to residential use, to seek viability assessments.
25. Various matters have been clarified in the section entitled “re-use, replacement or extension to buildings in the countryside”, including the important distinction between the treatment of dwellings and other rural buildings.

Access to Healthy Food

26. The responses from education establishments/authority to the consultation related primarily to school policies and behaviours, and the relationship of hot food takeaways to schools. The contrasting view was also offered that an attempt to restrict takeaways to promote health is not a planning matter. A concern was also raised that a consequence of the SPD will be that there are virtually no locations within any of the three council areas where takeaway development would be acceptable.
27. The SPD has been updated to take account of the NPPF which says that the “social” dimension to sustainable development includes a health element, and that planning should promote healthy communities and take account of local strategies to improve health. In making plans, the NPPF says at paragraph 171, that local planning authorities should work with public health organisations to understand and take account of health status and needs of the local population.
28. The main change to the document is to take the defined city and town centres out of the 400m exclusion zones. This is in response to the criticism above that the exclusion zones as set out in the draft document would effectively have prevented any new A5 uses in the city and town centres, which would have had a detrimental effect on their vitality and viability, at a time when the town and city centres are experiencing high vacancy rates.
29. Chorley Council proposes to include this issue for Chorley Town Centre in the Publication Local Plan (previously referred to as the Site Allocations DPD) under revised Policy EP6 - Chorley Town Primary Shopping Area, Primary and Secondary Frontages. Under this policy hot food takeaways will be permitted where they do not adversely impact either individually or cumulatively, on the function, vitality and viability of these frontages. In addition, in relation to District and Local Centres, Policy EP7-Development and Change of Use in District and Local Centres only permits hot food takeaways where the centre falls outside a 400m exclusion zone and where they do not adversely impact either individually or cumulatively, on the function, vitality and viability of the centre.

Design

30. There were only limited responses to the Design SPD in the consultation period. Those that were received centred upon factual matters such as the Environment Agency seeking to ensure that development should avoid areas of flood risk and United Utilities requesting that the infrastructure, particularly water and sewerage services is in place to facilitate development. English Heritage and Natural England commented upon the need for guidance to make it explicit that good design is as equally important in the countryside as the built up areas. Another response questioned the standards that commercial buildings would be expected to satisfy.
31. Therefore, the main changes in relation to this SPD centred upon updating in relation to the NPPF and points of clarification

REASONS FOR RECOMMENDATIONS

32. To facilitate the approval of the draft documents subject to compliance with Part 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

33. None

IMPLICATIONS OF REPORT

34. 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

34. No comments

COMMENTS OF THE MONITORING OFFICER

35. No comments

LESLEY-ANN FENTON
 DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Steven Brown	5229	13/09/12	



Report of	Meeting	Date
Head of Governance	Full Council	25 September 2012

PROPOSED CHANGES TO THE CONSTITUTION & SCHEME OF DELEGATION – PLANNING APPLICATIONS

PURPOSE OF REPORT

1. To seek appropriate changes to the Council’s constitution and scheme of delegation in relation to planning applications – specifically the determination of section 73 applications.

RECOMMENDATION(S)

2. That the constitution & scheme of delegation be modified in accordance with paragraph XX of this report.

EXECUTIVE SUMMARY OF REPORT

3. On 4 September 2012, the Development Control Committee considered suggested changes to the scheme of delegation in regard to s73 applications, and resolved to authorise the Council’s Head of Governance to prepare a report to Full Council, detailing appropriate changes to the Council’s constitution in regard to section 73 applications which involve relatively minor amendments to existing permissions.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

4. 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

5. Section 73 applications are commonly referred to as “variations to conditions” and generally seek to change the original development in some way that is considered minor in nature. In many cases, such applications are for relatively minor matters e.g. a change of materials, variations to boundary treatments, landscaping schemes, etc, but they can also address changes to layout, changes to finished floor levels (FFLs), changes of house types, re-positioning of access roads, and changes to opening hours for example. If granted, a section 73 application will modify conditions attached to an existing planning permission where the principle of the development has already been determined.

6. CURRENT POSITION

7. Under the terms of the current constitution and scheme of delegation, the power to determine section 73 applications lies with the Development Control Committee. Applications for major commercial, industrial and residential applications with certain size thresholds are expressly excluded from the scheme of delegation to officers if the officer recommendation is contrary to comments from either a local resident, a town or parish council or any other outside body or organisation that has been consulted; and for certain categories, applications may only be determined after consultation with the Chair & Vice Chair. (Responsibility for Functions Appendix 2, pages 2 & 23-24).
8. Given this position, when a section 73 application is submitted for a “major” scheme, they are routinely reported to the Committee as they meet the size thresholds. Since the power was introduced in 2009, approximately 34 applications under section 73 (including minor material amendments) have been received, and approximately 23 were pursuant to major schemes, representing 68%.

PROPOSED CHANGES

9. The Development Control Committee considered that section 73 applications could be more efficiently determined after consultation with the Chair & Vice Chair of the committee. Members should note that under the current constitution, this would generally occur anyway *if* the officer is minded to make a decision that is *contrary* to a written comment received from a local resident, a town or parish council, or any other outside body or organisation that has been consulted.
10. By amending the scheme of delegation to ensure *all* section 73 applications are only determined after consultation with the Chair & Vice Chair, then a more efficient determination could be made. Should the Chair & Vice Chair agree with the officer recommendation, the section 73 application could be determined under officer delegated powers
11. At the committee, members noted that the existing constitution allows any ward member to request an application be considered by the Committee, and that this was an appropriate safeguard. The Executive Member for Planning is also mindful that officers are seeking to ensure that an agenda for Chair’s Brief is published in advance, and this would allow further transparency and allow members to peruse that list and contact officers or the Chair accordingly if they have any concerns.
12. It is proposed to add the following provision to the scheme of delegation within Appendix 2 to the Constitution “Responsibility for Functions”. At the end of the delegation titled “Applications which may only be determined after consultation with the Chair and Vice” within paragraph 3.7 the following words will be added:-

“Applications for amendment and alteration of permissions made under section 73 of the Town and Country Planning Act 1990, may be determined under delegated powers when the Chair and Vice Chair of the Development Control Committee have been consulted and are in agreement with the recommendation of the officer.”
13. In addition, the wording at paragraph 3.7 (c) will be amended (words in italics being added)

“Major commercial, industrial and residential applications (*excluding applications for amendment and alteration of permissions under section 73 of the Town and Country Planning Act 1990*) where the officer is minded.....”

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

15. The proposed changes will result in a more efficient determination of planning applications by the Council and should be welcomed.

COMMENTS OF THE MONITORING OFFICER

16. Such a delegation is desirable as this will allow for improved processing of minor, non-controversial requests. In the event that the Chair &/or Vice Chair are unhappy with any proposed change to conditions, they can decline to exercise the delegation and the matter can be referred to the Development Control Committee for their consideration.

LESLEY-ANN FENTON
 DIRECTOR OF PLANNING, PARTNERSHIPS AND POLICY

Report Author	Ext	Date	Doc ID
Chris Moister – Head of Governance	5160	14 September 2012	
Jennifer Moore - Head of Planning	5571		

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Report of	Meeting	Date
Director of Partnerships, Planning & Policy	Council	25 September 2012

GOVERNMENT STATEMENT ON HOUSING & GROWTH

PURPOSE OF REPORT

- To inform members of the main measures contained in the Housing and Growth statement made by the Secretary of State for Communities and Local Government, Rt Hon Eric Pickles MP on September 6 2012 and to set out the Council’s response to the statement.

RECOMMENDATION(S)

- Members are asked to:
 - Note the main content of the statement
 - Endorse the Council’s position and action as set out in paragraph 16.

EXECUTIVE SUMMARY OF REPORT

- The report sets out the main measures being put forward by the Coalition Government relating to Planning and Housing delivery which they state will kick-start the economy.

Confidential report Please bold as appropriate	Yes	No

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

- On 6 September the Rt Hon Eric Pickles MP, Secretary of State for Communities and Local Government released a statement announcing a major new housing and planning package designed to promote economic growth including house building, speeding up of planning permissions and to boost the construction industry. The following provides an outline of the main measures/changes under the key headings within the statement.

6. Accelerating Large Housing Schemes

- Removing restrictions on house builders to unlock stalled sites due to sites being commercially unviable. Developers who can prove that Council's affordable housing requirements make the project unviable will be able to appeal to the Planning Inspectorate with immediate effect. The Planning Inspectorate will be instructed to assess how many affordable homes would need to be removed from the S106 agreement for the site to be viable in current economic conditions. The Planning Inspectorate would then as necessary set aside the existing Section 106 agreement for a three year period in favour of a new agreement with fewer affordable homes. The legislation is expected to be introduced early 2013.
- The Government is encouraging councils to take the opportunity before legislation comes into effect to seek negotiated solutions.
- The Government are also consulting on legislation that would allow developers to re-negotiate non-viable Section 106 agreements entered into prior to April 2010.
- Government will work in partnership with local authorities, scheme providers and communities to accelerate delivery of locally-supported, major housing sites. These will be sites where there is local support for growth, strong demand for new homes and good prospects for early delivery.

7. Getting Surplus Public Sector Land Back into Use

- Government will accelerate the release of surplus public sector land by strengthening the role of the HCA through a targeted programme of transfer from other Government Departments and agencies. Disposals will also be accelerated by preparing the land for market and providing a single 'shop window' for all surplus public sector land.

8. Reducing Planning Delays

- Proposal to legislate to allow applications to be decided by the Planning Inspectorate, if the LPA has a track record of consistently poor performance in the speed or quality of its decisions.
- Seeking to increase the use of Planning Performance Agreements for major schemes which commit both applicants and planning authorities to a clear timetable for determining proposals.
- Giving Planning Inspectors more power to initiate an award of costs in planning appeal proceedings where it is clear that an application has not been handled as it should have been with due process.
- Government to consult shortly on options to speed up planning appeal decision making by the Planning Inspectorate, including a new fast track procedure for some small commercial appeals.

- With immediate effect the Planning Inspectorate have been instructed to divert resources to prioritise all major economic and housing related appeals to ensure applicants receive a response in the quickest possible time.
- Developers will be allowed an additional year after the planning permission expires to get their sites up and running.
- Undertaking a review of the thresholds for some of the existing categories in the planning regime for major infrastructure and also bring new categories of commercial and business development into the regime to be determined at a national level.

9. **Property Extensions**

- Government to consult shortly on changes to increase existing permitted development rights for extensions to homes and business premises in non-protected areas for a three year period. Single story rear extensions and conservatories will be allowed to extend beyond the rear wall of the original house by double the current distance. An increase from 3 metres to 6 metres for provided the extension does not extend beyond half the garden.
- It is also rumoured in the press that Business can also expand their premises without permission. 100sq metres of working space for shops and twice as much for industrial. We cannot however find confirmation of this in current documents released by the Government and will need to wait until the consultation documents are issued.

10. **Empty Offices**

- Introduce permitted development rights to enable change of use from commercial to residential purposes while providing the opportunity for authorities to seek a local exemption where they believe there will be an adverse economic impact.

11. **Private Rented Sector**

- An additional 5000 homes built for rent at market rates in line with proposals outlined in the Montague report on boosting the private rented sector.
- Investing 200m in housing sites to ensure rented homes that are needed are available to institutional investors quickly. A taskforce will be established to bring together developers, management bodies and institutional investors to broker deals and deliver more rented homes.
- Government to issue a debt guarantee for up to £10 billion for this scheme and the affordable housing scheme below. Under the scheme, the Government. will enable providers to raise debt with a Government. guarantee where they commit to investing in additional new-build rented homes

12. **Affordable Housing and Empty Homes**

- Extending the use of guarantees to cover borrowing needed to deliver more affordable homes. The Government will invite bids to provide up to an additional 15,000 affordable

homes through the use of loan guarantees, asset management flexibilities and capital funding.

- Extending the refurbishment programme to bring an additional 5,000 existing empty homes back into use. This will be enabled by an additional £300m new capital fund.

COUNCIL RESPONSE

- 13 Over the past couple of years house building in Chorley has continued to be very strong. In 2010/11 house completions (April to April) were 527 and in 2011/12 reached 552, exceeding the RSS minimum target of 417. Following the announcement, there was also a statement made by the LGA that nationally there were already approvals in the system for 400,000 new homes and more than three years of building.
- 14 Chorley’s affordable housing performance over the last few years has also been amongst the best in the country and the highest level in Lancashire with 170 in 2011/12, 173 in 2010/11 and 107 in 2009/10. Some of the Governments proposed changes relating to Affordable Housing could potentially put future performance regarding affordable housing delivery in the Borough at risk.
- 15 The Local Planning Authority has always worked closely with developers to develop appropriate S106 agreements which deliver viable schemes and provide the much needed affordable housing and we intend to maintain this approach going forward.
- 16 Given our strong track record of housing delivery, whilst the package of measures put forward by the Government may help to kick-start a house building programme and provide support to the construction industry in parts of the country, it is felt that these measures are not pertinent or required within the Chorley area or relate to a lack of performance of the local planning authority. As a consequence, it is proposed that we write to the secretary of State outlining our recent and current excellent performance in supporting delivery and outline that the measures put forward do not apply to this Borough or LPA.

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 No comments

COMMENTS OF THE MONITORING OFFICER

- 19 No Comments

LESLEY-ANN FENTON

DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Report Author	Ext	Date	Doc ID
Lesley-Ann Fenton	5323	13 th September 2012	***

OR

Background Papers			
Document	Date	File	Place of Inspection
Housing and Growth statement	6 September 2012	***	Union Street Offices DCLG Website

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Report of	Meeting	Date
Monitoring Officer	Council	25 September 2012

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) REGULATIONS
2012**

PURPOSE OF REPORT

- To advise Members of new regulations which govern public access to meetings and information relating to Executive decision making which were published in August and came into force on 10 September 2012.

RECOMMENDATION(S)

- That the report be noted and that the Constitution of the Council be revised to reflect the new regulations.

Confidential report Please bold as appropriate	Yes	No
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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

- On 15 August 2012 the Government published the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. These regulations govern the requirements for public access to meetings, dictate publication deadlines for agendas and provide for matters to be considered in private.
- The regulations revoke the Access to Information Regulations of 2000, amended in 2002 and 2006 – although many of the provisions remain the same. The Access to Information requirements are contained within Appendix 5 of the Constitution.

ELEMENTS OF THE REGULATIONS WHICH REMAIN UNCHANGED

6. Significant parts of the regulations remain unchanged. Agendas and reports for public meetings must still be published five clear days before the meeting and made available for public inspection at the Council offices and on the Council's website.
7. The procedures for giving notice of late reports and for publishing any material circulated at meetings remain unchanged.
8. The definitions of confidential matters (exempt information) and the definitions of 'key decisions' also remain in force.

KEY CHANGES UNDER THE NEW REGULATIONS

The changes only impact on Executive Arrangements.

Private meetings/private business

9. There is now a requirement to give 28 clear days notice before a meeting, of the intention to hold a fully or partly private meeting and the reasons for the business to be considered in private (Regulation 5).
10. A further notice should then be published five clear days (one week) before the meeting, restating the reasons for a private meeting. The notice must also include details of any representations made about why the business should be transacted in public, and the Executive's response to the representations. The public must be allowed to make representations about why the meeting should be closed and not open to the public.
11. If this above timetable is impracticable, special urgency provisions apply. The meeting can still go ahead if the Executive has had agreement from the relevant Overview and Scrutiny Committee Chair, or if he is unable to act, from the Mayor or the Deputy Mayor. Notice must then be given setting out the reasons why a meeting is urgent and cannot reasonably be deferred (Regulation 5).
12. There are prescribed ways of marking reports that are exempt (Regulation 7(5)). Councillors have the right to inspect documents at least 5 days before, a meeting is available – but if the meeting is in private, documents should be made available when the meeting concludes (Regulation 16).

Key decisions

13. The concept of the Forward Plan has now gone, although key decisions and the definition of key decisions still remain, including the requirement to publish them at least 28 days before the decision is made (Regulation 9). This includes:
 - That a key decision is to be made, and details of the matter;
 - The decision-maker's name and title, or, if a body, its name and full membership;
 - The date on which, or period during which, the decision is to be made;
 - The documents to be submitted to the decision-maker for consideration and details of how to receive copies;
 - A note that other documents relevant to the decision may be submitted to the decision-maker and details of how to receive copies.
14. There is no longer any requirement to give details of consultation undertaken or how a member of the public may make representations to the decision-maker or proper officer.

15. General Exception/Special Urgency provisions – there is still a requirement to give notice of the details of the decision to be made but with an additional requirement to give reasons why it is impracticable to give 28 clear days’ notice.

Records and Reporting of Executive decisions

16. Records of any Executive decisions, including those taken by officers, must state:
 - The decision taken and the date it was made;
 - The reasons for the decision;
 - Details of options considered and rejected and the reasons why they were rejected;
 - Declarations of interest and details of any dispensations granted in respect of interests.
 - There is no requirement to include details of any consultation.
17. The Regulations now require that a report be taken to Council providing information concerning any Executive Decisions taken using the urgency provisions under the Regulation since the report was taken to Council. It is envisaged that a relevant report will be taken to each Council meeting

Background papers

18. Public reports must include not only a list of background papers but at least one copy of each of the documents detailed as background papers must be available for public inspection at the offices and on the Council’s website (Regulation 15).

Overview and scrutiny

19. Overview and scrutiny committees may request that the Executive provide documentation relating to business being transacted no later than 10 clear days after receiving such a request (Regulation 17). The Executive must provide a written explanation if whole or part of a document cannot be released.

IMPACT OF THE NEW REGULATIONS

20. The implementation of the new regulations will mean some changes in working practices with the inclusion of copies of background papers. Executive meetings which make decisions are not generally held in private and officers do not make executive decisions within the meaning of the regulations. However any change to this situation would mean the new regulations would apply.
21. The Forward Plan in its current form will disappear but notice of decisions to be made will still be published on the website and Members will receive notice of that information.
22. The new regulations will mean the revision of Appendix 5 of the Constitution along with any consequential changes to any other section of the Constitution.

IMPLICATIONS OF REPORT

23. 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

24. There are no financial implications to the Council as a result of these changes.

**CHRIS MOISTER
HEAD OF GOVERNANCE AND MONITORING OFFICER TO THE COUNCIL**

Report Author	Ext	Date	Doc ID
Carol Russell	5196	6 September 2012	***

Background Papers			
Document	Date	File	Place of Inspection
Council Constitution			http://www.chorley.gov.uk/index.aspx?articleid=2997
Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Publication date 15 August 2012	***	http://www.legislation.gov.uk/uksi/2012/2089/contents/made