



Executive Cabinet

Agenda and Reports

For consideration on

**Thursday, 22nd November
2012**

In the Council Chamber, Town Hall, Chorley

At 6.00 pm

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS

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

PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS

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

13 November 2012

Dear Councillor

EXECUTIVE CABINET - THURSDAY, 22ND NOVEMBER 2012

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 22nd November 2012 at 6.00 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 1 - 6)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 18 October 2012 (enclosed).

3. **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.

4. **Public Questions**

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

ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND GOVERNANCE) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)

5. **Refresh of Chorley's Economic Development Strategy (Pages 7 - 26)**

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

6. **98-102 Market Street - Former McDonalds Site: Proposed Refurbishment Works**
(Pages 27 - 30)

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

ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES, POLICY AND PERFORMANCE) (INTRODUCED COUNCILLOR PETER WILSON)

7. **Refresh of the Key Partnerships Framework** (Pages 31 - 46)

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

8. **Revenue Budget Monitoring 2012/13 Report 2 (End of September 2012)** (Pages 47 - 54)

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

9. **Capital Programme Monitoring 2012/13 - 2014/15** (Pages 55 - 66)

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

10. **Chorley Partnership Performance Monitoring - Second quarter 2012/13** (Pages 67 - 74)

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

11. **Chorley Council Performance Monitoring - Second quarter 2012/13** (Pages 75 - 86)

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

ITEM OF EXECUTIVE MEMBER (PLACES) (INTRODUCED BY COUNCILLOR TERRY BROWN)

12. **Review of Neighbourhood Working** (Pages 87 - 98)

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

A3 colour copies of the plans are enclosed at the back of the agenda pack.

13. **Lancashire Fire and Rescue Service - Memorandum of Understanding relating to enforcement work** (Pages 99 - 110)

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

ITEM OF EXECUTIVE MEMBER (HOMES AND BUSINESS) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)

14. **Trial Re-opening of Market St and New Parking Layout for St George's Street**
(Pages 111 - 120)

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

A3 colour copies of the plans are enclosed at the back of the agenda pack.

15. **Low Cost Home Ownership (LCHO) Schemes - policy amendment to allow owners to rent out the property on a temporary basis** (Pages 121 - 124)

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

16. **Exclusion of the Public and Press**

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

ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES, POLICY AND PERFORMANCE) (INTRODUCED COUNCILLOR PETER WILSON)

17. **Key Partnerships Monitoring Report** (Pages 125 - 132)

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

18. **External Mail Handling - Creating A Virtual Postroom** (Pages 133 - 138)

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

19. **Transactional Services Review**

To receive and consider the report of the Chief Executive (report to be tabled at the meeting).

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

Yours sincerely



Gary Hall
Chief Executive

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Democratic and Member Services Officer
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Distribution

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

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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822 01257 515823

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

Executive Cabinet

Minutes of meeting held on Thursday, 18 October 2012

Present: Councillor Alistair Bradley (Executive Leader in the Chair), Councillor Peter Wilson (Deputy Leader of the Council) and Councillors Beverley Murray, Terry Brown and Adrian Lowe

Also in attendance

Lead Members: Councillors Marion Lowe, Matthew Crow and Julia Berry

Other Members: Councillors Henry Caunce, John Dalton, Alison Hansford, Steve Holgate, Kevin Joyce, Paul Leadbetter, June Molyneaux, Greg Morgan and Geoffrey Russell

Officers: Jamie Carson (Director of People and Places), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Chris Moister (Head of Governance), Chris Sinnott (Head of Policy and Communications) and Ruth Rimmington (Democratic and Member Services Officer)

12.EC.146 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Dennis Edgerley.

12.EC.147 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 13 September be confirmed as a correct record and signed by the Executive Leader.

An update was requested in relation to the Localisation of Council Tax Support. The draft scheme had been approved for consultation at Council on 25 September and the consultation was being undertaken by various mechanisms. These included a postal survey to current recipients of Council Tax benefit and a random sample of additional people totalling 12,000 people. The survey was available on the Council's website and would be one of the topics discussed with members of the public at the upcoming Town Hall Open Day.

12.EC.148 DECLARATIONS OF ANY INTERESTS

No Members declared an interest in respect of items on the agenda.

12.EC.149 PUBLIC QUESTIONS

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

12.EC.150 REVIEW OF 3 TIER FORUM

The Executive Member (Places) reported that when the decision had been taken to participate in the 3 Tier Forum it had been on the basis that there would be a review after 12 months. As there had only been three meetings it had been proposed to delay the review for six months.

Members discussed the private nature and effectiveness of the Forum, but noted that the meetings were evolving. The Council needed to be a member of the Forum to influence Lancashire County Council on the way the Forum worked going forward, both in terms of increasing the representation of Town and Parish Councils and for it to be a public meeting.

It was noted that the Council was increasing communication with Town and Parish Councils through the monthly intheboro electronic magazine and the Borough/Parish Liaison meeting.

Decision made

To delay the review the 3 Tier Forum for six months.

Reason(s) for decision

As there have only been three meetings of the Forum.

Alternative option(s) considered and rejected

None.

12.EC.151 CONSULTATION - PARKS AND OPEN SPACES MEMORIAL POLICY

The Executive Member (People) presented a report which highlighted the variety of requests for memorials that were received by the Council and enclosed a draft policy for consultation to guide future acceptance of memorial items across the Council's parks and open spaces.

Members noted the sensitive nature of the policy, but agreed that the policy was needed to clarify the Council's position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage ongoing memorial maintenance. It was important that the policy had flexibility to deal with exceptional circumstances.

Members discussed the key stake holders who would be consulted. Members would contact Councillor Murray with the details of any organisations who might wish to submit a consultation response. Any people who had submitted a request for a memorial would also have the opportunity to submit a consultation response.

Decision made

To circulate the draft policy to key stakeholders for consultation, subject to the inclusion of the following at the end of paragraph 5 of the draft policy "If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench".

Reason(s) for decision

To clarify the Council's position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage ongoing memorial maintenance.

Alternative option(s) considered and rejected

1. Continue to consider requests for memorial items on an ad-hoc basis. A shortage of remaining space and the suitability of some requests would make this option unsustainable.
2. No longer accepting any form of memorial requests for any of our sites - an unnecessary measure.

12.EC.152 WEST LANCASHIRE LOCAL PLAN (PUBLICATION) AND DRAFT STATEMENT OF COMPLIANCE WITH THE DUTY TO COOPERATE

The Executive Leader presented a report which sought approval to support the West Lancashire Local Plan and draft Statement of Compliance with the Duty to Cooperate.

The document provided robust evidence as to how West Lancashire Borough Council had successfully cooperated and worked with neighbouring authorities and other organisations in the preparation of their Local Plan in relation to issues with potential cross – boundary impacts.

The report sought approval for the Executive Member (LDF and Planning) to respond on the Council's behalf to future consultations to Local Plans and compliance with the Duty to Cooperate from neighbouring local authorities.

Members noted that the Duty to Cooperate was a requirement of planning regulations and would need to be prepared to catalogue the evidence of the wide range of collaborative work with neighbouring authorities and other bodies that Council's had undertaken in preparing their Local Plan.

Decision made

1. **Approval granted to support the West Lancashire Local Plan and Draft Statement of Compliance with the Duty to Cooperate.**
2. **Approval granted to the delegation of powers to the Executive Member for LDF and Planning to respond on the Council's behalf to future consultations to Local Plans and compliance with the Duty to Cooperate from neighbouring local authorities where the response is to support the proposed Local Plan. Where the proposed response to any such consultation was to oppose the draft Local Plan this would be brought back to Executive Cabinet for consideration.**

Reason(s) for decision

To accord with planning legislation on the soundness of a Local Plan and the Duty to Cooperate.

Alternative option(s) considered and rejected

None.

12.EC.153 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – To exclude the press and public for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

12.EC.154 GARAGE SITES CHORLEY

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presented a report which outlined the disposal of four pieces of council owned land to Adactus Housing Group Ltd for the construction and letting of Affordable rented housing.

Members noted that further work was ongoing in this area and another report would be brought to Executive Cabinet in the future. The transfer of land was subject to planning permission.

Decision made

1. **Approval granted to the transfer of the sites on the terms agreed and detailed in the report.**
2. **Support given to the Social Housing Grant (SHG) awarded to Adactus Housing Group by the Homes and Communities Agency (HCA), by approving the transfer of each site at nil value which was below the market value of the individual sites**
3. **Authorisation granted to Liberata Property Services, in conjunction with the Head of Governance, to proceed with the termination of the garage agreements on the sites and note the loss of annual income in the region of £4,804.80 per annum.**
4. **Authorisation granted to the Head of Governance to complete a formal deed of variation with the tenant of a piece of land and note the loss of annual income in the region of £125 per annum.**

Reason(s) for decision

The transfer of the sites will result in the construction of 15 new Affordable rented residential properties to be advertised and let through the Select Move choice based lettings system.

Alternative option(s) considered and rejected

If the sites were not transferred to Adactus Housing Group, they would be in breach of their contract with the Homes and Community Agency, and they would have to search for alternative sites, which might not provide as well in terms of location and timescale.

12.EC.155 POLICY AND PERFORMANCE REVIEW

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presented a report which sought approval for changes to the structure and budget of the Policy and Communications service.

These changes would provide savings and drive a change in the focus of the service, to work on identified priority projects that support greater community engagement.

Decision made

1. **Approval granted for consultation on the new structure (Appendix B), and responsibility for the final approval of the structure following consultation and approval granted to the delegation of powers to the Executive Member for Resources, Policy and Performance.**
2. **Approval granted to the changes to the budget for implementation in 2013/2014.**

Reason(s) for decision

To facilitate the effective functioning of the service, and to secure efficiency savings.

Alternative option(s) considered and rejected

To not undertake the changes. This was rejected as it would not support the priority of delivering excellent value for money, or the objectives of the medium term financial strategy.

12.EC.156 CHANGES TO STRUCTURE FOR THE TOWN CENTRE AND MARKETS

The Executive Member (Homes and Business) presented a report which sought approval to consult on a new staffing structure for the Chorley Markets team.

The proposed structure was designed to enable the better delivery of markets and town centre services due to increased operational scope, future service improvements and additional projects.

A number of changes including the creation of a new post and revised working patterns had been included.

Decision made

1. **Approval granted for consultation on the new structure (Appendix B).**
2. **Approval granted that following consultation, subject to only minor alterations, the final decision to implement the proposals be delegated to the Executive Member for Homes and Business supported by the HR team.**

Reason(s) for decision

To support the delivery and implementation of the Market Operational Review which began early 2012 to ensure the service is fit for the future.

Alternative option(s) considered and rejected

1. To continue as we are.
 - a, Rejected - the service has no flexibility in capacity for future market service improvements or additional projects.
2. To employ an additional position of 'Markets and Town Centre Coordinator' and 'Market and Event Team Leader' whilst deleting the 'Markets Coordinator' post and leaving all other 'Market Officer' posts as existing.
 - a, Rejected – this would lead to additional staffing costs and the Market Officer posts would remain inflexible in regards to working availability and providing toilet cover.

Executive Leader

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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Leader and Executive Member Economic Development and Governance)	Executive Cabinet	22 November 2012

REFRESH OF CHORLEY’S ECONOMIC DEVELOPMENT STRATEGY

PURPOSE OF REPORT

- To update Members on the refresh of Chorley’s Economic Development Strategy, summarise the main changes and to seek adoption of the Strategy (attached at Appendix A).

RECOMMENDATION(S)

- That the refreshed Economic Development Strategy (contained in Appendix A) be adopted.

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)

- The refreshed Strategy will ensure that our priorities and actions are clearly aligned to current issues and strengths facing the borough.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None

CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	√
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	√

BACKGROUND

6. The Economic Regeneration Strategy was last updated in 2010, however national policy changes made by the coalition government together with a continued economic downturn and more up to date information about the economy in Lancashire means that a further refresh of the Strategy is now required. This will ensure that the priorities and actions are clearly aligned to the current issues and strengths facing the borough.

CHORLEY’S ECONOMY

7. Overall, Chorley’s economy performs relatively well compared to the rest of Lancashire and the North West. It has significant economic assets, including its location, good connectivity, business growth and relatively low unemployment.

8. There are, however, challenges that need to be addressed. While the borough has performed relatively well through the recession, it needs to exploit its assets and strengths to fully benefit when the economy recovers. The town centre needs to be revitalised to ensure that it is a place where people choose to visit and spend time, and that it complements the strengths of the rest of the region. The strategic site at Buckshaw Village has supported economic growth in the borough, but plans need to be put in place to bring forward the strategic and employments sites, identified as part of the Local Plan process, that will drive economic growth. In addition, while the borough is relatively affluent, there are areas of deprivation which need greater support to improve and reduce the gap.

REVIWING CHORLEY’S ECONOMIC VISION AND PRIORITIES

9. The starting point for the review has been to gather data on Chorley’s economy as well as regional and national policies that will impact on Chorley over the coming years. This information has been used to re-assess the current vision and priorities in the economic regeneration strategy to ensure that the strategy remains focused on addressing the issues and strengths facing the borough.

10. The vision remains predominantly the same, however the refreshed Economic Development Strategy recognises an overarching aim of further improving the economy of Chorley, in being key to improving the quality of life in the borough.

11. The following minor changes to the priorities have been included:

Current Priorities	Proposed Priorities
Promoting knowledge-based inward investment	To promote and increase inward investment in Chorley
Creating a thriving ‘Contemporary Market Town’	To have a thriving town centre
Support a strong indigenous business base	To provide support to new and existing businesses

Ensuring residents and communities reach their full economic potential	Supporting young people through education, training and fostering entrepreneurship
	Reducing the gap in our most deprived communities

SUMMARY OF ADDITIONAL CHANGES

12. The following additional changes have been made:

- The timescales of the strategy have changed from a 15 year strategy to a long term vision (approximately ten years) with the actions covering a two year period.
- References made to the Multi-Area Agreement and Central Lancashire Economic Development Strategy have been removed and replaced with up to date information on the Lancashire Enterprise Partnership.
- Clear links and alignment are shown to other sub-regional and local strategies and policies.
- Actions are reviewed, and for each of the priorities a handful of key actions are included in the strategy along with clear measures and outcomes. Lower level actions to support the priorities will be monitored through the economic development service plan.

SHARING WITH PARTNERS

13. The draft strategy has been circulated to all LSP Executive Members and key stakeholders, with consultation taking place during September. Feedback from this process has been used to finalise the strategy.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

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

COMMENTS OF THE MONITORING OFFICER

16. There are no direct legal implications arising from this report.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Cath Burns	5305	02/11/2012	***

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Chorley's Economic Development Strategy

2012





Background and Context

Chorley's Economic Development Strategy

Chorley's economy performs well compared to the rest of Lancashire and the North West. It has significant economic assets, including its location, good connectivity, business growth and relatively low unemployment.

There are however, challenges that this strategy will address. While the borough has performed relatively well through the recession, it needs to exploit its assets and strengths to fully benefit when the economy recovers. The town centre needs to be revitalised to ensure that it is a place where people choose to visit and spend time, and that it complements the strengths of the rest of the borough. The strategic site at Buckshaw Village has supported economic growth in the borough, but plans need to be put in place to bring forward the strategic and employment sites, identified as part of the Local Development Framework (LDF) process that will drive economic growth. While the borough is relatively affluent, there are areas of deprivation which need greater support to improve and reduce the gap.

Changes across Lancashire, the North West and nationally have been taken into account in this strategy. Working in partnership with others across the private, public and voluntary, community and faith sectors will be important in delivering improvements in the borough's economy. The council already has good links through the Chorley Partnership and the Lancashire Enterprise Partnership, which will be used in delivering this strategy. Legislative changes also make delivering this strategy important to the borough. The planned reforms to the welfare system and the way that local government is financed make it important to ensure that more people find sustainable work and that business growth is encouraged and sustained. This strategy aims to achieve that.

Strategic Alignment

The economic development strategy will support the delivery of the following strategies:

- The Lancashire Enterprise Partnership's priorities
- The Chorley Partnership's Sustainable Community Strategy

- The Council's Corporate Strategy

In addition, by strengthening the economy, increasing employment opportunities and reducing inequalities; the strategy will support the delivery of:

- The health and wellbeing partnership's priorities.
- Chorley and South Ribble Community Safety Partnership strategic assessment and partnership plan.
- Prevention of Homelessness strategy
- Chorley VCFS Network strategy

Vision

Further economic development in Chorley is the key to improving the quality of life in the borough and as such has been identified as the Council's top priority.

Chorley's vision is to capitalise on Chorley's location in order to be the place of choice in the North West to do business. Chorley will attract employers to its key employment sites and together with a strong local business base; residents will have a greater opportunity to gain well paid employment locally.

In addition Chorley will be a thriving market town. Capitalising on its famous markets and wealth of independent shops, it will complement, rather than compete with neighbouring towns attracting visitors from across the region.

The vision will be delivered through five priority areas:

1. To have a thriving town centre - Improve and develop the town centre, attracting more visitors both during the day and evening.
2. To promote and increase inward investment in Chorley – providing a mix of high and low skilled jobs and attracting well paid employment.
3. To provide business support to new and existing businesses.

4. Supporting young people through education, training and fostering entrepreneurship - Develop, support and provide training and opportunities for young people to develop Chorley's businesses of the future or find employment in the borough.
5. Reducing the gap in our most deprived communities.

The context and actions to address the priority areas are provided below in more detail.

Timescales

The overall vision for the economic development strategy is ten years, to be achieved by 2022; however the actions identified for each of the priority areas cover a two year period.

Action Plan and Monitoring

For each of the priority areas a selection of the key actions being undertaken over the next 18-24 months make up the action plan. In order to monitor the progress in delivering against the priority areas, key long term outcomes and measures have been identified. These will be reported again on an annual basis, at the same time as refreshing the strategy and actions.

More regular and detailed monitoring of delivery of the actions will be carried out by the Councils and its partners.



Priority: To have a thriving town centre

Context and issues

Chorley is a well-known market town. Market days on Tuesdays and Saturdays are the busiest days to visit the town centre with people travelling from neighbouring towns and regions to visit our famous markets. Recent investment in both the flat iron and indoor markets have further strengthened and re-invigorated Chorley's famous markets which have seen an increase in occupancy.

Chorley's location near key shopping destinations in urban centres and city regions such as Preston, Bolton, Manchester and Liverpool, together with its lack of large/well known retail stores, restaurants and entertainment venues mean that many people travel out of, or bypass Chorley en route to other destinations.

Despite this Chorley does benefit from a number of high quality independent shops and boutiques ranging from fashion, home and interior, restaurants, jewellery, butchers, florists, health and beauty to specialist bike, curtain and fire place shops.

While these independent stores are seen as a unique selling point for Chorley, the town's retail hierarchy does also show a proportionally high number of charity, gambling and value shops which can be seen as a sign of a declining town centre, however locally they do appear to be meeting demand.

The percentage of vacant town centre floor space has seen a gradual reducing trend since 2009. However, there are a number of long term vacant properties in key town centre locations. This, together with public realm issues such as poorly maintained premises and shop frontages, lack of seating and greenery, affect visitors' experience and give the perception that the town centre is in need of revitalising.

In addition, while the majority of the town centre is pedestrianised, the disparate mix and spread of shops in the town centre and the areas of poor quality townscape also impact on Chorley's shopping experience.

To address these issues the Council has already remodelled its town centre grant programmes to support the establishment of new enterprises within long term vacant properties. Overall the grants programme aims to fund a number of measures that will help retailers to improve their shop fronts, refurbish premises and generally improve their business. As well as supporting job creation and bringing investment into the town centre, the grants programme is already improving the town centre offer and public realm for our visitors, but more still needs to be done.

Figures over the last four years have shown a decline in the number of visits by 13%. This compares with an approximate 10% decline nationally most of which can be attributed to the impact of the recession and overall economic downturn.

Car Parking in Chorley is relatively cheap and conveniently located close to the town centre, providing a wide range of options for people visiting the town. The quality of the parking does vary and is predominantly off street, uncovered, and pay and display. Further improvements to the car parks and gateways into the town centre will support the priority of being a thriving town centre.

In summary, Chorley town centre's current strengths lie in its markets and quality independent shops, but it faces strong competition from other key retail areas across the sub region. To be competitive, further investment in the town centre is required to improve and diversify the experience including the offer of quality shops, eating establishments and entertainment venues, as well as an improved public realm for visitors. This will partially be addressed through the development of a new ASDA store which is due to open in 2013. The development which will incorporate redevelopment of the Pall Mall Triangle and part of the Market Street public realm will help to regenerate the area as well as providing up to 400 new jobs. However, this opportunity needs to be exploited to gain the maximum benefits.



The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success.

Long Term Outcome
<p>To create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment.</p>
Key Actions 2012/13 – 2013/14
<ol style="list-style-type: none"> 1. Investigate the opportunity to purchase town centre leases. 2. Develop and implement a town centre marketing plan. 3. Develop a town centre master plan. 4. Re-open access to Market Street (Initial 12 month trial). 5. Investigate ways to boost the early evening economy. 6. Develop a programme of public realm improvements in the town centre. 7. Carry out a review of town centre car parks and develop an action plan of improvements. 8. Secure planning for the remodelled Market Walk II shopping development. 9. Bring forward a development at Market St/Gillibrand St.
Success Measures
<ul style="list-style-type: none"> • Increase in town centre visits • Increase in average length of stay of visits • Increase in the number of new businesses established and sustained. • Reduction in vacant town centre floor space • Increase in the number of jobs created • Increase in businesses operating in the early evening.



Priority: To promote and increase inward investment in Chorley

Context and issues

Chorley is an excellent business location with some outstanding existing sites including the Revolution at Buckshaw Village. The existing sites have been key to supporting economic growth in the borough over recent years, however work is now needed to take forward and develop the strategic and employment sites, identified in the LDF, in order to continue to drive economic growth and prosperity.

Chorley is ideally situated in close proximity to the M61 and M6 while also benefitting from regular direct rail connections to Manchester, Manchester airport and the Manchester city region. This may be further strengthened by a high speed rail link on the line between Manchester and Preston as part of the national 'high speed two (HS2)' programme. HS2 should be operational between Birmingham and London by 2026, extending to Northern England later in the second phase by 2032 - 33. While this is beyond the life of this strategy Chorley will need to work with partners in the region to ensure that we are in a position to benefit from the high speed link in terms of jobs, growth and prosperity.

Broadband speeds are, in general highest in urban areas. In Chorley almost 85% of households are in an area with connections between 2 and 20 megabits per second, however 15% have no or low capacity connections. While almost no areas yet have superfast broadband, Lancashire County Council has agreed a £62.5m deal to roll-out superfast broadband across the county. The project will extend fibre broadband across the county, reaching 97% of premises by the end of 2014. This has the potential to ensure that local businesses can become global businesses. It will ensure that firms remain here and it will also attract a more diverse range of high growth, high value companies to the area.

Within Lancashire, Chorley is one of four districts that have seen the most significant employment growth and Gross Value Added (GVA) per population over the last five to ten years.¹

¹ Lancashire County Economic Assessment 2011

Chorley has a higher than average number of jobs in the services and knowledge sectors and less in manufacturing compared with other districts in the region. The service sector, while being an important source of employment, is primarily low paid and low skilled work, as opposed to the knowledge sector which is seen as a key driver for future economic growth in the area.

The proposed changes to Business Rates in the Local Government's Finance Bill are currently progressing through the House of Lords and are expected to be enacted later this year. The Bill will see no change for businesses in the way their business rates are calculated, however it does incentivise Councils to grow businesses and encourage enterprise and job creation in their area, as Councils will get to keep 50% of the business rate income.

The Lancashire Enterprise Partnership together with BAE systems has been successful in achieving Enterprise Zone Status for the BAE sites at Samlesbury and Warton. This is expected to attract investment and employment into the region and as such provides an opportunity for encouraging investment in Chorley of supporting supply chain companies, particularly in the advanced engineering and manufacturing sectors.

Employment

Between 1999 – 2008 Chorley saw a 23.4% increase in employment growth, the second highest in Lancashire and well in excess of national and regional figures. Despite Chorley's strong performance in employment growth, there is a relative shortage of jobs in Chorley compared with other areas; the ratio of total jobs to population in Chorley is 0.66 per resident aged 16-64, which is lower than the Lancashire figure of 0.73.

Unemployment is less of an issue in Chorley than other areas, 19.4% (12,900 people) are economically inactive. This is below the regional (25.7%) and national (23.9%) averages. This is also shown through relatively low levels of working age people claiming job seekers allowance. In April 2012, Chorley's performance was 2.7% compared to the 4.6% regional rate, and 4% national rate.

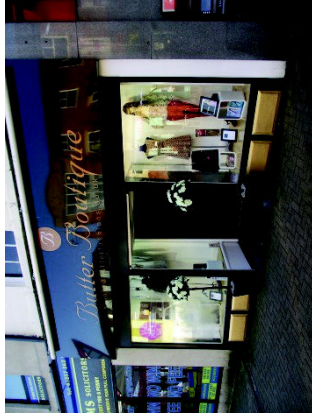
The median workplace earnings in 2011 were £464 per week. The median earnings based on residency in April 2011 were £477 per week. Both were above the regional average, but below the national average. This difference reflects the commuter flows for the borough; residents commute out of the borough to higher earning jobs, while jobs within the borough are paid at less than the county average.

Overall, Chorley is already in a strong position. It benefits from an excellent location and transport infrastructure, and a track record in business growth and survival, employment growth and above regional averages for work place earnings. Chorley's central location also

makes it attractive as a place to live, with many highly educated and skilled people choosing to live in the borough, but travelling out to neighbouring cities to work, which can be seen through the higher residency based earning figures.

The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success.

Long Term Outcome
To promote and increase inward investment in Chorley to support economic growth in the borough and provide a mix of well paid, high and low skilled jobs.
Key Actions 2012/13 – 2013/14
<ol style="list-style-type: none"> 1. Prioritise employment sites identified in the LDF and develop a plan for bringing forward development and inward investment. 2. Develop an inward investment marketing package for Chorley 3. Develop and implement a grant reward scheme to encourage inward investment to Chorley 4. Develop links with enterprise zones in the region and encourage inward investment of associated supply chain organisations. 5. Investigate the feasibility of creating an additional M6 Junction for Chorley between J27 and J28. 6. Monitor progress of the HS2 programme and establish links and respond to consultations as required.
Success Measures
<ul style="list-style-type: none"> • Increase in the number of new businesses established and sustained. • Increase in the number of jobs created/safeguarded. • Increase in the median workplace earnings (residency based) • Reduction in JSA claimants in Chorley • Increase in the amount of investment brought into the borough • Increase in the job density ratio within the borough • Increase in the number of businesses re-locating to Chorley. • Increase in the number of grants provided



Priority: To provide business support to new and existing businesses

Context

Chorley's location makes it an excellent place to start a business which can be seen through strong rates of growth in business stock. The 2010 figures for active enterprises show 350 business births, the fourth highest number of all the Lancashire districts. Over recent years much support has been given to business start-ups in the form of advice and grants. This has directly supported 137 new businesses to start up between 2010/11 and 2011/12.

In addition to strong business start-ups, Chorley also boasts above national average survival rates. In terms of the businesses directly supported by the Council 95% of businesses survive after one year, and 91% after two years, five year survival rates are above the Lancashire and regional averages.

Chorley is home to a number of 'Gazelles'. Gazelles are small, fast growing businesses that can create a high number of job opportunities. They are defined as companies that have experienced at least 60% growth in employment over a three year period. Of the 50 identified 'gazelle' businesses in Lancashire, five are in Chorley. Supporting the development of gazelle businesses is a key aspect in strengthening Chorley's economy; however these businesses require complex levels of support which can place much higher levels of demand on business support provision and public sector agencies.

The Council and partners endeavour to procure locally in order to support local businesses. The Council's joint procurement strategy already supports and encourages local and third sector suppliers (within legal constraints) to engage in procurement exercises. In addition the new Public Services (Social Value) Act 2012, once in force, brings in a statutory requirement for public authorities to have regard to economic, social and environmental well-being in connection with public services (not goods or works) contracts and for connected purposes.

A high percentage of the borough can be classed as rural, making the rural economy important to Chorley in terms of employment, food production and supply, supporting the tourism economy, and generally maintaining the beautiful countryside. As in many areas across the county poor profits in the agricultural economy are leading to a general trend in diversification of farming activities, but support and investment is needed in order to facilitate these changes.

The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success.

Long Term Outcome
To provide support to new and existing businesses
Key Actions 2012/13 – 2013/14
<ol style="list-style-type: none"> 1. Deliver small capital grants to support new business start-ups (£500-£1,000 each) 2. Develop and deliver a grant/reward scheme for expanding businesses which are creating/safeguarding jobs 3. Appoint a business adviser for existing business (three years plus trading) 4. Develop a business support infrastructure, including 'ask the expert' breakfast meetings and seminars. 5. Investigate provision of an enterprise hub managed workspace scheme. 6. Investigate support provision to social enterprises and identify gaps and requirements.
Success Measures
<ul style="list-style-type: none"> • Increase in the number of businesses sustained for 12, 24 months and beyond. • Increase in the number of jobs safeguarded • Increase in the number of new jobs created.



Priority: Supporting young people through education, training and fostering entrepreneurship

Context

Improving Chorley's economy is a long term goal, and while some actions can provide immediate support and impact, working with young people to foster entrepreneurship is a long term priority. The aim is to encourage and support young people of school age to achieve their potential, both in terms of educational attainment and wider skills. Alongside this, the actions to promote inward investment and support businesses should mean that Chorley can be more competitive in the offer of skilled and well-paid jobs to young people coming out of education and training, as well as supporting the entrepreneurs of the future to set up businesses in Chorley.

Education in Chorley is strong. Chorley has a well-qualified potential workforce: 33% of the population are qualified to Level 4 (Higher Education) or above (compared with 28.7% regional and 31.3% national). Only 7.8% of the population has no qualifications (compared with 12.1% regional and 11.3% national). 81.5% pupils achieve five or more GCSE A*-C, placing Chorley in the top quartile of the national rankings.

Chorley benefits from one of the top colleges in the country. Runshaw College, based across Chorley and South Ribble, came top in the country in the exam table league (2011) and is rated outstanding by Ofsted. Linking in with UCLan (University of Central Lancashire) the college now offers university courses in state of the art facilities. Also within Lancashire are Lancaster, UCLan, Edge Hill and Cumbria universities.

More work needs to be done in building relationships with schools and universities and developing Chorley as graduate location of choice. Many graduates from outside of the North West currently leave the area after studying and the second key aim of this priority is to attract more skilled graduates into the borough to live and work.

Despite strong educational attainment Chorley has seen a steady increase in the percentage of 16 to 18 year olds not in education, employment or training. Increasing NEET figures has been an issue nationally due to its strong link to the economic climate. For this reason much is being done both at a national and local level. The impact of unemployment on younger residents can also be seen in the percentage of 18 – 24 year olds claiming job seekers allowance which is a higher percentage than other age groups, however still below regional and national averages.

The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success.

Long Term Outcome
Supporting young people through education, training and fostering entrepreneurship to develop the Chorley’s businesses of the future or find employment in the borough.
Key Actions 2012/13 – 2013/14
<ol style="list-style-type: none"> 1. Deliver/organise the Chorley schools enterprise challenge, promoting entrepreneurship to pupils 2. Deliver the LSP NEET project. 3. Implement a programme of apprenticeships including RSL and private sector apprenticeship placements. 4. Establish links with Further Education/High Educational establishments within the region and local businesses to match skills and jobs and create opportunities for young people and local businesses. 5. Develop a jobs/career fair for young people.
Success Measures
<ul style="list-style-type: none"> • Reduction in the % of 16-18 year olds who are NEET. • Reduction in the number of JSA claimants between the ages of 18 – 24.



Priority: Reducing the gap in our most deprived communities

Despite Chorley's overall strong economic position, there are growing economic disparities within the borough, with some areas facing severe social and economic deprivation and high levels of worklessness contrasting with areas of considerable prosperity. The Indices of Multiple Deprivation published in March 2011 demonstrates that Chorley can now be considered to be more deprived comparative to other areas than when the Indices were last produced in 2007. Overall, Chorley is considered to be the 156th most deprived of 326 local authorities in England. The key cause behind this are increases in employment and income deprivation and a significant increase in the level of health deprivation in the borough.

Clearly, overall unemployment and work place earnings figures for Chorley are relatively strong, which indicates that the issues in the worst 20% areas are being masked by more affluent areas of the borough. To ensure that the whole borough benefits from a strengthened economy, this strategy needs to take these issues into consideration. By ensuring that the most deprived communities are included in improvements in jobs, skills and businesses; this strategy will also contribute to a reduction in deprivation, and improved life chances for residents.

Another factor for consideration is Chorley's ageing population. The level of over 65s has increased by 26% (2,658) since 2001 and now makes up 17% of Chorley's population.² It is estimated that this will rise further to 24.4% by 2020, which is above national and regional averages.³ While this generally means reduced numbers of economically active people in the borough, which can place additional pressure on public services, it can also create opportunities to utilise the skills and spending power of this age group in terms of part time working, volunteering and spending within the borough.

A lot of work is already being done across the borough and by a range of partners to tackle this issues, including early intervention and prevention work around families and health and wellbeing issues. These actions are covered by other strategies and projects; therefore the focus of this priority is to address employment and income deprivation in these areas.

² 2011 Census

³ Subnational population projections 2008, ONS.

The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success.

Long Term Outcome
<p>To reduce the gap in Chorley's most deprived communities and support them in becoming economically active and self-supporting. This will result in reductions in employment deprivation, income deprivation, health and disability deprivation, education, skills and training deprivation, and crime and disorder in Chorley's most deprived communities.</p>
Key Actions 2012/13 – 2013/14
<ol style="list-style-type: none"> 1. Establish a credit union for Chorley. 2. Carry out a review of what jobs are available in Chorley and what skills are required. 3. Develop a programme of targeted interventions in the most deprived areas including: <ol style="list-style-type: none"> a. Skills training b. Business start-up advice 4. Develop a 'Chorley Works' scheme to tackle unemployment by placing clients into work via a mixture of recruitment subsidies, travel expenses and diploma training 5. Deliver the Uplift time banking project with Lancashire County Council and Spice 6. Support a thriving Voluntary, Community and Faith Sector that can offer paid and/or volunteering opportunities to enhance job creation within the borough
Success Measures
<ul style="list-style-type: none"> • Chorley's most deprived wards will see a: <ul style="list-style-type: none"> ○ Reduction in the claimant count; ○ Reduction in those claiming for 6 months and over; ○ Reduction in unemployment levels; ○ Reduction in all crime figures; ○ Reduction in drug and alcohol admission rates; ○ Increase in affordable housing. • Increase in volunteering opportunities.



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Leader)	Executive Cabinet	22 November 2012

98-102 MARKET STREET - FORMER MCDONALDS SITE: PROPOSED REFURBISHMENT WORKS

PURPOSE OF REPORT

1. To update members on the purchase of and proposals for the future use and occupation of the former McDonalds site.

RECOMMENDATION(S)

2. That Members note the report.
3. That Members agree in principle to the proposal to refurbish 100-102 Market Street for retail units, agree to the demolition of 98 Market Street and the creation of a car park in the area between the Fleet Street Car Park and Gillibrand Street.

EXECUTIVE SUMMARY OF REPORT

4. Chorley Council previously made budget provision in the sum of £500,000 to fund the purchase of the premises at 98-102 Market Street, Chorley.
5. The purchase was completed on Friday 26 October the total costs of acquisition being £476,110 a saving on budget of £23,890.
6. Liberata have, on the Council's behalf undertaken some design work, providing 2 options on future use of the site. The preferred option is number 2 as it balances the needs of the Town Centre with a reasonable income stream.
7. The area at the rear of the site and bounded by Fleet Street Car Park on the South and Gillibrand Street on the north is an ideal site for a car park.
8. Number 98 Market Street, whilst having the appearance of being attached to the larger building is in fact a separate unit. This unit is in poor repair structurally and is recommended for demolition. It is not felt that any remedial works would prove cost effective.
9. It is proposed to make 100 Market Street a 2 floor retail unit with street frontage.
10. It is proposed to undertake refurbishment works to 102 Market Street (the former McDonalds site) to create an arcade access from Market Street to the proposed car park at the rear. There would be 2 street fronted retail units with a further ground floor unit to the rear fronting onto the arcade access. A fourth retail unit would be created on the second floor.
11. The estimated cost of these works would be in the order of £185,000.
12. It is estimated that, with full occupancy, the rental income from the units would be in the order of £36,500 per annum.
13. This report is not seeking authority to undertake the works. The proposal will be properly scoped and then brought to Cabinet for approval prior to any procurement process being entered into in accordance with the Council's Contract Procedure Rules.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 14. Market Street is a link between the two retail centres, Market Walk/ Market/ Booths and the proposed Asda development. On this basis retail is the better option for this site. The need in Chorley is for smaller retail sites rather than larger stores and it is appropriate to split the site into smaller units. The creation of the arcade provides a direct access to the car park behind and means a more attractive shop frontage.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 15. Create 2 retail units one at 100 Market Street and the other at 102 Market Street. Although a cheaper alternative to the recommendation there is not the need for a large retail unit in this location and there is concern over its subsequent letting.
- 16. Demolish the whole site and rebuild purpose built units. The existing units at 100 and 102 Market Street, are sound, and whilst they require some works the recommendation proposed is more cost effective.

CORPORATE PRIORITIES

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

Involving residents in improving their local area and equality of access for all		A strong local economy	X
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	

BACKGROUND

- 18. As part of the Council’s strategy to promote a vibrant town centre, Chorley Council allocated a budget to purchase the site 98-102 Market Street which includes the former McDonalds building.
- 19. The purchase was completed on 26 October with the costs of acquisition being £476,110, £23,890 within budget.
- 20. The area to the rear of the buildings is being developed into a temporary car park, contractors have been appointed to undertake the works and an application for planning permission regarding the change of use and access has been sought.
- 21. Conditions surveys of the buildings have been undertaken. The condition of 98 Market Street (the building on the corner with Gillibrand Street) is very poor and is recommended for demolition.
- 22. The remaining 2 units are in sound structural condition and capable of refurbishment.
- 23. The location is in a developing retail area. Market Street will be the primary conduit between the established Town Centre area comprising Market Walk, Booths and the Markets and the new development at Asda.
- 24. Street fronted retail units are idea for this location.
- 25. Liberata have put forward 2 options for the site with a 3rd mentioned without costings.

Option1

- 26. Provides for developing 100 Market Street into a single, 2 floor retail unit of approximately 99 sq m. The building at 102 Market Street would be made into a ground floor retail unit of approx. 326 sq m with office space on the first floor.
- 27. This would be the cheapest refurbishment option with the costs estimated at £119,000. However, larger retail units of this type are not sought after in the Town Centre at this time,

and whilst the combined potential rental income for the 2 units would be between £34,500 and £39,500, the advice from Economic Development was that the larger unit may be difficult to fill.

Option 2

28. Provides again for developing 100 Market Street into a single, 2 floor retail unit of approximately 99 sq m. The building at 102 Market Street would be converted into 3 ground floor retail units (2 with street frontage) and have an arcade style access to the car park at the rear through the building. The first floor would be converted into office space.
29. This is the preferred option. Having discussed with Economic Development the proposal is amended to change the office space on the first floor to retail, this can be combined with one of the units or be held separately. This type of starter unit are ideal for this location and there is a demonstrable need for them in Chorley.
30. The cost of the refurbishment works are higher, estimated at £185,000. However there is a greater likelihood of occupation meaning the potential rental income of £36,500 is more likely to be realised.

Option 3

31. This is not considered as an option as such but it is the demolition of the whole site and rebuilding, purpose built retail units. As the advice we have is that the structures of 100-102 are sound and capable of refurbishment this is not seen as a viable option.

RECOMMENDATION

32. The options report prepared by Liberata was general in approach and did not address the specific needs of Chorley Town Centre. The options have been discussed with Economic Development who are best placed to provide a view of the appropriateness of the proposal components.
33. After consideration and despite Liberata's recommendation in the options report it is felt that Option 2 is the most appropriate. This is because whilst option 1 may provide the best value to investment return, this assumes that the units will be filled. It is the view of the Economic Development Team that whilst it is true that there are fewer, larger retail units this is because of a lack of interest and need in this type of site. It should be noted that this particular site has stood empty since McDonalds vacated in excess of 10 years ago. This in itself is evidence that a site of this size is not required.
34. It is also proposed to change the use of the first floor of 102 Market Street from office space to retail. Again, whilst this location is suitable for office space, it is not necessarily attractive for offices, as evidenced by the number of vacant office sites within the Town Centre.
35. The recommendation at this time is for an in principle agreement to a refurbishment of the site in line with option 2 subject to the revisions to the design as outlined. This will enable the Council to commence scoping the works and also approaching potential tenants with a view to agreeing pre-lets which will enable the Council to work with the potential Tenants during the refurbishment works.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 37. At present we have been provided with estimated costs figures, so annual revenue account costs of the works cannot be estimated accurately. Based on the estimated costs, it is likely that capital financing charges should be less than the estimated rental income receivable from the retail units.
- 38. Following the tendering process the cost of the works will be clearer and this will be fed into the budget papers for 2013/14. As this is an in principle decision these considerations do not affect this paper.

COMMENTS OF THE MONITORING OFFICER

- 39. At this stage there is no restriction on adopting the recommendation. The decision to incur the expenditure for the refurbishment works is a key decision and should be properly reported to Cabinet and this can be done at the point of appointing a contractor. The position in relation to planning permissions should be properly investigated to ensure the correct use has been authorised.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Condition and Options Report	September 2012	http://democracy.chorley.gov.uk/documents/s31365/Report_on_MacDonalds_Site_formatted_Libera_Property_Services_Report_Template_v2_May_12.pdf	Town Hall

Report Author	Ext	Date	Doc ID
Chris Moister	5160	8 November 2012	FormerMcDonaldsSite



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	22 November 2012

REFRESH OF THE KEY PARTNERSHIPS FRAMEWORK

PURPOSE OF REPORT

- To present the updated key partnerships framework for approval.

RECOMMENDATION(S)

- That the updated key partnerships framework be approved.

EXECUTIVE SUMMARY OF REPORT

- This report summarises the changes made to the key partnerships framework and its monitoring arrangements. The framework has been refreshed to bring it up to date, make it clearer to understand and to ensure that any unnecessary or duplicated processes are removed.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)
(If the recommendations are accepted)

- To ensure that the Council has an up to date and robust framework in place to support the effective governance and monitoring arrangements of the Council’s key partnerships.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	√	A strong local economy	√
Clean, safe and healthy communities	√	An ambitious council that does more to meet the needs of residents and the local area	√

BACKGROUND

7. The Council’s key partnerships framework was first developed and approved in 2007 in response to Audit Commission feedback about the lack of satisfactory monitoring systems for the performance of the council’s key partnership arrangements.
8. The framework identified the extent of the Council’s key partnerships and put in place effective governance controls and monitoring arrangements to ensure the success of the partnerships and the achievement of the Council’s priorities.
9. Responsibility for the key partnerships framework and its monitoring transferred from Procurement to Policy and Communications in late 2011 as part of the review of shared financial services. This was in order to free up some capacity in the procurement team and strengthen the performance and equality monitoring, while also reducing the duplication in reporting.

SUMMARY OF THE CHANGES TO THE FRAMEWORK

10. The key partnerships framework was last updated in November 2011, however following the transfer of responsibility for the framework and its monitoring and reporting, the framework has been reviewed again.
11. This review was carried out in consultation with senior officers responsible for some of the key partnerships, the principal procurement officer, the Head of Governance and the head of shared assurance services.
12. The updated key partnerships framework can be found in appendix A, however a summary of the changes made are shown in the table below:

Task/Change	Reason
General update of the document.	The document was last refreshed in November 2011 and contains reference to Use of Resources which has now been abolished; equality impact assessment which have now been replaced with integrated impact assessments; and references to data quality and reporting protocols were also out of date.
Review the level of content in the key partnerships framework	Consultation with some of the council’s key contract managers has found there to be little need to add much more detail into the framework or duplicate other policy documents to which the framework refers.
Review of the wording, to make the document clear and easy to understand	The existing document was hard to read and overly complex in some places.
Review the list of key partnerships	The existing list contained some organisations which are no longer partners and also a number of missing partners, including South Ribble. Additionally, key suppliers have also been included in the list of key partnerships due to the impact their failure or failed relationships could have on the organisation.
Remove the annual request for key partners to sign up to the key partnership framework	The key partnership framework should be an overarching document, which is primarily used in the initial stages of developing new partnerships. If a contract is being used then it is expected that it will cover all elements of the key partnership framework and more, thereby superseding the need to sign up specifically to the framework. If a contract is not

	relevant for the key partner then control measures and governance arrangements should be set out in a memorandum of understanding. While governance arrangements should be monitored on an on-going basis, key partners will not be asked to provide formal annual statements unless there are significant changes are made to the framework or policies within it.
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- 13. The website currently has a copy of the key partnerships framework and list of key partners. These will need updating on approval of the refreshed framework, and links to the related governance policies should also be checked and updated as necessary.

PROPOSED CHANGES TO THE MONITORING ARRANGEMENTS

- 14. Part of the reason for reviewing the framework was to also review the monitoring arrangements that were in place for each of the partnerships and to ensure that monitoring wasn't duplicated.
- 15. It was felt that where key partners already have strong governance and reporting arrangements in place then the key partnership reporting should not duplicate these. Examples include the Chorley Partnership and Waste Management Partnership.
- 16. The list of key partnerships in the framework (appendix A) now also includes details of how each partnership is currently monitored, as well as identifying those where additional monitoring is recommended. This is to provide clarity and transparency to key partners, senior officers responsible for the key partnerships and also for members.

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. There are no financial implications associated with this report.

COMMENTS OF THE MONITORING OFFICER

- 19. There are no comments.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Framework for Partnership Working	February 2011	http://democracy.chorley.gov.uk/documents/s31109/FrameworkforPartnershipWorkingUpdatedFeb2011.doc.pdf	Online

Report Author	Ext	Date	Doc ID
Rebecca Huddleston	5779	16 th October 2012	Key Partnerships Monitoring Report Nov 12

Key Partnerships Framework

November 2012



Introduction

Effective partnership working is key to the successful delivery of outcomes for Chorley. The purpose of this framework is to ensure that the key partnerships that the Council is involved in have good systems of governance. The framework ensures that for each partnership:

- we are clear about its purpose and expected outcomes when entering into partnerships;
- our own agreed priorities and objectives are being met;
- there is clarity about accountability and responsibility for outcomes;
- partnership activity and outcomes are monitored, reviewed and evaluated to ensure best use of resources; and
- risks for the council and for the partnership are assessed, agreed and managed.

The following associated documents provide more detail about some of the areas covered in this framework:

- The constitution of the Council
- Procurement strategies and policies
- Risk management framework and template
- Data quality policy and charter.
- Equality Scheme
- Adults safeguarding policy
- Safeguarding children policy
- Whistleblowing policy
- Anti fraud and corruption strategy

All of the documents above can be found on the Council's website.

What is a key partnership?

Partnership working is a potentially powerful tool for tackling difficult policy and operational problems that local agencies and organisations face. It can also be a productive way of achieving more efficient use of resources.

A partnership is an agreement between two or more independent bodies to work collectively to achieve an objective. This may include organisations that have:

- Contractual arrangements with organisations, both to provide services on behalf of the council and also to supply the council with products and services to support the smooth running of council services.
- Organisations for various sectors that the Council brings together to improve outcomes for local people by working together, such as the Chorley Partnership and related groups.
- Partnerships which are required under legislation such as the Children's Trust and Community Safety Partnership.
- Joint committees with other authorities, that have been established to oversee joint activities should as the shared financial and assurance services between Chorley and South Ribble.

Chorley's existing key partnerships

The council is involved in many partnerships, with many different partners. Clearly some partnerships are more important than others in terms of:

- Their impact on the deliver of the council's strategic objectives;
- The extent of the council's reliance on its partners to deliver core services
- Their financial value
- The scale of human and other resources involved
- The length/timescales of the commitment

- Where there is a significant degree of innovation/risk.

Taking these factors into account the list of key partnerships and their monitoring arrangements are set out in appendix A.

It is important to differentiate between these and other partnerships as the degree of governance and risk management that needs to be applied should be scaled accordingly. This list will be kept under review and amended by Policy and Communications to reflect any change in status or to accommodate important new partnerships.

Establishing new key partnerships

The Council's strategic objectives and long term outcomes are set out in the Corporate Strategy. Before entering into any new form of partnership working it is essential to be able to demonstrate clear linkage with strategic objectives. This is to ensure that resources are not unnecessarily diverted away from delivering on key priorities and targets by becoming involved in peripheral activities that do not tangibly contribute to the delivery of the Corporate Strategy.

Any proposal to enter into a new key partnering arrangement should be formally reported to and approved by Executive Cabinet. The reports should demonstrate:

- The consultation and/or procurement processes that have been followed;
- The partnerships impact on the Council's priorities;
- Consideration of the Council's exposure to risk and the potential liabilities that could be imposed on the Council. (This should include any issues raised in commercial credit checks);
- The intended structure and reasons for it;
- The resource implications of the partnership in terms of cost and staff time;
- any insurable risks and clarify responsibility and ownership;
- Governance and risk management arrangements, including terms of reference for the partnership; and
- Member and officer accountabilities and/or roles and responsibilities.

Partnerships also need to demonstrate:

- Fitness for purpose;
- Value for money; and
- Added value.

Governance arrangements

The success of any partnership depends largely on having an effective system of governance and control in place. Following approval to establish a new key partnership, control measures and governance arrangements should be set out in a memorandum of understanding/agreement that should be approved by the Head of Governance.

The agreement is only required where more detailed contracts are not already in place.

Any agreement should include or provide assurances on the following points:

Aims and objectives of the partnership

The agreement should be underpinned by a common vision that is understood and agreed by all partners. The agreement or contract should contain agreed objectives and outcomes and should be clearly aligned to the Council's strategic objectives.

Roles and responsibilities

There needs to be clarity over the roles and responsibilities of the Council and the key partners which should be supported by clear reporting lines and a decision making framework.

Where appropriate the roles and responsibilities of members of the partnership should be detailed. It may be appropriate to talk more generally about what the public, private or voluntary, community and faith sector members each bring to the partnership as groups and the area of partnership activity that they will be responsible for delivering. Consideration should also be given to:

- The number and representatives from the partnership organisations.
- Who chairs and vice chairs the partnership;
- How often membership is reviewed.

Decision making procedures

A partnership's work can be seriously impeded if decisions have to be separately ratified by the partners in advance and if the partners' decision-making processes or timetables do not fit well together. Therefore, the key partnership representatives should have sufficient authority to commit their organisations to a particular course of action. Partnerships should also plan their work carefully so that they know well in advance when decisions with significant policy or financial implications will need to be made. It is vital that all partners have sufficient time to evaluate the implications of major prospective decision and to consider their own legal and financial advice.

Code of Conduct

All members and officers will need, at all times to demonstrate high standards of personal behaviour and comply with the principles contained within the officer's code of conduct and member's conduct of conduct. These documents are published on the council's website as appendices to the Council's constitution.

In addition to members and officers we also expect partners to demonstrate high standards of honesty, integrity, objectivity, openness, personal judgement, respect for others and a strong commitment to achieving the goals and common vision of the partnership. While we cannot require partners to commit to adhering to the Council's code of conduct it is likely that partnership representatives will be subject to their own contracts of employment, which will include the need to ensure high standards of behaviour.

Whistleblowing Policy

The Council's whistleblowing policy provides a safe and anonymous approach to raising concerns about possible malpractice. Examples of what this may include are:

- conduct which is an offence or a breach of the law,
- disclosures related to miscarriages of justice,
- health and safety risks, including risks to the public as well as other employees
- damage to the environment
- the unauthorised use of public funds
- misreporting of performance information
- possible fraud and corruption
- other unethical conduct

The Policy applies to

- all employees of the Council
- all other people working for the Council such as agency staff and consultants; and
- Elected Members of the Council.

The Council should take active steps to ensure that key contractors providing services on behalf of the Council either have their own whistle blowing arrangements in place or adopt the Council's.

Anti Fraud and Corruption

Chorley Council is committed to combating fraud and corruption and promoting a 'zero tolerance culture', whether the perpetrators are internal or external to the Council. The Council is very mindful of the increased importance of working with partners in all areas of its activities. In these circumstances the Council will ensure that its partners and all companies with whom it is contracted, will be fully informed of the procedures it has in place to combat fraud.

Equality and Diversity Monitoring

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

It is important that the Council continues to work with partner organisations to promote the values and bring about the visions of valuing diversity. As such an Integrated Impact Assessment should be carried out where any change in service of process is proposed.

In addition the agreement should include a statement on how the partnership will operate on the basis of principles that actively value the benefits of diversity and ensure fair treatment and equality of opportunity.

Data Quality

As the council works in partnership with other organisations, and relies on the information that they supply to make decisions about resource investment and performance management, it is critical that this information is of a high quality. The following steps must be taken to support strong partnership data sharing arrangements:

- A partnership data quality charter has been developed that should also be signed by all of the council's key partners;
- Where appropriate copies of organisations data quality strategies and procedures should be obtained;
- Staff obtaining data from a third party should also request any supporting evidence they need to assure themselves of the quality for the data provided by the partner; and
- If errors in shared data are uncovered all partners any errors highlighted to other partners who may use the data.

Risk Management

Partnership working is often about accepting higher risks and sharing risks as part of developing new ways of working. This needs to be balanced against the acceptable risk levels for each of the organisations involved. However partnership working can also offer additional ways of reducing or eliminating risk. Good risk management is key to delivering successful outcomes. Stakeholders in the partnership should achieve a common understanding of:

- The potential adverse conditions or opportunities associated with achieving partnership objectives;
- Their relative seriousness or where opportunities exist; and
- How adverse conditions can be managed or opportunities exploited.

This should be captured in a joint risk register, established between the Council and the partners using the Council's risk register template.

When completing the risk register, consideration should be given to each of the points within this governance section, in addition to other relevant operational risks.

Sustainable Procurement and Local Spend

Sustainable procurement is a process whereby organisations meet their needs for goods and services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits to society and the economy, whilst minimising damage to the environment. The Council and its partners play a vital role in furthering sustainable development through the procurement and management of its supply chains. Officers should work with partners to achieve sustainability and environmental objectives and extend sustainability improvements throughout the supply chain, in compliance with the Council's sustainability procurement policy.

The Council's joint procurement strategy also states that wherever possible and practical (within legal constraints), support local and third sector suppliers by encouraging them to engage in appropriate procurement exercises.

Safeguarding Children

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

The Council's safeguarding children's policy sets out the Council's guidance on best practice in dealing with children and young people, protection procedures and specifies the roles and responsibilities of the Council's representatives for whom this policy is mandatory.

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

Safeguarding Vulnerable Adults

Chorley Council is committed to safeguarding vulnerable adults and to ensuring any concerns that staff and representatives of the Council may have are assessed and appropriately dealt with. We expect all Council representatives, colleagues and partners to share this commitment.

The Council's Adult Safeguarding policy sets out the Council's guidance on best practice in dealing with concerns about vulnerable adults and specifies the roles and responsibilities of the Council's representatives in regard to dealing with, and escalating if necessary, any concerns. The policy has been developed in line with 'No Secrets' (DoH 2000) guidance.

Business Continuity Arrangements

Mangers should ensure that effective, relevant business continuity arrangements are maintained throughout the life of the partnership.

Dispute prevention and resolution controls

There is a risk that a partnership may be over reliant on key people to the extent that if they are absent or actually leave, the partnership itself may become under threat. The partnership agreement should also contain agreement variation and dispute resolution mechanisms so that if problems arise they are resolved quickly and amicably.

Exit Strategies

There is the potential for any partnership to fail. The Council should protect itself from this eventuality by developing a clear exit strategy for all of its key partnerships in order to mitigate the financial, reputational and other risks that could materialise. Notice periods and exceptions to notice periods should also be included.

Monitoring and review arrangements for key partnerships

In terms of performance monitoring and reporting, the Council needs to be publicly accountable for all its key partnership arrangement by regularly reporting on progress to members. Formal reports should be submitted to Executive Cabinet at least bi-annually setting out how the partnerships objectives and outputs have been delivered, what outcomes this has supported and any other issues which need to be brought to members' attention.

Where key partnerships do not already have arrangements in place to report to Executive Cabinet on a bi-annual basis, policy and communications will work with relevant services to produce a bi-annual performance report on the key partnerships. Appendix A, clarifies which of the key partnerships this is applicable to. The key partnerships performance report should inform members of:

1. The performance of the Council's key partnerships against targets set for the current year;
2. Any emerging issues including whether contracts are on budget;
3. An assessment of key partners strength and stability; and
4. An update on the changes to our key partnerships.

At an officer level, managers responsible for key partnerships must check that partner organisations continue to have effective governance arrangements in place and it is recommended that governance arrangements are included on the agenda of partnership meetings at least on an annual basis.

In addition to regular monitoring of performance all existing key partnerships need to be reviewed every three years for continuing relevance to the Council's priorities. There are two aspects to this:

1. Review of the partnership itself; providing assurance that effective governance arrangements are in place and that its outcomes performance are monitored and evaluated.
2. The council must decide whether its requirements are being met and be assured that the partnership is effective.

A timetable of reviews will be coordinated by Policy and Communications but the reviews themselves should be led by the appropriate service.

Policy and Communications will also take responsibility for monitoring and reviewing the overall key partnerships framework.

Managers' Responsibilities

Managers responsible for key partnerships must adhere to this framework, which specifically includes:

- Reporting any proposal to enter into a new key partnering arrangement to Executive Cabinet, incorporating all of the points identified in the 'establishing a new key partnership' section of this framework.

- Establishing a memorandum of understanding, covering the governance arrangements of the partnership and the partnership organisations, on approval of a new key partnership, and gain approval from the head of governance.
- Ensure effective and regular monitoring arrangements are in place, as per the monitoring and review arrangements for key partnerships section within this framework.

Appendix A - List of Key Partnerships and Monitoring Arrangements

Partnership	Lead Service	Remit	Monitoring Arrangements	Additional monitoring required?
The Chorley Partnership (LSP)	Policy and Communications	To work on a multi-agency basis in coordinating a local approach to improving outcomes for local people and in particular delivering the sustainable community strategy.	Quarterly performance monitoring reports are presented to the Chorley Partnership and Executive Cabinet.	No
Active Nation	Streetscene and Leisure Contracts	The management of the Council's indoor leisure facilities and to increase the number of centre users.	<ul style="list-style-type: none"> Monthly operational meetings are held with the contractor. Twice yearly partnership board meetings to which the Executive Member is invited. Capital programme monitoring reports include expenditure on the leisure centre buildings. Expenditure over £75k on the buildings will normally require an Executive Member decision or report to Cabinet. 	Yes
Veolia	Streetscene and Leisure Contracts	To provide a waste and recycling collection service and deliver service improvements throughout the lifetime of the contract.	<ul style="list-style-type: none"> Regular operational meetings are held. Quarterly partnership board meetings to which the Executive Member is invited. Proposed changes to service are reported to Executive Cabinet. 	Yes
Glendale	Streetscene and Leisure Contracts	Management of Duxbury Park golf course.	<ul style="list-style-type: none"> Regular operational meetings Twice yearly partnership board meetings to which the Executive Member is invited Additional reports are also presented to Executive Cabinet on major proposals i.e. course improvements, access road 	Yes
Lancashire Waste Partnership (LWP)	Streetscene and Leisure Contracts	To coordinate waste management across the county	<ul style="list-style-type: none"> Regular officers meetings. Thrice yearly LWP meetings for the Executive member. Major changes i.e. adoption of waste strategy, changes to cost share would go to Cabinet or be an Exec member report. 	No
Liberata	Governance	To provide a professional property management and	Bi-monthly partnership meetings at an officer level.	Yes

Partnership	Lead Service	Remit	Monitoring Arrangements	Additional monitoring required?
		maintenance service.		
Select Move	Strategic Housing	To provide a sub-regional choice based lettings scheme with a common allocations policy	<p>There are monthly Steering Group meetings which the Housing manager (Options) usually attends and this is where any significant issues are raised and where decisions are made. This is the group which oversees the policy.</p> <p>Quarterly reports are produced to summarise performance and customer satisfaction surveys are also done periodically.</p> <p>There is also an operational group which meets monthly to discuss process/consistency etc.</p>	Yes
Capita Business Services Ltd	Customer, ICT & Transactional Services	Revenues and Benefits software system solution	Regular meetings with suppliers	Yes
Northgate information solutions	Customer, ICT & Transactional Services	Provision of docs online managed service	Regular meetings with suppliers	Yes
IDOX	Customer, ICT & Transactional Services	Provision of planning, land charges, environment and licensing software.	Regular meetings with suppliers	Yes
Blackpool Council	HR&OD	To provide a payroll and expenses service for all employees and elected members.	Regular service review meetings with Blackpool and finance check and monitor the invoices that come in	Yes
Shared financial and assurance services	CEO / Shared Financial Services	Shared financial and assurance services	A joint committee is held on a regular basis to monitor performance of the shared service.	No
Civica	Shared Financial Services	To provide the core financials system software licence and maintenance.	The contract is monitored by exception through the shared service performance report, reported to the joint committee.	Yes

Chorley Council



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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	22 November 2012

REVENUE BUDGET MONITORING 2012/13 REPORT 2 (END OF SEPTEMBER 2012)

PURPOSE OF REPORT

1. This report sets out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2012/13.

RECOMMENDATION(S)

2. That the contents of the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. The Council expected to make overall target savings of £200,000 in 2012/13 from management of the establishment. I am please to report that excellent progress has been made in this area and the full savings target for 2012/13 has been achieved.
4. The projected outturn currently shows a forecast underspend of around £312,000 against the budget. No action is required at this stage in the year.
5. The Council's Medium Term Financial Strategy proposed that working balances were to be no lower that £2.0m due to the financial risks facing the Council. The current forecast to the end of September shows that the General Fund balance will be around £2.334m. This puts the Council in a strong position and should help to mitigate against future risks associated with the Local Business Rates Retention scheme from April 2013.
6. Projects to improve Chorley Town Centre, to be funded from the £300,000 reserve created for that purpose, have commenced.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

7. To ensure the Council's budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. None.

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	√

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

BACKGROUND

- 10. The Council’s approved revenue budget for 2012/13 included target savings of £200,000 from management of the establishment.
- 11. The June budget monitoring report recommended the use of General Balances to create a specific earmarked reserve for use in 2012/13. A sum of £300,000 was approved for investment in the Town Centre. Work has already started in a number of areas including:
 - Market Street reopening – estimated cost £40,000
 - Conversion of newly acquired land at Gillibrand Street to extension of Fleet Street Car Park - estimated cost £40,000

These costs are not included in Appendix 1 as they are being funded from the Town Centre Investment Reserve without any impact on the forecast outturn.

- 12. Also approved in the June report was the use of underspends on existing staffing budgets to fund the creation of an additional Business Advisor post. This will provide a service for existing businesses that have been trading for more than three years.

CURRENT FORECAST POSITION

- 13. Set out in Appendix 1 is the summary provisional outturn position for the Council based upon actual spending in the first six months of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service directorate figures are attached. These can be viewed [here](#) and are also available as hard copies for inspection in the Members’ Room.
- 14. In the period to the end of September we have already identified the full £200,000 of contributions towards the annual corporate savings targets for 2012/13. This is in the main as a result of vacant posts, some of which will remain vacant throughout the year pending the outcome of departmental restructures. The main savings that have been identified are analysed by directorate as £110,000 as a result of savings from within the Chief Executive & Transformation Directorate and £90,000 for People & Places Directorate.
- 15. In my report to the Executive Cabinet of 16 August I advised on the projected outturn for 2012/13 which outlined a forecast underspend of £255,000 based on information to the end of June. The forecast has since been updated and the projected outturn shown in Appendix 1 forecasts an underspend against the budget of £312,000. The significant movements since the last report are shown in the table below. Further details are contained in the service unit analysis available in the members’ room:

ANALYSIS OF MOVEMENTS**Table 1 – Significant Variations from the last monitoring report**

Note: Further savings/underspends are shown as ().

	£'000	£'000
Expenditure		
Staffing costs	(27)	
United Utilities review of wastewater charges	(51)	
Bus Shelter refurbishment	(23)	
Street Furniture replacement	(10)	
Leasing/Hire of Vehicles and Plant	(20)	
Utilities (Gas, Electric)	(23)	
Refuse Collection - Civic Offices	(12)	
IT Software Licences & Maintenance	41	
Other Expenditure	<u>(17)</u>	
		(142)
Income		
Planning Fees	50	
Cemetery Income	20	
Change in Parking Tariffs Proposal	(21)	
Rental Income (Investment Portfolio)	(16)	
Lease/Rental of Council Offices	(11)	
Cotswold Rental Income	(10)	
LCC income - roundabout maintenance	(12)	
Working together with families	(10)	
Other Income	<u>(5)</u>	
		(15)
Corporate Savings (Management of Establishment)		100
Net Movement		(57)

16. An additional saving of £27,000 on staff salaries has been achieved in the period to the end of September from across the Council's directorates. This has helped to contribute towards the transfer of a further £100,000 to the corporate savings target in quarter 2 resulting in the full savings target for 2012/13 being achieved.
17. In recent months a number of issues have been raised with United Utilities Water Plc where it appeared that charges for surface water and highway drainage were being duplicated or made on the wrong tariff. United Utilities have initiated a review which is now almost complete resulting in both one-off refunds for overpaid accounts and amendments to charges as a result of now charging on a site area basis rather than a rateable value basis. The current forecast is for a saving of around £51,000 against the budget in 2012/13 with a recurrent saving of around £14,000 for future years. The saving figure may increase as there are still one or two issues to resolve and Members will be updated accordingly once the review is completed.

Members should be aware however that United Utilities have indicated that the new charging mechanism should have applied to other council properties, such as parks and cemeteries, and is proposing to charge for these new sites in future years. Negotiations are still on-going but the potential impact for the Council is an increase in charges of between £40,000 and £80,000 per annum to be phased in over the next 7 years.

18. Included in the base budget for 2012/13 was a one-off growth item of £75,000 for a programme of repair, refurbishment and replacement of Chorley Council owned bus shelters. The final quotes have now been received and it is anticipated that the total cost of the work will be around £23,000 less than budgeted. A further £75,000 was also included in the base budget for the refurbishment and replacement of 300 bins within the borough. The final quotes for this work have been received at £10,000 less than the initial estimate.
19. The current leasing and hire commitments for vehicles and plant used by the Streetscene Delivery Teams have now been assessed for 2012/13 in line with the Council's fleet replacement programme. The cost of existing lease and hire arrangements have been taken into account resulting in a forecast underspend of around £20,000 against budget in the current year.
20. Over the last 12 months the Council has been involved in discussions with energy suppliers for gas and electricity in an attempt to receive more accurate billing information based on actual rather than estimated meter readings. In certain instances the meters have also been misread by the suppliers leading to incorrect bills being issued. A number of these issues have recently been resolved resulting in revised invoices and refunds on certain accounts. As a result, the forecast for 2012/13 is for an underspend of around £23,000 against the budget.
21. Earlier this year the Council negotiated a new contract with Neales Waste Management for refuse collection in respect of the Civic Offices, replacing the previous arrangement with Veolia (UK) Ltd. This has achieved part year savings of around £12,000 in 2012/13 and around £15,000 for 2013/14 and future years.
22. One area where the Council is forecast to overspend this year is on IT Software Licences and Maintenance. One-off costs pertain to a dispute with software suppliers ESRI (UK) Ltd in relation to Oracle licencing costs. A license resolution charge of £36,858 has been agreed to settle the dispute which will be recovered from on-going licencing costs. The impact on the Council's finances will ultimately be cost neutral.

In addition, the Council recently experienced a period where the IT systems were unavailable and specialist out of hours external IT support was needed to resolve the issue, costing around £5,000. It should be noted however that both of these items of expenditure are one-off in nature and the total cost of around £41,000 can be met from within existing 2012/13 budget resources.
23. One of the most significant changes to report is the forecast outturn position for Planning Fees. Income received for Planning Application Fees over recent months has been significantly below budgeted levels, particularly for the month of September where income was around £40,000 lower than anticipated. Figures for April to July were positive as income levels were in line or ahead of targets but this position changed for August and September. The latest forecast is for fee income to be around £550,000 for the year compared to the 2012/13 budget of £600,000. This position will be monitored closely over coming months and Members advised accordingly.
24. Another area where the Council is forecast to under achieve against its income budgets set for 2012/13 is in relation to Cemetery fees. Income levels for the first six months of the year are down compared with the budget and also the 2011/12 income for the same period. The latest forecast is for a shortfall in income of around £20,000 in the current year.

25. In the June monitoring report I outlined the Council's proposal to introduce revised car parking tariffs on a trial basis from September 2012 to January 2013 resulting in an estimated loss of income at the time of writing of around £42,000. However, the proposals were subsequently modified leading to a revised estimate for the loss of income of around £21,000 during the five month trial period.
26. Also mentioned in the last report was the potential loss of rental income from commercial units at Chorley North Industrial Estate following the decision by a tenant of three of the units to give notice to terminate their leases. The forecast was for a shortfall in income of around £14,000 but on the assumption that the units would be re-occupied by the start of the new calendar year. I am pleased to report that new tenants have already been found for the three units resulting in no major loss of income for 2012/13. Additional minor income relating to other properties is also included in the latest forecast resulting in an overall improvement of £16,000 compared to the position reported in June.
27. Additional income is also forecast for 2012/13 from the lease/rental of Council Offices. HMRC are currently occupying office space at Union Street whilst the Gillibrand Street offices are being sublet to the Probation Service. Assuming that both tenants remain in occupancy to the end of the financial year, additional income of around £11,000 should be received, £6,000 from HMRC and £5,000 from an increase in the rent charged for Gillibrand Street above the budgeted level of £50,000.
28. The 2012/13 rental income budget for Cotswold House includes an assumption regarding the level of empty flats (voids) during the year. During the first quarter, large scale room refurbishment at Cotswold increased void levels to 24.7% compared to the budget allowance of 20%. The second quarter has seen occupancy increase and voids for this period have dropped to 15.4%, thus reducing the potential shortfall of income from £18,000 to £8,000. It is assumed quarters 3 and 4 will be within the budget allowance of 20% voids.
29. An agreement has been reached with Lancashire County Council, as part of the public realm working, for Chorley Council to carry out maintenance of the roundabouts within the borough in return for a share of the income received from roundabout advertising. The Council will receive £12,000 per annum from the agreement with associated costs being absorbed within existing budgets.
30. The Council will also receive a further £10,000 from LCC in respect of the Working Together with Families initiative. This is a transformational working initiative for which Chorley Council is carrying out the administration of the Local Management Board. It is anticipated that any associated costs will relate to staff time and will be met from within existing budget resources.
31. One issue for Members to be aware of is the funding arrangements for this years' Christmas events. Plans are well under way for the Christmas lights switch on event and the additional activities planned for the town centre each Saturday in the run up to Christmas. Sponsorship has already been secured from Market Walk and Chorley Nissan which has increased the budget available by around £7,000 to help fund the activities. Final costs for this year's events have not yet been finalised but in the event of any funding shortfall it is proposed that the balance remaining in the Olympic Torch Relay budget be used to cover the costs. The final costs for this event came in at around £17,000 compared to the budget provision of £40,000. This leaves a balance of £23,000 uncommitted and available for use if required.
32. A further issue to note is the receipt of a Special Government Grant from the DCLG to finance the implementation costs for localisation of council tax support. The Council has received a grant in the sum of £84,000 as a billing authority to help prepare for the new scheme which takes effect from 2013/14 onwards. The grant will be used to fund the necessary software upgrades and consultation costs required to implement the scheme.

GENERAL FUND RESOURCES AND BALANCES

33. With regard to working balances, and as per Appendix 1, we started the year with a balance of £2.264m. The current forecast to the end of September shows that the General Fund balance will be around £2.334m. The approved MTFs proposes that working balances are to be no lower than £2.0m given the budgetary challenges facing the Council. However, given that there still remains a great deal of uncertainty for the Council’s income streams following the implementation of the local Business Rates retention scheme from April 2013 it would be prudent at this time to maintain balances at this higher level to help mitigate this risk.

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

35. The financial implications are detailed in the body of the report.

COMMENTS OF THE MONITORING OFFICER

36. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond	5488	29/10/12	

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
General Fund Revenue Budget Monitoring 2012/13 Forecast to end of September 2012											
Chief Executive & Transformation Partnerships, Planning & Policy	6,210,360		(127,030)	386,780	6,470,110	(110,000)		6,360,110	6,193,420	(166,690)	-2.6%
People & Places	779,900		154,090	35,340	969,330	-		969,330	1,054,330	85,000	8.8%
	6,454,280		(27,060)	167,690	6,594,910	(90,000)		6,504,910	6,360,910	(144,000)	-2.2%
Directorate Total	13,444,540	-	-	589,810	14,034,350	(200,000)	-	13,834,350	13,608,660	(225,690)	-1.6%
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	203,460				203,460			203,460	232,350	28,890	14.2%
Benefit Payments	68,880				68,880			68,880	65,240	(3,640)	-5.3%
Corporate Savings Targets											
Management of Establishment	-			(200,000)	(200,000)	200,000		-	-	-	-
Reduction in Pension Rate	-			-	-	-		-	-	-	-
Efficiency/Other Savings	-			-	-	-		-	-	-	-
Total Service Expenditure	13,716,880	-	-	389,810	14,106,690	-	-	14,106,690	13,906,250	(200,440)	-1.4%
Non Service Expenditure											
Contingency Fund	-			200,000	-			-	-	-	-
Contingency - Management of Establishment	(200,000)										
Efficiency/Other Savings	-										
Revenue Contribution to Capital	-			492,630	492,630			492,630	492,630	-	-
Net Financing Transactions	304,350				304,350			304,350	196,350	(108,000)	
VAT Shelter Income	-			-	-			-	-	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-			-	-			-	-	-	-
Parish Precepts	567,220				567,220			567,220	567,220	-	-
Total Non Service Expenditure/Income	671,570	-	-	692,630	1,364,200	-	-	1,364,200	1,256,200	(108,000)	-2.0%
Forecast underspend earmarked for transfer to reserves											
Total Expenditure	14,388,450	-	-	1,082,440	15,470,890	-	-	15,470,890	15,162,450	(308,440)	-2.0%
Financed By											
Council Tax	(6,969,390)				(6,969,390)			(6,969,390)	(6,969,390)	-	-
Grant for freezing Council Tax	(318,000)				(318,000)			(318,000)	(321,357)	(3,357)	
Aggregate External Finance	(5,883,290)				(5,883,290)			(5,883,290)	(5,883,288)	2	
New Homes Bonus	(1,044,250)				(1,044,250)			(1,044,250)	(1,044,254)	(4)	
LAA Reward Grant (PRG)	(89,000)				(89,000)			(89,000)	(89,000)	-	
Local Services Support Grant	(71,470)				(71,470)			(71,470)	(71,470)	-	
Collection Fund (Surplus)/Deficit	(40,000)				(40,000)			(40,000)	(40,000)	-	
Use of Earmarked Reserves - capital financing	-			(480,600)	(480,600)			(480,600)	(471,460)	9,140	
Use of Earmarked Reserves - revenue expenditure	(31,000)			(601,840)	(632,840)			(632,840)	(641,980)	(9,140)	
Transfer to Earmarked Reserves - PRG/AVSI	-							-	-	-	
Budgeted Contribution to General Balances	57,950				57,950			57,950	57,950	-	
Total Financing	(14,388,450)	-	-	(1,082,440)	(15,470,890)	-	-	(15,470,890)	(15,474,249)	(3,359)	0.0%
Net Expenditure	-	-	-	-	-	-	-	-	(311,799)	(311,799)	
General Balances Summary Position											
General Fund Balance at 1 April 2012											
Budgeted Contribution to General Balances				2,000,000	2,263,890						
Transfers to Earmarked Reserves - Town Centre Investment					57,950						
Provisional (Over)/Under Spend					311,799						
Forecast General Fund Balance at 31 March 2013				2,000,000	2,333,639						

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	22 November 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 proposed budget changes and the rephasing of expenditure to 2013/14.
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 proposed amendments to the Capital Programmes for 2012/13, 2013/14 and 2014/15, as presented in columns (3), (7) and (10) of Appendix 1.
4. That the Council be recommended to approve the rephasing of capital budgets between 2012/13 and 2013/14, as presented in columns (2) and (6) of Appendix 1.

EXECUTIVE SUMMARY OF REPORT

5. Council of 25th September 2012 approved the increase in the 2012/13 to 2014/15 Capital Programme from £14,176,270 to £14,322,860. The £146,590 increase was in respect of schemes in 2013/14 to be funded with contributions from developers: affordable housing - £53,700; and play, recreation and public open space projects - £92,890. In addition, £57,440 of the Housing Renewal budget was allocated to Disabled Facilities Grants in 2012/13; and £201,730 of that budget was rephased to 2013/14 and the same amount to 2014/15 to fund DFGs. Rephasing of £90,000 of the affordable housing budget was required because the contribution to finance it had not yet been received.
6. It is now recommended that the programme should be increased by a further £72,030 to £14,394,890. It is recommended that the budget for additional and replacement refuse and recycling bins should be increased by £78,000. The Housing Renewal budget should be increased by £3,170 to "recycle" a repaid grant. Repairs and minor improvements totalling £9,140 should be moved to the revenue budget.
7. The acquisition of 98 - 102 Market Street and adjacent land on Gillibrand Street has been completed under budget. The saving of £23,890 should be transferred to the Planned Improvements to Assets budget towards the cost of developing the site.
8. Agreement has not yet been reached to construct the Chorley East Health Centre, so it is recommended that budget provision should be rephased to 2013/14 because of the reduced possibility of completing the project during 2012/13. The effect on the revenue budget is

neutral, because capital financing costs in 2013/14 would have been recovered from the NHS via the rent of the health centre.

- 9. In order to improve fire doors at Cotswold House, it is recommended that £13,480 should be transferred from the uncommitted Housing Renewal budget. The council's partner for the long-term empty homes scheme has been unable to secure additional funding, so the budgeted contribution can be added back to the affordable housing budget pending allocation to specific projects.
- 10. Streetscene projects rephased to 2013/14 total £55,020. The projects would be financed with external contributions already received.
- 11. Appendix 2 presents the budgeted use of developers' contributions from 2012/13 to 2014/15. The balance of uncommitted contributions is indicated to total approximately £422,000.

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)

- 12. The 2012/13 to 2014/15 Capital Programme should be increased to include budget provision for refuse and recycling bins that reflects increased costs and meets demand for new and replacement bins.
- 13. A home repair grant is repayable, and the usual practice is to top up the Housing Renewal budget with the repaid grant. The cash has not yet been received so expenditure should not be committed until it is.
- 14. Two small sums should be transferred to the revenue budget to cover minor repairs to the Town Hall (£2,030); and minor improvements to the Covered Market (£7,110). These relate to existing capital projects, but this particular expenditure should not be capitalised.
- 15. The likelihood of completing the Chorley East Health Centre during 2012/13 has reduced because agreement has not yet been reached with the NHS. Three small Streetscene schemes cannot be completed over the winter so budget provision should be rephased.
- 16. Improvements to fire doors at Cotswold House are required on health and safety grounds.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

17. None

CORPORATE PRIORITIES

18. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	✓
Clean, safe and healthy communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

- 19. The revised Capital Programme for 2012/13 to 2014/15 totalling £14,322,860 was presented to the Council meeting of 25th September 2012. The increase of £146,590 reflected the proposed use of additional developers’ contributions in 2013/13. £53,700 would finance affordable housing schemes; and play, recreation and public open space projects to the value of £92,890 would be added to the programme.
- 20. One contribution for affordable housing had not been received during 2012/13, so £90,000 of the budget was rephased to 2013/14.
- 21. Much of the uncommitted Housing Renewal budget was reallocated and rephased to finance additional Disabled Facilities Grants: £57,440 in 2012/13; and £201,730 in each of 2013/14 and 2014/15.

REVISED ESTIMATE 2012/13

- 22. The Capital Programme for 2012/13 should be reduced from £11,877,580 to £5,184,590. The changes to individual budgets are presented in Appendix 1.
- 23. Most of the £6,692,990 proposed reduction is in respect of the rephasing of the £6,650,000 Chorley East Health Centre budget to 2013/14. Agreement has not yet been reached with the NHS to commence the project, so there is little likelihood of it being completed in this financial year. The project would be financed by prudential borrowing, and the capital financing charges would be recharged to the NHS via the rent. The effect on the revenue budget of rephasing the capital expenditure is therefore neutral. Three small Streetscene schemes totalling £55,020 should also be rephased to 2013/14 because it would not be possible to implement them over the winter months.
- 24. Budgets for other schemes should increase by £12,030. This net increase consists of an £18,000 increase in the budget for new and replacement refuse and recycling bins, funded by revenue contribution; an increase of £3,170 in the Housing Renewal budget, to be financed with a repaid grant; less the transfer to the revenue budget of £9,140 in respect of minor repairs and improvements. The latter would be matched by a reduction in revenue financing of the capital programme, so that the effect on the revenue budget would be neutral.

25. Improvements to assets such as offices and leisure facilities sometimes include repairs and minor improvements which should not be capitalised. Should it be necessary to transfer further costs to the revenue budget, this would be reported as soon as the relevant expenditure was identified. Provided that the transferred expenditure was matched by a reduction in the financing of the capital programme from the revenue budget, there would be no impact on the revenue account. In a similar way, revenue expenditure is monitored to check whether any costs should be transferred to the capital programme. Any such costs would be matched by revenue financing.
26. The acquisition of the strategic site at 98 - 102 Market Street and the adjacent Gillibrand Street land has been completed within the approved budget. The saving of £23,890 should be transferred to the Planning Improvement to Assets budget pending confirmation of a scheme for developing the site.
27. Improvements to fire doors at Cotswold House are required on health and safety grounds; and the £13,480 cost could be met from the uncommitted Housing Renewal budget. The £25,000 budgeted contribution to a project to bring long-term empty homes back into use is not required in 2012/13, because our partner cannot proceed with the project. The budget would be added back to the affordable housing total, pending proposals as to its use for other projects.
28. The budget for new and replacement refuse and recycling bins would increase by £21,930 in total, of which £18,000 be funded by virement from the waste and recycling services revenue budget, and £3,930 from play and recreation fund projects. The latter virement would use council resources, not S106 contributions. The increase in the budget is necessary because bins provided in earlier years are wearing out, and because of the growth in households in the borough each year. The increased budget should enable a stock of bins to be held to avoid the risk of running out before the new financial year.
29. Network Rail has moved closer to finalising payments for Buckshaw Parkway Station, which would be financed with the S106 contribution held by this council. It now looks more likely that the 2012/13 budget for the project should be available to provide enhancements to the station, but expenditure should not be committed until the construction contract is finalised. This could mean that some budget provision would have to be rephased to 2013/14 later in the year if improvements could not be implemented during 2012/13.
30. The tendering process for the Duxbury Park Golf Course access road started later than previously reported. The process has now started and the effect on the budget will be reported as soon as possible. The budget of £80,620 would be the council's contribution to the cost. The total cost of the work would be more than this, but a contribution from a third party is being negotiated. When the cost of the contract is confirmed, the budget would be grossed up and the third party contribution introduced as a source of financing.

CAPITAL PROGRAMME 2013/14

31. The revised Capital Programme for 2013/14 would be £8,142,320 after rephasing the Chorley East Health Centre £6,650,000 budget; rephasing small Streetscene schemes costing £55,020; and increasing the bins budget by £30,000 for the reasons explained above.

CAPITAL PROGRAMME 2014/15

32. The revised Capital Programme for 2014/15 would be £1,067,980 after increasing the bins budget by £30,000 for the reasons explained above. When the programme for 2015/16 is added to the three-year Capital Programme at the Council meeting on 28th February 2013, the bins budget should be £115,000 rather than the current base budget of £85,000.

FINANCING OF CAPITAL PROGRAMME

34. There is a proposed increase of £60,000 in Prudential Borrowing to finance capital expenditure from 2012/13 to 2014/15. This is in respect of the purchase of new and replacement refuse and recycling bins. The bins have an estimated useful life of ten years, so the increased cost to the revenue budget (Minimum Revenue Provision) would be £3,000 per year (plus interest) for each £30,000 funded by borrowing.
35. 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 (provision to repay debt and interest payments) would be less than the leasing or contract hire charges. The cost of vehicles and plant replaced to date is £18,300, which is the same as reported to Executive Cabinet in August. Vehicles and plant that would be replaced in the next few months include grass-cutters, a tractor, and large and small sweepers. Any proposed increase in borrowing to finance purchases would be reported later in the year only if revenue budget savings would be achieved.
36. 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

37. 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.
38. At present, only £58,000 uncommitted Borough-wide S106 contributions are available for play and recreation schemes, which could include making contributions to projects implemented by other organisations. This total includes one contribution for £22,000 which has not yet been paid, so it is shown as being received during 2013/14. Use of the contribution should not be committed until received, so the total available at present is £36,000.
39. 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. Part of this contribution would be required to provide additional play facilities at Rangletts Recreation Ground, subject to the proposed scheme receiving planning permission.
40. 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.

- 41. The Government has recently published the Growth and Infrastructure Bill 2012/13. One purpose of the Bill is to unlock stalled housing sites by allowing for affordable housing in S106 agreements to be reconsidered where the agreements are “economically unrealistic”, particularly those negotiated at the height of the housing boom. The intention of the Bill is to deliver more housing, but the potential impact on affordable housing delivered on-site or off-site through S106 agreements is unclear at present.

IMPLICATIONS OF REPORT

- 42. 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

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

COMMENTS OF THE MONITORING OFFICER

- 44. 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	19 th October 2012	Capital Programme Monitoring 2012-13 – 2014-15 Nov 2012.doc

Capital Programme - 2012/13 to 2014/15

Scheme

Chief Executive

Head of Customer, ICT & Transactional Services

Website Development (incl. ICT salary capitalisation)
Thin Client/Citrix Virtual Desktop Infrastructure
Unified Intelligent Desktop (externally funded)
UID / Asidua Mobile

Head of Customer, ICT & Transactional Services Total

Head of Governance

Planned Improvements to Fixed Assets
Strategic Land Assembly Chorley Town Centre
Chorley East Health Centre - land purchase/construction

Head of Governance Total

Head of Human Resources & Organisational Development

Integrated HR, Payroll and Training System

Head of HR & Organisational Development Total

Chief Executive Total

2012/13 Current Estimate (1) £	Rephased (2) £	Other (3) £	2012/13 Revised Estimate (4) £	2013/14 Current Estimate (5) £	Rephased (6) £	Other (7) £	2013/14 Revised Estimate (8) £	2014/15 Current Estimate (9) £	Other (10) £	2014/15 Revised Estimate (11) £	Total 2012/13 to 2014/15 (12) £
20,000			20,000	0			0	0		0	20,000
46,830			46,830	0			0	0		0	46,830
59,960			59,960	0			0	0		0	59,960
23,330			23,330	0			0	0		0	23,330
150,120	0	0	150,120	0	0	0	0	0	0	0	150,120
591,420		21,860	613,280	200,000			200,000	200,000		200,000	1,013,280
500,000		(23,890)	476,110	0			0	0		0	476,110
6,650,000	(6,650,000)		0	0	6,650,000		6,650,000	0		0	6,650,000
7,741,420	(6,650,000)	(2,030)	1,089,390	200,000	6,650,000	0	6,850,000	200,000	0	200,000	8,139,390
15,000			15,000	0			0	0		0	15,000
15,000	0	0	15,000	0	0	0	0	0	0	0	15,000
7,906,540	(6,650,000)	(2,030)	1,254,510	200,000	6,650,000	0	6,850,000	200,000	0	200,000	8,304,510

Capital Programme - 2012/13 to 2014/15

Scheme	2012/13 Current Estimate (1) £	Rephased (2) £	Other (3) £	2012/13 Revised Estimate (4) £	2013/14 Current Estimate (5) £	Rephased (6) £	Other (7) £	2013/14 Revised Estimate (8) £	2014/15 Current Estimate (9) £	Other (10) £	2014/15 Revised Estimate (11) £	Total 2012/13 to 2014/15 (12) £
	47,740		(7,110)	40,630	0			0	0		0	40,630
	37,530			37,530	0			0	0		0	37,530
Head of Economic Development Total	85,270	0	(7,110)	78,160	0	0	0	0	0	0	0	78,160
Head of Housing	419,630		25,000	444,630	143,700			143,700	0		0	588,330
- Long-Term Empty Homes	25,000		(25,000)	0	0			0	0		0	0
Disabled Facilities Grants	473,020			473,020	470,730			470,730	470,730		470,730	1,414,480
Housing Renewal	139,330		(10,310)	129,020	0			0	0		0	129,020
- 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		13,480	156,930	0			0	0		0	156,930
Project Design Fees	41,440			41,440	0			0	0		0	41,440
Head of Housing Total	1,304,930	0	3,170	1,308,100	614,430	0	0	614,430	470,730	0	470,730	2,393,260
Head of Planning	80,000			80,000	0			0	0		0	80,000
Eaves Green Link Road - contribution to LCC scheme	391,200			391,200	0			0	0		0	391,200
Chorley Strategic Regional Site	150,000			150,000	0			0	0		0	150,000
Highway Improvements Pilling Lane area (S106 funded)	47,820			47,820	0			0	0		0	47,820
Puffin Crossing Collingwood Rd/Letchworth Drive (S106 funded)	592,370			592,370	0			0	0		0	592,370
Buckshaw Village Railway Station (S106 financed)	11,150			11,150	0			0	0		0	11,150
Buckshaw Village Cycle Network (S106 financed)					0			0	0		0	0
Head of Planning Total	1,272,540	0	0	1,272,540	0	0	0	0	0	0	0	1,272,540
Director of Partnerships, Planning & Policy Total	2,562,740	0	(3,940)	2,558,800	614,430	0	0	614,430	470,730	0	470,730	3,743,960

Scheme

Director of Partnerships, Planning & Policy

Head of Economic Development

Chorley Market Improvements
Climate Change Pot

Head of Economic Development Total

Head of Housing

Affordable Housing New Development Projects
- Long-Term Empty Homes
Disabled Facilities Grants
Housing Renewal
- Home Repair Grants/Decent Homes Assistance
- Energy Efficiency Grants
Cotswold House Refurbishment
Project Design Fees

Head of Housing Total

Head of Planning

Eaves Green Link Road - contribution to LCC scheme
Chorley Strategic Regional Site
Highway Improvements Pilling Lane area (S106 funded)
Puffin Crossing Collingwood Rd/Letchworth Drive (S106 funded)
Buckshaw Village Railway Station (S106 financed)
Buckshaw Village Cycle Network (S106 financed)

Head of Planning Total

Director of Partnerships, Planning & Policy Total

Capital Programme - 2012/13 to 2014/15

Scheme

Director of People and Places

Head of Streetscene & Leisure Contracts

Leisure Centres/Swimming Pool Refurbishment
 Duxbury Park Golf Course/Access Rd capital investment
 Replacement of recycling/litter bins & containers
 Eaves Green Play Development (S106 funded)
 Play and Recreation Fund projects
 Common Bank - Big Wood Reservoir
 Ranglets Recreation Ground/Duke Street Field (S106 funded)
 YVCP Natural Play Zone (S106/Grant funded)
 Adlington Play Facilities (Grove Farm S106)
 Play, Recreation and Public Open Space projects (S106)
 Project Design Fees

Head of Streetscene & Leisure Contracts Total

Director of People and Places Total

Capital Programme Total

Financing the Capital Programme

Prudential Borrowing
 Prudential Borrowing - Chorley East Health Centre
 Revenue Budget - VAT Shelter income
 Revenue Budget - virement from revenue budgets

Chorley Council Resources

Ext. Contributions - Developers
 Ext. Contributions - Other

Government Grants - Disabled Facilities Grants
 Government Grants - Housing Capital Grant

External Funding

Capital Financing Total

2012/13 Current Estimate (1) £	Rephased (2) £	Other (3) £	2012/13 Revised Estimate (4) £	2013/14 Current Estimate (5) £	Rephased (6) £	Other (7) £	2013/14 Revised Estimate (8) £	2014/15 Current Estimate (9) £	Other (10) £	2014/15 Revised Estimate (11) £	Total 2012/13 to 2014/15 (12) £
507,080			507,080	268,780			268,780	282,250		282,250	1,058,110
80,620			80,620	0			0	0		0	80,620
95,670		21,930	117,600	85,000		30,000	115,000	85,000	30,000	115,000	347,600
189,480		(3,930)	189,480	0			0	0		0	189,480
11,520	(43,500)		11,040	0	43,500		43,500	0		0	54,540
228,350	(11,520)		228,350	0	11,520		11,520	0		0	11,520
3,820			3,820	0			0	0		0	228,350
103,420			103,420	0			0	0		0	3,820
0			0	239,090			239,090	0		0	103,420
29,870			29,870	0			0	0		0	239,090
1,308,300	(55,020)	18,000	1,271,280	592,870	55,020	30,000	677,890	367,250	30,000	397,250	2,346,420
1,308,300	(55,020)	18,000	1,271,280	592,870	55,020	30,000	677,890	367,250	30,000	397,250	2,346,420
11,877,580	(6,705,020)	12,030	5,184,590	1,407,300	6,705,020	30,000	8,142,320	1,037,980	30,000	1,067,980	14,394,890
1,977,210			1,977,210	553,780		30,000	583,780	567,250	30,000	597,250	3,158,240
6,650,000	(6,650,000)		0	0	6,650,000		6,650,000	0		0	6,650,000
444,230		(9,140)	435,090	0			0	0		0	435,090
36,370		21,170	57,540	0			0	0		0	57,540
9,107,810	(6,650,000)	12,030	2,469,840	553,780	6,650,000	30,000	7,233,780	567,250	30,000	597,250	10,300,870
1,916,900	(54,820)		1,862,080	382,790	54,820		437,610	0		0	2,299,690
185,580	(200)		185,380	0	200		200	0		0	185,580
269,000			269,000	269,000			269,000	269,000		269,000	807,000
398,290			398,290	201,730			201,730	201,730		201,730	801,750
2,769,770	(55,020)	0	2,714,750	853,520	55,020	0	908,540	470,730	0	470,730	4,094,020
11,877,580	(6,705,020)	12,030	5,184,590	1,407,300	6,705,020	30,000	8,142,320	1,037,980	30,000	1,067,980	14,394,890

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S106 and Similar Developers' Contributions

	2012/13		2013/14		2014/15		Notes
	Balance 1/4/12 £'000	Receipts Use £'000	Balance 1/4/13 £'000	Receipts Use £'000	Balance 1/4/14 £'000	Receipts Use £'000	
Budgeted use of developers' contributions							
Affordable Housing	445	54 (445)	54	90 (144)	0	0	0 (1)
Transport	651	80 (731)	0	0	0	0	0
Play/Recreation Facilities	433	205 (308)	330	22 (294)	58	58	(1) (2)
Various Purposes	742	(378)	364	364	364	364	(3)
Total	2,271	339 (1,862)	748	112 (438)	422	0	422

(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 2012/13 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)	592		
Buckshaw Village Cycle Network	11		
Eaves Green Play Development (S106 funded)	190		
Common Bank - Big Wood Reservoir	11	11	
Play and Recreation Fund projects	4	44	
YVCP Natural Play Zone			
Ranglett's Recreation Ground	228		
Adlington Play Facilities (Grove Farm S106)	103		
Play, Recreation & Public Open Space projects (S106)		239	
Highway Improvements Pilling Lane area	150		
Puffin Crossing Collingwood Rd/Letchworth Drive	48		
	1,862	438	0

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	22 November 2012

CHORLEY PARTNERSHIP PERFORMANCE MONITORING - SECOND QUARTER 2012/13

PURPOSE OF REPORT

1. To update the Executive on the performance of the Chorley Partnership during the second quarter of 2012/2013, from 1 July to 30 September 2012.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Chorley Partnership delivery plan and key performance indicators for the second quarter of 2012/13, 1 July to 30 September 2012. Performance is assessed on the delivery of partnership projects, against the measures in the delivery plan and key service delivery measures.
4. Performance of the Chorley Partnership in achieving the key performance targets remains good. In summary:
 - Latest figures available for alcohol related hospital admissions show a year to date reduction of 11% at quarter four 2011/12 compared to quarter four 2010/11.
 - Primary fires in Chorley are lower than anticipated.
 - Crime overall has increased by 6.7% in quarter one and two compared to the same period last year, there has however been a significant decrease in anti-social behaviour, and domestic abuse detections is performing above target.
5. Overall performance on the key projects / priorities in the Chorley Partnership delivery plan is good, with 74% rated green or completed.
6. Overall performance of the key projects of the Chorley Partnership remains excellent, with all four projects currently rated 'green'.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 7. To facilitate the on-going analysis and management of the Chorley Partnership’s performance and delivery of funded projects.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8. None.

CORPORATE PRIORITIES

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

Involving residents in improving their local area and equality of access for all	√	A strong local economy	√
Clean, safe and healthy communities	√	An ambitious council that does more to meet the needs of residents and the local area	√

PERFORMANCE INDICATORS

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

11. All Crime

The table below shows the crime levels at the end of quarter two:

Category	Q2 Last Year	Q2 This Year	% Change	YTD	% Change
All Crime	1441	1589	+10.3%	3059	+6.7%
Serious Acquisitive Crime	165	198	+20.0%	411	+18.8%
Burglary Dwelling	60	74	+23.3%	142	+11.8%
Vehicle Crime	104	123	+18.3%	260	+22.1%
Robbery	1	1	-	9	+50%
All Violent Crime	375	387	+3.2%	760	+4.5%
Violence Against the Person	353	365	+3.4%	711	+4.7%
Domestic Abuse	137	191	+39.4%	362	+23.1%
Domestic Abuse Detections (70%)	77%	75%		76%	
Domestic Violence Murder	0	0		0	
Criminal Damage (inc arson)	208	285	+37.0%	519	+18.8%
Anti Social Behaviour	1440	1375	-4.5%	2717	-6.8%
Detected Arsons (20%)	0.0%	9.1%		9.5%	

- 12. Crime levels in quarter two have been unseasonably high, and these factors have impacted on performance year to date (+6.7%). It should be noted that the actual numbers in these crime categories are relatively low.

13. Several factors may have contributed to the spike in crime, which bucks the national crime figure trend, this quarter:
- The police Division has experienced a high level of detection rates in recent months which reflects offenders asking for further offences to be considered which inflate the crime figures observed.
 - Changes to sentencing practice by the courts earlier in the year has led to alleged offenders being released with bail conditions where previously they may have been remanded.
 - An integrated offender management framework which was due to be in place has had delivery issues in recent months and, as a consequence, has not effectively managed offenders on release
 - A number of previously unknown offenders have come to police attention which would indicate an increase in opportunistic crimes
14. In order to deal with this the following actions are being taken:
- Detection rates in the Division remain the highest in the constabulary and one of the highest in the Country. This will inevitably and perhaps counter intuitively impact on recorded crime figures.
 - Pressure is being brought to bear on the services that deliver the integrated offender management framework in order to ensure offenders are effectively rehabilitated and deterred from reoffending
 - High profile targeted campaigns are in progress to highlight to potential victims of acquisitive crime the need to ensure vehicles, property and personal belongings are effectively to deter opportunistic crime.
15. Domestic Abuse detections remain high recording a year to date of 76% compared to a target of 70%.
16. Overall, in this quarter, there have been significant decreases in anti-social behaviour.

Detection Rates for All Crime in 2011/12

17. As previously requested the table below shows the most recent reportable detection rates.

2011/12 Detection Ratio (Year to date)						
All Crime	Serious Acquisitive Crime	Vehicle Crime	Domestic Burglary	All Violent Crime	Domestic Abuse	Criminal Damage & Arson
40.6%	63.5%	59.4%	73.3%	54.9%	76.6%	22.5%

18. Fire related Key Performance Indicators

Indicator	Target	YTD Performance
Deliberate Primary Fire	16	14
Accidental Primary Fire	27	22

19. Alcohol Related Admissions

Latest data published by the North West Public Health Observatory for Q4 2011/12 shows a reduction of 11% for Chorley when compared to the same period last year, and 6% year to date.

Rate of alcohol related admissions per 100,000 population			
	2010/11	2011/12	% reduction
Quarter Four	590	525	11%
Year to date	2343	2210	6%

SUSTAINABLE COMMUNITY STRATEGY DELIVERY PLAN 2011/12

20. The Chorley Partnership has 53 key projects/priorities in the delivery plan for 2012/2013. These projects/priorities are being delivered by eight of the key partners of the Chorley Partnership; Chorley Council, Lancashire County Council, Lancashire Constabulary, Lancashire Fire and Rescue, NHS Central Lancashire, Lancashire Teaching Hospitals, Runshaw College, and the Voluntary, Community and Faith Sector (VCFS), as well as partnership projects.

21. In quarter two 37 (72%) of the key priorities/projects were reported as green, 10 (10%) were reported as amber, and 2 (4%) are now complete. The other four remain unreported at this moment in time.

For those that are reported as amber, explanations and action plans for improvement have been provided by the lead organisation.

Organisation	Priority/Project	Reasons / Actions
Chorley Council	Explore the development of a service package for accommodation of 16 and 17 year olds	This project is the responsibility of Chorley Council, and has been reported in the council's quarter two performance report elsewhere on this agenda.
It is worth noting that the following have been reported as amber by partners and whilst the issue that the priority/project has been put in place to address may remain a problem, the planned work to tackle the issues appear to be progressing well.		
Lancashire Constabulary	Embed a multi-agency ASBRAC (Anti-Social Behaviour Risk Assessment Conference) approach to assist in the reduction of anti-social behaviour, thereby reducing the number of victims, the harm caused to them and the impact of anti-social activity on our communities.	ASBRAC process is now in place, a new system to identify the vulnerability of victims has been introduced and is working effectively. This will undoubtedly lead to an increase in the number of ASBRAC referrals. Chorley borough is showing a repeat asb rate of 6.8% which is roughly equivalent to last year, is best in the Division and compares favourably with most of the county.


<p>Lancashire Constabulary</p>	<p>Reduce domestic abuse repeat rates by providing perpetrator interventions including addressing alcohol and drug issues</p>	<p>The current repeat rate is 23%. This is a huge reduction from the peak figure of 33% just over 6 months ago.</p> <p>Work will continue to be done with regards to repeat offenders in identifying opportunities to intervene and prevent further offending.</p>
<p>Lancashire County Council</p>	<p>Ensure that the local community is effectively engaged in the provision of public services, in particular the development, delivery and management of the library service including continued support for independence amongst older people through provision of Home Library Service and IT related developments in District Libraries.</p>	<p>The Home Library service continues to provide a service in the Chorley District. Promotions have been carried out to extend the service to Coppull and Eccleston. Go On Sessions take place on a weekly basis at 5 libraries in the district with the aim of introducing members of the public to computers and the internet. It was hoped that this would be extended to Coppull Library during September, but due to changes in staffing, this will now be January 2013. Silver Surfer sessions have taken place at Chorley Library during Older People's Week to encourage older people to use IT.</p>
<p>NHS Central Lancashire</p>	<p>Improve Health Services in relation to the priority areas of cardiovascular disease, respiratory disease, mental health and cancer, taking a life course approach</p>	<p>A range of initiatives have been put forward for 2012/13 which are at varying stages of implementation. For example, 24 hour blood pressure monitoring equipment has been provided to all GPs to enable better detection of hypertension and specialist tertiary treatment for serious heart attacks is now accessible from Blackpool. Longer term initiatives include development of a proposal for the healthy living pharmacy model and re-tendering of the Primary Care Mental Health service to improve access, service consistency and recovery outcomes</p>
<p>NHS Central Lancashire</p>	<p>Reduce Health Inequalities by working together to increase access to leisure opportunities and facilities, particularly for older, high risk and vulnerable groups</p>	<p>A pilot programme of early detection / primary prevent of diabetes [Walk Away from Diabetes] has been commissioned and plans are in place to extend the community food growing programme.</p> <p>A single point of access for weight management is now being promoted although more work is needed physical activity provision for the target population.</p> <p>Following the Chorley Health Mela in May, a report has been compiled with follow up actions to tackle health inequalities.</p>
<p>NHS Central Lancashire</p>	<p>Improve the health of our residents by raising awareness of the impact of lifestyle on health through health improvement programmes, uptake of screening programmes and uptake vaccination and immunisations programmes</p>	<p>The PCT is achieving all childhood immunisation schedules for under 2 year olds across central Lancashire. Uptake at 5 years continues to improve, however is below target. Actions to improve uptake includes on-going data cleansing with GP practices to ensure correct data held and the Specialist immunisation nurse continues to arrange home visits to provide information and offer vaccination to those that are currently not up to date with immunisations.</p>

<p>NHS Central Lancashire</p>	<p>Support the achievement of all the SCS priority areas by working in partnership to enable mental health and wellbeing resilience across the population through effective strategic commissioning support</p>	<p>Work is underway to strengthen intelligence in this area and develop asset based approaches to community mental health and wellbeing.</p>
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PARTNERSHIP PROJECTS DELIVERY

22. The Chorley Partnership has four key projects for delivery during 2012/2013. These projects support the delivery of the vision, themes and priorities of the Sustainable Community Strategy 2010-2020. Each project uses Chorley Council’s project management methodology to manage and monitor delivery. Included in the table below is a summary of the progress made in the last quarter, alongside any issues that have been encountered which may impact on the project.

23. Overall performance of the key projects remains good, with all of the projects rated ‘green’.

<p>Increasing Opportunities for NEET young people in Chorley</p>	
<p>What is it?</p>	
<p>This project will look at the current levels of young people who are not in employment, education or training in Chorley and the current provision for these young people, working to identify gaps in provision and put actions in place to ensure that these gaps can be filled.</p>	
<p>Lead Partner: Chorley Council</p>	
<p>RAG Status</p> <p></p>	<p>This project is now complete. Key outcomes include:</p> <ul style="list-style-type: none"> - additional apprenticeship places for NEET young people - more effective communication between training and education organisations through the establishment of regular NEET provider meetings resulting in better information sharing and coordinated matching of young people to opportunities. - more effective marketing of employment and training opportunities through a new section on YPS website and the development of targeted publicity aimed at young people in Chorley. - partner commitment to delivering the LCC NEET Action Plan which is now over seen by the Chorley Children’s Trust.

Embedding the NHS Reform in Chorley	
What is it?	
<p>The project aims to enable the NHS reform changes to be embedded locally within Chorley. It will work with the emerging Clinical Commissioning Groups and county wide structures to ensure that an appropriate local structure and strategy is put in place.</p>	
Lead Partner: Chorley Council	
<p>RAG Status</p> <div style="background-color: green; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px 0;">G</div>	<p>The partnership is now functioning and has developed a local health and wellbeing plan which augments partner strategies e.g. the GPCCG and the Health and Wellbeing Board at County level.</p> <p>Links into wider health and wellbeing structures have been strengthened through additional representation from the Lancashire Health and Wellbeing Board in the form of Cllr Bridget Hilton, central districts Member representative, who will sit alongside Dr Bennett.</p> <p>The partnership are currently being consulted on the development of a ‘public health offer’ detailing how LCC will work with Districts in addressing public health issues and this is expected to be finalised in the new year. The partnership has also been consulted on the Chorley and South Ribble CCG Integrated Commissioning Plan.</p> <p>The next milestone for this work will be when LCC structures are formalised in April 2013 and delivery will commence.</p>

Volunteering in Chorley	
What is it?	
<p>The project will aim to develop actions to increase recruitment, retention and support for volunteers in Chorley. Managed by the sector, it will assess the current provision for volunteers and put in place actions to increase recruitment, retention and support.</p>	
Lead Partner: Chorley VCFS Network	
<p>RAG Status</p> <div style="background-color: green; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px 0;">G</div>	<p>The Volunteer Development Officer (VDO) has now been recruited and continues to engage with voluntary organisations and groups across Chorley.</p> <p>During September a survey was devised and distributed to 216 voluntary organisations and groups across Chorley, the survey was devised to establish a ‘base-line’ of volunteering activity across the local area, capturing information on volunteer numbers, volunteering hours, local requirements and training requirements.</p> <p>It has also been agreed to create an online hub for volunteering opportunities by working in partnership with the Community PowWow website which is expected towards the end of this year.</p>

Managing personal finances – protecting vulnerable people	
What is it?	
<p>The project will aim to help protect vulnerable families in Chorley by tackling social isolation, and working to identify economic causes of isolation among vulnerable families. In phase one, it will work to identify issues with social isolation which could be the result of mobility issues, transport issues, financial concerns or a wide range of other factors and then to identify an action plan to tackle them. In phase two, it will work to identify economic causes of isolation among vulnerable families by taking into account the changes being made nationally (around welfare reform) and locally which are having an impact on vulnerable families. It will assess what support may be needed from a range of partners to ensure that these families are protected.</p>	
Lead Partner: Chorley Council	
<p>RAG Status</p> <div style="background-color: green; color: white; padding: 2px; display: inline-block; margin-bottom: 5px;">G</div>	<p>The action plan resulting from phase 1 of this project is now complete with any on-going activity to be incorporated as part of phase 2.</p> <p>To date, work on phase 2 has focussed on understanding the potential impacts of the Welfare Reform's as well as profiling and mapping data on vulnerable families in Chorley (including the results of baseline survey of local families) to better understand the needs of this group.</p> <p>This work will inform the development and targeting of a range of interventions, in cooperation with the Working Together With Families programme, to prepare families for future changes.</p>

IMPLICATIONS OF REPORT

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

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

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Quarterly Data: 2008/09 Quarter 1 to 2011/12 Quarter 4 - Updated 5/9/2012	September 2012	http://www.lape.org.uk/downloads/NI39%20Quarterly%20Trend%20Q1_2008-09%20to%20Q4_2011-12%20Provisional%20Summary.xlsx	Online

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	26 July 2012	Chorley Partnership 1 st Quarter Report



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	22 November 2012

CHORLEY COUNCIL PERFORMANCE MONITORING - SECOND QUARTER 2012/2013

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2012/13, 1 July to 30 September 2012.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy and key performance indicators for the second quarter of 2012/13, 1 July to 30 September 2012. Performance is assessed based on the delivery of key projects, against the measures in the Corporate Strategy and key service delivery measures.
4. Overall performance of key projects remains excellent, with a majority of the projects on track or completed. Only two projects have been rated 'amber', 'explore the development of a service package for accommodation for 16/17 year olds', and 'Implement the framework for strategic partnerships', further explanation of the reasons and the actions being taken to bring the projects back on track is provided within the body of the report.
5. Following the refresh of the Corporate Strategy, this report provides a progress update on all projects which have not yet been completed and identifies those that will be managed and monitored through service improvement plans from now on. The report also includes details of the one project that has been carried over into the new corporate strategy. This is the project to implement the customer services migration plan.
6. Overall performance on the Corporate Strategy measures and key service delivery indicators is good. 67% of the Corporate Strategy measures are performing above target or within the 5% tolerance, and 80% of the key service measures are performing above target or within the 5% tolerance.

7. The Corporate Strategy measures performing below target, are ‘the % of 16-18 year olds who are not in education, employment or training (NEET)’, ‘new businesses established’, and ‘% of customers satisfied with the way they were treated by the Council’. In each case an action plan has been developed to outline what action will be taken to improve performance.
8. The key service delivery measures performing below target is the processing of minor planning applications and again an action plan is included within the report that outlines what actions are being taken to improve performance.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

9. To facilitate the on-going analysis and management of the Council’s performance in delivering the Corporate Strategy.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10. None

CORPORATE PRIORITIES

11. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	√	A strong local economy	√
Clean, safe and healthy communities	√	An ambitious council that does more to meet the needs of residents and the local area	√

BACKGROUND

12. This is the first monitoring report since the refreshed Corporate Strategy approved by Full Council on the 6 November 2012. The strategy has been completely revised this year, including a new vision for the council, replacing of the nine strategic objectives with four new priorities, and setting out 19 projects and 29 measures most of which are new.
13. Monitoring of the new Corporate Strategy will commence from quarter three onwards.

PERFORMANCE OF KEY PROJECTS

14. There are 17 key projects in the Corporate Strategy for 2011/2012 – 2014/15. Overall performance of key projects is excellent. 15 of the 17 projects (88%) are either completed, on track or scheduled to start later in the year.

15. Following the refresh of the Corporate Strategy the table below provides an update on the key projects that have not yet completed from the 2010/2011 – 2013/14 Corporate Strategy. These will now be managed and monitored through service improvement plans.

Project	Q2 Rating	Progress to date and next steps
Develop and deliver a bus shelter improvement plan	Green	<p>Contracts have been awarded for the refurbishment and repainting of existing bus shelters and the purchase of 40 display boards.</p> <p>The procurement for the replacement bus shelters is also underway.</p> <p>All work is expected to be completed by the end of January 2013, at a cost of £52,000, £23,000 less than the original budget.</p>
Deliver phase two of the support for high quality independent businesses	Green	<p>This project extends the successful shop floor refurbishment and business rate subsidies to local service centres.</p> <p>The new scheme has been launched in the local press and three shop floor improvement applications have been received.</p> <p>Further promotion and marketing of the scheme is being planned to improve uptake.</p>
Start up support for local businesses	Green	<p>A new business advisor has now been in post since May 2012. To date 60 clients have been seen, 15 start ups identified, a number of events have been held or are being planned and a new starting in business grant has been introduced.</p>
Develop a scheme to encourage volunteering among older people	Green	<p>Analysis of the opportunities and barriers to volunteering among older people has been carried out. This has led to the development of a guide to encourage more people to volunteer. Additional actions, identified as part of this work will be delivered through the Uplift time credits (Spice) project or improving volunteering works which is being delivered by the VCFS network. It should be noted that Uplift time credits has already delivered over 160 volunteering hours in Chorley in the past few months.</p>
Refresh the council's website	Green	<p>The Council's new website is on track to go live at the end of October. The new website will increase self-service functionality and encourage customers to transact with the Council online. In addition it will centralise a range of transactional elements including forms with integrated payments, service information, mapping, social media and account functionality. All processes will be integrated through a single platform to ensure the best possible customer experience.</p>
Deliver the allotment project	Green	<p>Council-owned land has been identified for allotment creation and site investigations have been carried out. These included soil sampling, ecological surveys, historical checks, utility</p>

		<p>checks, land registry amendments and consultation with statutory and non statutory organisations.</p> <p>Consultation with local residents and ward councillors together with planning applications have seen some sites discounted, while others such as Manor Rd, Clayton-le-Woods has been approved and constructed.</p>
<p>Deliver the Lex s106 open spaces scheme</p>	<p>Green</p>	<p>The scope of this project focuses solely on the improvements to the existing council-owned Recreation Ground. This includes:</p> <ul style="list-style-type: none"> • Improvements to the play facilities; • Creation of a footpath and safe cycling route through the spine of the site; • Lighting to the new central spine; • Allotment provision; and • Landscaping improvements. <p>While some progress has been made on each of the points above, there are a number of issues that are impacting on the timescales and are likely to impact on cost of this project. These include issues with surface water run-off, the discovery of a second mine shaft within the area and securing permissions for allotment provision from trustees.</p>
<p>Relocate the council's depot</p>	<p>Green</p>	<p>This project has been split into two phases. The first phase is to identify a preferred option for a new depot site and the second phase is to implement it. Phase one is substantially complete. Most staff have been relocated to Union Street and the remaining staff are due to move by the end of November. The options to relocate the depot will be presented to Executive Cabinet in December. Phase two, the implementation of any move will then commence in the new year.</p>
<p>Deliver the SharePoint EDMS project</p>	<p>Green</p>	<p>Negotiations with both Northgate and an independent supplier for the provision of a council wide solution for customer documentation management have been successful.</p> <p>The solution has already been extended to several new service areas within the council and plans to upgrade the software are in place and expected to be completed in early November.</p> <p>Customer services and housing are expected to be involved in the software rollout before Christmas by which time most front line services will have been included.</p>
<p>Explore the development of a service package for accommodation for 16/17 year olds</p>	<p>Amber</p>	<p>This project is amber due to issues and delays which are beyond the Council's control.</p> <p>The aim of the project was to remodel the service provision at the Parker Street, in order to provide</p>

		<p>a bespoke homeless service for 16 and 17 year olds.</p> <p>Proposals about changes required to the existing service model of Parker Street, were developed with Supporting People (SP) and we are waiting for the existing service provider to respond with a revised business model and costings.</p> <p>It is however likely that the whole service will require re-tendering, but due to the timetable for SP to extend all contracts for existing SP services across Lancashire it is most likely the new service will not be retendered before March 2013 and therefore the existing service will continue as it is for 2013/14.</p> <p>Due to the uncertainties around this site, other options and sites will now be explored.</p>
<p>Implement the framework for strategic partnerships</p>	<p>Amber</p>	<p>Meetings with service heads have enabled a list of potential options to be identified for potential partnership arrangements and insourcing opportunities. This work has now been placed on hold due to the dependencies on other projects such as the transactional services review.</p>
<p>Deliver year two of the play and recreation fund</p>	<p>Not started</p>	<p>The play and recreation fund has not currently commenced as the Council wishes to collect additional commuted sums which are for Borough wide and not specific site provision in order to make a second bidding round of value to the applicants. This project will be re-started and managed as part of Planning's service improvement plan once enough funds are in place to warrant delivery of the scheme.</p>

16. One project (6%) have been completed during the last quarter, and the initial outputs of this project are detailed below:

Project Title		Project Status
Develop an action plan to tackle social isolation in the borough		Complete
Key Outcomes	<p>A task and finish group was established with cross-cutting representation from Age UK, Lancashire County Council adult services commissioning, LGBT groups, Cross Roads Care, Lancashire Fire and Rescue, Disability Equality North West and local Parish Councils. Members of the Youth Council for Chorley also provided feedback.</p> <p>The work of the task and finish group has confirmed the initial assumption that social isolation is very complex and therefore requires a longer term more complex solution. However there are a number of initial recommendations that were implemented as first steps towards having a positive impact on social isolation locally. These recommendations were:</p> <ol style="list-style-type: none"> 1. Communicate findings with key partners to raise awareness and further develop local insight 2. Coordinate community activity, outreach and volunteering work to target those at risk of social isolation 3. Work with partners to develop a more joined up approach including a single point of contact 4. Influence future service commissioning and design to take a preventative approach 5. Develop a package of future work on vulnerable families to identify and better understand the economic causes of social isolation and assess support. <p>An action plan was drawn up using these recommendations which has now been completed.</p>	

17. The implementation of the customer services migration plan is the only existing key project being carried out in the new Corporate Strategy. The scope of the project, however, has been extended to also include the migration of service into the new transactional services team. The project title has also been revised and will now be known as ‘Migrate services into the front office’.
18. A new project mandate has been developed that sets out what the revised aims, objective and scope of the project are. This includes, but is not limited to;
- a. Reviewing and updating the current customer service migration plan, to ensure realistic dates and incorporate any further services as required.
 - b. Developing a plan for migrating services into the new transactional services team. This will initially include new processes and progressively take responsibility for the processing of customer requests that are unable to be resolved at the first point of contact.
19. In terms of progress of the current project at the end of quarter two, the project is rated green. The Land Charges service is now delivered on a self-service basis via the website with a small number of appointment only searches being carried out in Customer Services, training for NNDR is underway, work has begun on scoping the licensing processes and a preliminary meeting has been held with housing to discuss the scope of the transfer of the service.

PERFORMANCE OF CORPORATE STRATEGY MEASURES

20. At the end of the second quarter, it is possible to report on 9 of the key performance indicators within the Corporate Strategy. Performance in those indicators is good, with 6 (67%) performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.
21. The following indicators are performing better than target:
- Overall employment rate
 - Street and environmental cleanliness - Litter
 - Street and environmental cleanliness - detritus
 - Street and environmental cleanliness - graffiti
 - Street and environmental cleanliness - flyposting
 - Vacant town centre floor space
22. Three indicators (33%) performed below target; this is the number of new businesses established, the % of 16-18 year olds who are not in education, employment or training (NEET), and the percentage of customers satisfied with the way they were treated by the Council.
23. The tables below give the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator		Target	Performance
The % of 16-18 year olds who are not in education, employment or training (NEET)		5.1	5.8
Reason below target	A high level of clients were recorded as 'not known' in September. A certain percentage of the 'not knowns' are then included within the NEET category, which shows our performance to be worse than actual. The majority of 'not knowns' were young people who had left college courses and had not enrolled on a further option of study. This is quite normal for this time of year. It should also be noted that while we report against this target throughout the year, the official measurement should take place between November and February, which is the relevant period for this target		
Action required	Many of the 'not knowns' will be transferred out of the NEET category once the enrolment data from colleges has been provided. The college enrolment lists are received by mid to late October. As of 31 October 2012 the NEET figure was 5.2 % young people against the Lancashire target of 6.2% and the Chorley target of 5.1%. We also continue with the positive activities to reduce levels of NEET as part of our partnership based NEET Task and Finish Group.		

Performance Indicator		Target	Performance
New businesses established		26	16
Reason below target	The previous business start-up programme, which was contracted out to a third party, ceased in December 2011. Subsequent to that date there was no support provision until the appointment of the Business Adviser who started work at the beginning of June.		
Action required	Since this time, whilst only 16 new starts have been identified, a total of 77 clients have been seen. The clients seen have been at varying stages of the start-up process. It is estimated that there will be 11 starts within the next month, with a further 10 within the next quarter, bringing the actual starts closer to the target. A programme of fortnightly Business JIGSAW Workshops has been set up. The 'Boost Your Business' events have been organised for September, October and November 2012, with further events in the pipeline for 2013. The 'Starting In Business Grant' has been introduced. A wide network of referral organisations has been developed, including working relationships with local banks, accountants and solicitors.		

Performance Indicator		Target	Performance
% of customers satisfied with the way they were treated by the Council		80%	62%
Reason below target	In order to reduce the amount of staff time taken and increase the amount of information provided, an email survey has replaced the existing face to face and telephone survey with changed questions which are now more balanced and provide a greater opportunity for users to express dissatisfaction. This approach may result in a slightly more negative, response as the feedback is no longer provided to a person. As such, the lower satisfaction score may reflect the change in the approach to this survey since the end of 2011/12.		
Action required	<p>The information gathered through the survey is being reviewed on a monthly basis by Heads of Service so that they can plan actions to address the issues. The overriding issues however appear to be due to lack of response or follow up to customer queries. This matter has been discussed by all Heads of Service, who have agreed to ensure customer calls and enquires are dealt with promptly.</p> <p>In addition, the measure in the new Corporate Strategy has been changed to target underperformance through measuring dissatisfaction levels, rather than satisfaction levels.</p>		

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

24. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are five indicators that can be reported at the end of the fourth quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.

25. The following are performing better than target:
- Number of families in temporary accommodation
26. Three indicators (11%) are performing slightly below target, but within the 5% tolerance threshold:
- Time taken to process housing benefit/council tax new claims and change events
 - Processing of planning applications as measured against targets for 'major' application
 - Processing of planning applications as measured against targets for 'other' application types
27. There is currently one indicator that is performing worse than target. This indicator relates to the percentage of 'minor' planning applications determined within a timely manner. The table below give the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator		Target	Performance
Processing of planning applications as measured against targets for 'minor'		65%	51.754%
Reason below target	<p>The issues which effected performance at the beginning of the year, continue to impact on the performance of this indicator, which is likely to remain below target for the rest of the year.</p> <p>The issues include:</p> <ul style="list-style-type: none"> • a significant increase in the volume of minor applications; • significant printing demands generated from safeguarded land applications; and • problems with printing and indexing have also impacted on the service's ability to easily and effectively process applications as they are received. <p>Overall, as the target timescales for these types of applications are relatively short (8 weeks), issues such as these can easily impact on performance.</p>		
Actions required	<p>A number of measures have been put in place including additional staffing, workflow modifications, management controls and temporary ICT fixes. The enterprise module to improve the ability to monitor and manage workflow has been implemented and is enabling managers to more easily monitor and manage performance within the service. In addition the service has:</p> <ul style="list-style-type: none"> • implemented improvements to processes and workflow; • introduced a traffic light system for the processing stages; • introduced a red box system to fast track processing tasks; and • introduced twice weekly case management discussions. 		

IMPLICATIONS OF REPORT

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

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


GARY HALL
CHIEF EXECUTIVE


There are no background papers to this report.










Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	1 November 2012	Second Quarter Performance Report 2012/13

Appendix A: Performance of Corporate Strategy Key Measures

 Performance is better than target


 Worse than target but within threshold

 Worse than target, outside threshold






Indicator Name	Polarity	Target Value	Performance Value	Symbol
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5.1%	5.8%	
Overall employment rate	Bigger is better	68%	77.8%	
Street and environmental cleanliness - Litter	Smaller is better	4.6%	2.25%	
Street and environmental cleanliness - detritus	Smaller is better	6%	5.25%	
Street and environmental cleanliness - graffiti	Smaller is better	1.5%	0.25%	
Street and environmental cleanliness - flyposting	Smaller is better	1%	0%	
New businesses established	Bigger is better	26	16	
Vacant Town Centre Floor Space	Smaller is better	7.5%	6.62%	
% of customers satisfied with the way they were treated by the Council	Bigger is better	80%	62%	

Appendix B: Performance of key service delivery measures

 Performance is better than target

 Worse than target but within threshold

 Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol
NI 181 YTD Time taken to process HB/CT benefit new claims and change events	Smaller is better	10 Days	10.17 Days	
(NI 157a) Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	69.565%	
(NI 157b) Processing of planning applications as measured against targets for 'minor'	Bigger is better	65%	51.754%	
(NI 157c) Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	77.21%	
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	25	22	



Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places)	Executive Cabinet	22 November 2012

REVIEW OF NEIGHBOURHOOD WORKING

PURPOSE OF REPORT

1. To advise Members of the outcome of a review into neighbourhood working and seek approval to develop and improve service delivery and community engagement at a neighbourhood level.

RECOMMENDATION(S)

2. Neighbourhood Working – Members are asked to agree the definition of neighbourhood working as described at paragraph 9 in this report
3. Neighbourhood Footprints – Members are asked to approve the redrawn boundaries of the neighbourhood areas, increasing the number of areas from seven to eight as described in paragraph 29 and Appendix 1 of this report
4. Representation at Neighbourhood Meetings – Members are asked to agree the level of representation at the twice yearly round of neighbourhood area meetings to include County Council Member representation and Parish Council Member representation in accordance with the Table 1 within this report.
5. Neighbourhood Plans – Members are asked to agree the process described in paragraph 35 outlining the establishment of annual neighbourhood work plans.
6. Budget – Members are asked to note that business as usual activities undertaken as part of neighbourhood working come from a number of service teams baseline budgets but that work or services provided over and above will need to be provided through a separate budget yet to be agreed with a means for Members to access it.
7. Resource – Members are asked to note the resource implications arising out of this review.

EXECUTIVE SUMMARY OF REPORT

8. The current neighbourhood working model has evolved since its launch in 2008. There are seven neighbourhood areas and each area has a Ward Member meeting twice a year to discuss issues arising in the particular area and receive retrospective reports on neighbourhood activities delivered by Council and partner services.
9. However 'neighbourhood working' has never been clearly defined in the terms and manner in which it can be delivered in the Chorley Council area and subsequently has evolved into a mixture of discrete projects and initiatives 'sponsored' by Members together with 'business as usual' delivery of neighbourhood, community development and street scene services. It is important to have a clear definition of neighbourhood working in order that the scope and

nature of existing, proposed and expected neighbourhood activity and service delivery can be checked. Therefore a definition of neighbourhood working has been proposed as follows:

Working with our partners to improve the quality of life, health and wellbeing of all our citizens and to improve the environment of the neighbourhoods in which they live.

10. The original concept of providing a neighbourhood profile and developing a project/action plan for each neighbourhood area has now been superseded and operates, whereby Members can submit 'Expressions of Interest' to undertake small environmental and community project work in their wards. This is supported by an annual budget provision and by integrating actions, where possible, into officers 'business as usual' work streams.
11. This review provides an opportunity to revise the delivery of neighbourhood working in Chorley and the model proposed is outlined below.
12. A review of the neighbourhood working model has been undertaken and Members views were sought at the recent round of neighbourhood meetings in June/July 2012. The following main issues were highlighted by Members.

- Engagement with other local community organisations and structures is limited within the current model and an opportunity exists to engage more closely with Parish Councils and County Council Members to coordinate activity across the neighbourhood areas.
- Apart from the 'Expression of Interest' as a means to access resources for environmental and community development within their Wards, Members have limited access to resources. There is an opportunity to revise the direct funding arrangements for neighbourhood areas and devolve some budgetary control to neighbourhood level, enabling Members to prioritise work and activity that effects environmental improvement and greater community engagement. This will require an increased level of support to ensure adequate governance arrangements are in place.
- In general Members were satisfied with the size of the neighbourhood areas with the exception of the Eastern Parishes which encompasses a large rural area east of Chorley as well as the Adlington, Anderton and Heath Charnock settlements. There is an opportunity to redraw the boundaries of the neighbourhood area and this is detailed in the body of the report.

13. In order to accommodate these changes and to ensure a wider stakeholder involvement in decision making and delivery at a local level, a hierarchical model is proposed which can be illustrated as follows:

14. The back office and frontline resources required to support neighbourhood working currently include:

- Democratic Services
- Neighbourhood Officer Team
- Environment and Neighbourhoods Team
- Streetscene Team
- Parks and Open Spaces Team

It will be necessary to review resource provision to ensure any revised model of neighbourhood working can be effectively delivered. A brief outline of the additional resource provision that might be required is discussed below.

- 15. Members will be aware that there are other initiatives which should have a direct link into neighbourhood working. In particular two emerging programmes are the Civic Pride campaign and a Member accreditation scheme.
- 16. Civic Pride will provide a mechanism for local groups to undertake initiatives themselves with the support of Council resources but with minimal administrative or bureaucratic interference. For example if a small group of residents wish to tidy up a local grot spot then the Council must be in a position to respond positively and provide support to facilitate it; such as the loaning of equipment, collecting and disposing of waste and then community development support to build on the energy and enthusiasm of the group to undertake more activity.
- 17. Member engagement and accreditation and the Chorley iteration of such a scheme would ensure that Members have the necessary knowledge and skills to lead on local projects and initiatives in a programmed and co-ordinated way.
- 18. In the context of these proposals there will be a step change in the way neighbourhood working is delivered in Chorley. Members will have significantly more control and say in what happens in their area and potentially direct access to resources to deliver. This in turn will mean a shift in the way service managers plan and resource their services and may take time to develop and embed as business as usual.
- 19. Increasing the number of neighbourhood areas, the number of neighbourhood meetings and the devolution of budgets to a neighbourhood level will impact on the support required. It may be necessary to create additional capacity to support neighbourhood working and to augment the structural changes already made across the organisation. A review of resources to support neighbourhood working will be the subject of a further report to Members.

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)

- 20. To ensure the neighbourhood working model continues to develop and meets the needs of Members and the communities they serve.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 21. The option to retain the current neighbourhood working model and framework was considered but it is appropriate to develop and adapt neighbourhood working as described in this report.

CORPORATE PRIORITIES

22. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	√	A strong local economy	
Clean, safe and healthy communities	√	An ambitious council that does more to meet the needs of residents and the local area	√

BACKGROUND

23. In 2007 the Council commissioned a report from Partners in Change “***The Scope and Prospects for Neighbourhood Working in Chorley***”. This led to the creation of the current neighbourhood working model with 7 neighbourhood areas initially supported by a neighbourhood profile and action plan.

24. Over the last 4 years the neighbourhood working model has evolved to a point where Members have a twice yearly neighbourhood area meeting with officers; undertake regular Ward walks with Neighbourhood Officers as required and can submit ‘Expressions of Interest’ to deliver discrete work packages and projects in their Wards.

DEFINITION OF NEIGHBOURHOOD WORKING

25. It is now an opportune time to review neighbourhood working and provide a clear definition of what neighbourhood working entails in Chorley.

26. Neighbourhood working has been defined in a number terms and the following are extracts from a variety of other District Council websites:

- *“the process of improving and joining up local services”*
- *“work with residents to shape their own areas and neighbourhoods by developing local solutions for the things that matter”*
- *“neighbourhood Working is all about improving the quality of life for people living and working in the area”*
- *“neighbourhoods and communities have different needs and priorities and so while many of our services are delivered on a council wide level, several of our key services are delivered at a neighbourhood level”*

27. For the purposes of neighbourhood working in Chorley Council area the following definition is proposed:

Working with our partners to improve the quality of life and health and wellbeing of all our citizens and to improve the environment of the neighbourhoods in which they live.

28. This definition emphasises the need to work on a partnership basis and to address wider issues within our communities such as health but recognises that work and activities that improve the environment and quality of life for our communities is also essential.

NEIGHBOURHOOD FOOTPRINT REVIEW

29. Whilst overall Members were content with the size and makeup of the current 7 neighbourhood areas; Members in the Eastern Parishes expressed concern that there are covered a large area of both rural and urban settlements. In order to address this it is proposed to create a new Eastern Rural Parishes area which would include Brindle and Hoghton; Wheelton and Withnell and Pennine wards. This in turn would then create a Southeastern Parishes neighbourhood area of Adlington and Anderton and Heath Charnock and Rivington wards.
30. The creation of the Eastern Rural Parishes area would have a knock on effect to the current Northeastern Parishes with the loss of Brindle and Hoghton from this area. By moving Clayton le Woods and Whittle le Woods into Northeastern Parishes area this would provide some balance. The maps at Appendix 1 demonstrate the impact of the changes.

NEIGHBOURHOOD MEETING REVIEW

31. Currently each neighbourhood area holds a Member meeting supported by democratic services and the Head of Health Environment and Neighbourhoods every six months. The purpose of the meeting is to provide feedback on projects, initiatives and service activity at a neighbourhood level to Members. In addition recent rounds of meetings have provided opportunities for other Council service areas to explain developments in their areas such as Customer Services, Housing Benefit and Planning.
32. Overall Members expressed satisfaction with the frequency and content of meetings. However some Members have expressed a desire to increase the representation at such meetings to include County Council Members for the neighbourhood area and one Parish Councillor representative for the respective Parish Councils within the Neighbourhood area.
33. In order to ensure appropriate representation but retain a workable group to agree neighbourhood priorities and develop a neighbourhood plan the table below details the level of representation for each neighbourhood area that is proposed.
34. It is anticipated that the inclusion of County Councillors will ensure issues at a very local neighbourhood level can be fed into the Countywide 'Three Tier Forum' structure and similarly County Councillor representation will ensure that discussions and decisions are made in the context of a wider perspective.
35. It is proposed to retain the meeting frequency at twice per year with the January meeting used to determine the plan for the neighbourhood area in the following financial year subject to the budget set for that year. The June round of meetings would then be used to review the plan; determine progress and adjust the plan accordingly.

36. It is envisaged that meetings will be chaired by a Ward Councillor from within the neighbourhood area and elected by the neighbourhood meeting.

Table 1 – Proposed Neighbourhood Area, Parish Council and County Council Representation

<u>Neighbourhood</u>	<u>Borough Wards</u>	<u>Ward Cllrs</u>	<u>Parish Council</u>	<u>LCC Division</u>	<u>LCC Cllrs</u>
Clayton and Whittle	Clayton le Woods and Whittle le Woods	3	Clayton le Woods	Chorley North	1
	Clayton le Woods North	3	Whittle le Woods	Chorley Rural North	1
	Clayton le woods West and Cuerden	2	Cuerden		
Western Parishes	Lostock	2	Bretherton	Chorley Rural West	1
	Eccleston and Mawdesley	3	Croston		
			Mawdesley		
			Eccleston		
			Ulnes Walton		
Euxton Astley and Buckshaw	Euxton North	2	Astley	Chorley Rural West	1
	Euxton South	2	Euxton	Chorley North	1
	Astley and Buckshaw	2			
Southeast Parishes	Adlington and Anderton	3	Adlington Town Council	Chorley Rural East	1
	Heath Charnock and Rivington	1	Anderton		
			Rivington		
			Heath Charnock		
Eastern Parishes	Wheelton and Withnel	2	Angelzarke	Chorley Rural East	1
	Brindle and Hogton	1	Wheelton	Chorley Rural North	1
	Pennine	1	Withnel		
			Brindle		
			Heapey		

<u>Neighbourhood</u>	<u>Borough Wards</u>	<u>Ward Cllrs</u>	<u>Parish Council</u>	<u>LCC Division</u>	<u>LCC Cllrs</u>
			Hoghton		
Chorley Town East	Chorley Northeast	3	**	Chorley East	1
	Chorley East	3	**	Chorley South	1
	Chorley Southeast	3	**		
Chorley Town West	Chorley Northwest	3	**	Chorley West	1
	Chorely Southwest	3	**	Chorley South	1
			**		
Southern Parishes	Coppull	3	Charnock Richard	Chorley West	1
	Chisnall	2	Coppull		
			Heskin		

**Areas with no parish representation should ensure that consultation with key groups and stakeholders is undertaken as part of drafting neighbourhood plans.

NEIGHBOURHOOD PLANS

37. A fundamental aspect of neighbourhood working is to ensure that community needs are properly evaluated then prioritised and planned into ‘business as usual’ service delivery, community projects and discrete work packages.

38. It is proposed that neighbourhood working is divided into three discrete areas or levels:
 - Business as usual and universal service delivery – these are the core council front line services such as refuse and recycling collection; statutory services and regulatory services.
 - Services and work packages that are identified through an agreed and prioritised annual plan. For example Parish Councils in consultation with Ward Members and the local community within a neighbourhood area may elect to provide services themselves provided they do not fall into the category of universal, statutory or regulatory services.
 - Work packages that Ward Members will lead on, on behalf of the neighbourhood area and utilising a small budget (to be determined) which is devolved to each neighbourhood area.

39. Several neighbourhood areas may already have plans in the form of Parish Plans. It is proposed that where these exist the neighbourhood area meeting, in agreement with the Parish Councils, review the plan and identify common themes and objectives. These would then form the basis of a neighbourhood plan with a limited number of priorities to be delivered in a given time frame. The delivery of the plan would need to be costed.

40. Neighbourhood plans will need to be drafted in the context of the following principles:

- Plans should fall within the neighbourhood working definition and address local needs.
- Plans should be realistic.
- Plans must be achievable and have no more than three actions/objectives to meet in a financial year.

41. In neighbourhood areas that are not parished it will be essential that the neighbourhood meetings through Ward and County Councillors consult with key groups and stakeholders within their neighbourhoods to identify the needs that can be addressed through the neighbourhood working process.

42. Draft neighbourhood plans with costs will be subject to Executive Cabinet approval prior to their implementation.

43. Such a model will enable Ward Members, Parish Councils, County Councillors and appropriate local community groups to agree the priorities for their area and provide them with the freedom to:

- Negotiate a service delivery mechanism for non-universal, non-statutory and non-regulatory services
- Fund discrete work packages subject to budget and other resource limitations
- Organise, promote and fund community events.

In order to assist Members the table below identifies what a ‘typical’ draft plan would include and those areas that should not be included in a neighbourhood plan:

<u>INCLUDED</u>	<u>EXCLUDED</u>
Additional works and schemes to improve areas of open public space over and above business as usual work	Issues that are the sole responsibility of another agency and the Councils only input would be as a lobby.
Work and projects that support the formation of new community groups or sustain existing ones	Borough wide issues that are subject to existing partnership arrangements e.g. health, community safety
Leading or supporting community events that meet the principles and definition of neighbourhood working	Activities which are universally delivered across the borough
Activities and work that promote community cohesion such as initiatives that integrate demographic groups into the life of the community. E.g. a junior citizens scheme.	

Note this table is for illustration and is not exhaustive.

44. Neighbourhood plans would be reviewed at the 6 monthly neighbourhood meetings and revised and updated as appropriate with any significant changes being subject to Executive Cabinet approval, i.e. where there is a budgetary impact.

MEMBERS AS COMMUNITY CHAMPIONS

45. Work is underway on developing a programme of Member engagement and training that links directly to the revised arrangements for neighbourhood working. At this stage there is a proposal for Members to achieve access to funding for their neighbourhood by completing a range of training and other activities that:
- demonstrate understanding and knowledge of their ward and involvement in local projects or volunteering;
 - commitment to a range of training which increases their knowledge and also enables personal skills development; and
 - demonstrates local engagement with and accessibility to, ward residents.
46. Further details on how this might work and Members commitment to the process will be brought to a future meeting.

NEIGHBOURHOOD BUDGET REVIEW

47. Budget provision for neighbourhood plans will have to be made and will form part of the current annual budget setting process. This will link into the neighbourhood plan approval through Executive Cabinet whereby budget provision will be confirmed and costs approved. It is anticipated that in order to support neighbourhood working there will be a need to resource the following broad areas:
- Community development and support including further development of a sustainable model to promote volunteering and support community groups
 - Support neighbourhood plan delivery
 - Mainstream an annual programme of skip/clean up days across the Borough

SUPPORTING NEIGHBOURHOOD WORKING

48. Members will be aware that transformational change has already taken place across a number of service areas that are either integral to, or support neighbourhood working.
49. If the revisions to neighbourhood working as outlined in this report are approved there will be additional resource impact on service areas as follows.
50. Policy and Communications – with a greater emphasis on community engagement and consultation to determine local needs, the Policy and Communications Team can expect an increase in workload. This will need to be either prioritised against other existing work streams or additional resource (to be determined) will need to be found.
51. Democratic Services – increasing the neighbourhood areas from seven to eight as well as widening the representation at neighbourhood meetings will increase the workload of the Democratic Services Team on a scale yet to be determined.
52. Neighbourhood and Environment Team – the impact of neighbourhood working changes will be dependent on the development and content of neighbourhood plans. As a minimum additional resource in the form of officer support will need to be factored into existing workstreams to assist neighbourhoods in developing plans, prioritising actions and exploring funding opportunities as well as supporting existing community groups and nurturing new ones.

53. Resource implications and requirements will be the subject of future reports to Members.

IMPLICATIONS OF REPORT

54. 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

55. The additional budget requirement is to be detailed in a separate report to be submitted to Members as part of the budget setting process.

COMMENTS OF THE MONITORING OFFICER

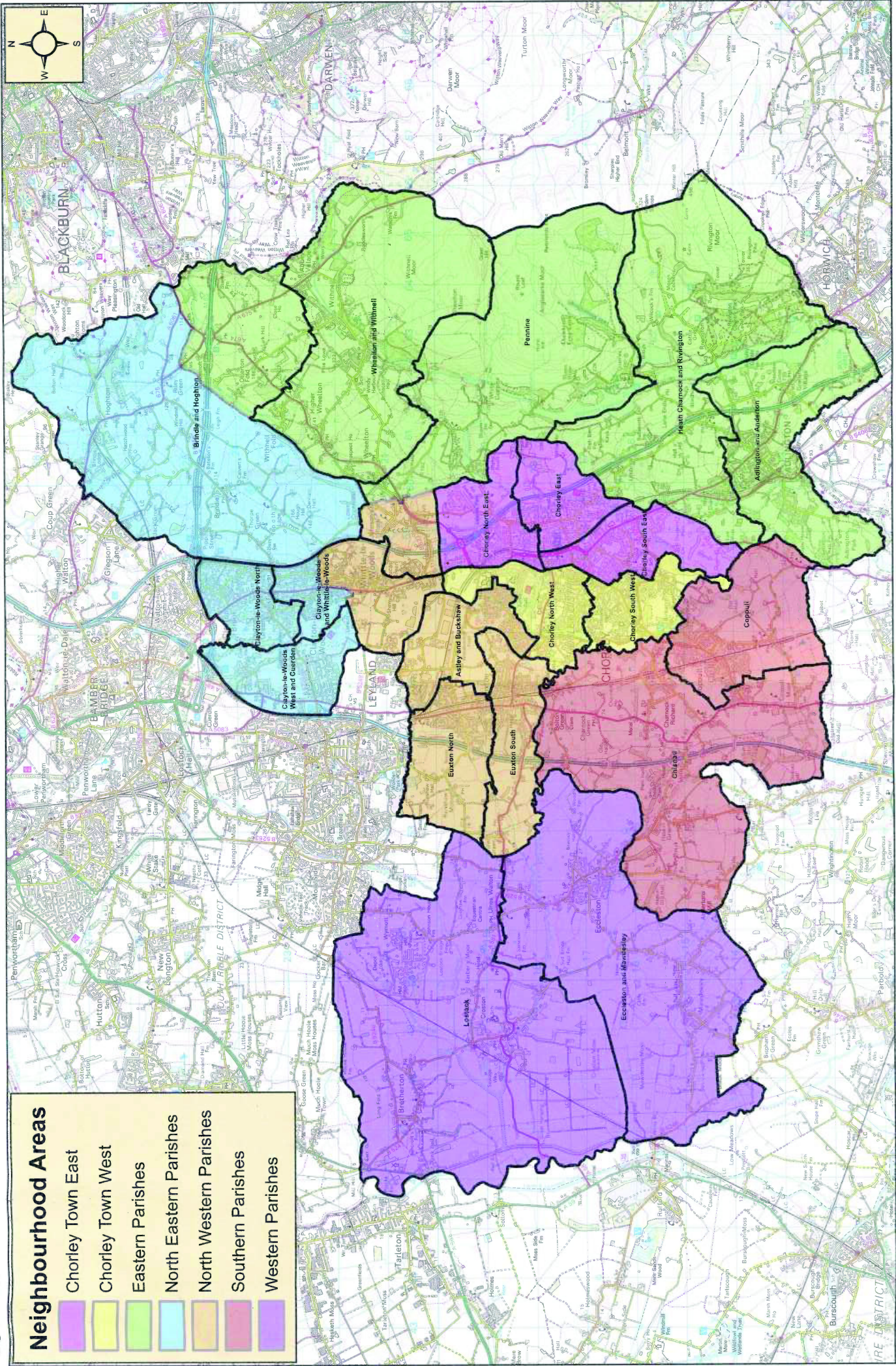
56. The outcome of the review of neighbourhood working has no legal implications at this time.

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

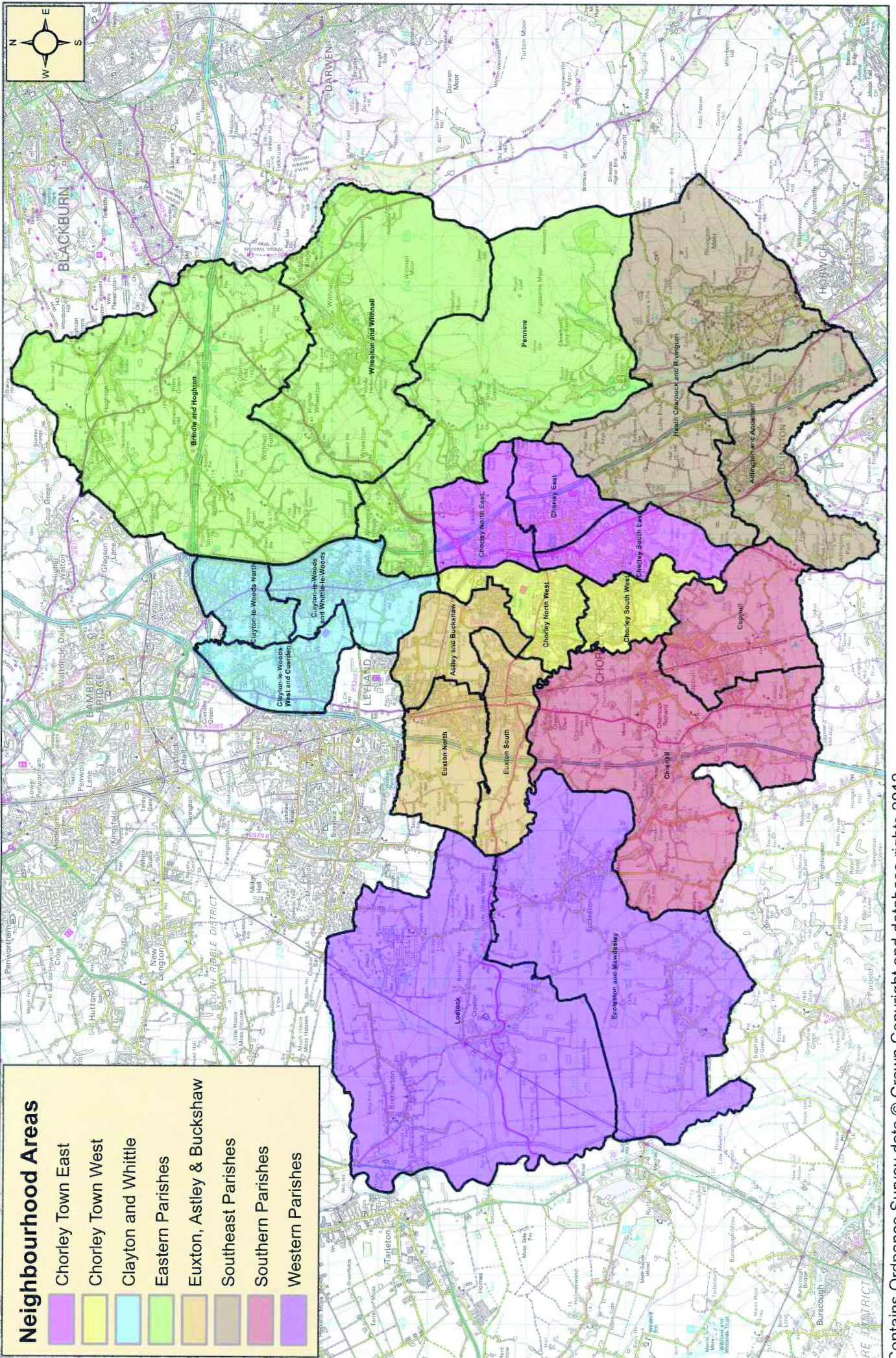
Report Author	Ext	Date	Doc ID
Simon Clark	5732	October 2012	Nhoodreview2012

Current Neighbourhood Areas



Neighbourhood Areas

- Chorley Town East
- Chorley Town West
- Eastern Parishes
- North Eastern Parishes
- North Western Parishes
- Southern Parishes
- Western Parishes





Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places)	Executive Cabinet	22 November 2012

LANCASHIRE FIRE AND RESCUE SERVICE – MEMORANDUM OF UNDERSTANDING RELATING TO ENFORCMENT WORK

PURPOSE OF REPORT

- To seek Members authorisation for the sign up to two Memoranda of Understanding (MoU) between Lancashire Fire and Rescue Service and the Councils housing standards and workplace health and safety enforcement function.

RECOMMENDATION(S)

- Members accept the terms of the Electrical Safety in Workplaces Memorandum of Understanding (MoU) and authorise the Director of People and Places to sign.
- Members accept the terms of the Housing Standards Memorandum of Understanding (MoU) and authorise the Director of People and Places to sign.

EXECUTIVE SUMMARY OF REPORT

- The Councils workplace health and safety enforcement and housing standards enforcement teams have been approached by Lancashire Fire and Rescue Service to sign up to two Memoranda of Understanding (MoU) between the two organisations. The MoU's relate to the Councils enforcement work in these areas.
- Members will find the two MoU's referred to at Appendices 1 and 2 as follows:
 - Appendix 1 – Housing Fire Safety MoU
 - Appendix 2 – Electrical Safety in Workplaces MoU
- The MoU's seek to formalise an unwritten arrangement that has existed between the two organisations so that there is clarity in terms of where responsibility lies in relation to both enforcement of fire safety provision in domestic dwellings and enforcement of electrical safety in workplaces that fall within Chorley Council's enforcement responsibility.
- Both MoUs will be used by the respective enforcement teams as a reference document to ensure we provide the appropriate enforcement response where issues of fire safety arise in houses or electrical safety in workplaces.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 8. To ensure that partnership working in the areas of housing fire safety enforcement and electrical safety in work places enforcement is effectively coordinated and the roles and responsibilities of both organisations are fully understood.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 9. An alternative option would be not to sign up to the MoU's and continue with the informal arrangement between the organisations in determining enforcement responsibility and the agency best place to take action.

CORPORATE PRIORITIES

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

Involving residents in improving their local area and equality of access for all	√	A strong local economy	
Clean, safe and healthy communities	√	An ambitious council that does more to meet the needs of residents and the local area	√

BACKGROUND – FIRE SAFETY IN DWELLINGS

- 11. Chorley has approximately 45,000 domestic dwellings ranging from owner occupied detached dwellings to single room bedsits in the private rented sector.
- 12. Fire safety is an important element in domestic dwellings and particularly important in multiple occupied properties where the means of escape in the event of a fire requires effective control to ensure escape routes and building exits are kept clear.
- 13. Similarly all dwellings ought to have some means of fire detection to warn occupants in the event of a fire, although these are generally only enforceable in multiple occupied properties.
- 14. The MoU relating to this area of work will ensure effective liaison between housing enforcement officers and fire service colleagues where either agency identifies properties and hence occupants at risk.
- 15. Appropriate advice can be provided and where appropriate effective enforcement can then be agreed between the two agencies to ensure property owners and occupants provide the most appropriate fire safety measures.

BACKGROUND – ELECTRICAL SAFETY IN WORKPLACES

- 16. Chorley Council has enforcement responsibility for approximately 1,700 workplaces in the Borough ranging from small retail shops and offices to large warehousing and distribution premises.
- 17. A common cause of fires in workplace premises is due to poorly maintained or installed electrical equipment.
- 18. During routine visits or following a fire; both agencies will liaise where safety concerns are raised due to electrical safety and appropriate action will be agreed on providing a resolution.

19. This may range from simple advice to prohibition in the use of affected equipment or improvement to electrical infrastructure.

RESOURCES

20. Sign up to the MoU's is not anticipated to require additional resources and agreed actions and referrals will be absorbed within existing work streams and inspection programmes

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

22. I can confirm that the additional resources required within this report, namely training, will be provided from existing resources and therefore there are no financial implications for the council's budget.

COMMENTS OF THE MONITORING OFFICER

23. There are no issues arising out of this report other than the need to ensure that enforcement officers are duly authorised and are acting within their powers when undertaking enforcement work under the terms of these MoU's

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

Background Papers			
Document	Date	File	Place of Inspection
LACORS Guidance Housing Fire Safety 2008	August 2008	www.lacors.gov.uk/lacors/NewsArticleDetails.aspx?id=19844	Online

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APPENDIX 1

Protocol between Lancashire Fire and Rescue Service (Chorley Fire Safety) and Chorley Council Local Authority Housing Enforcement Officers to improve fire safety.

A national protocol exists (See appendix 2 in the LACORS Guide to Housing Fire Safety) which establishes the principles and joint working arrangements between Local Housing Authorities and Fire and Rescue Authorities to deliver the objective of improved fire safety. It is a framework which provides the basis for detailed local arrangements whilst encouraging collaboration at a regional level.

This document is intended to expand on the ‘**detailed local arrangements**’ and is intended to assist Fire Safety and Housing Officers within the Chorley District to deliver the objectives of the national protocol in the spirit of effective local partnership working.

The underlying principles of the national protocol are:

- To ensure appropriate standards of fire and other safety provisions are provided and maintained in residential premises
- To develop data sharing arrangements
- To assist landlords and other providers to understand the legal framework which they operate under
- To encourage opportunities for offering joint training and awareness sessions
- To recognise the needs and limitations of Fire and Rescue Authorities and Local Housing Authorities and to acknowledge that both authorities will always seek to act in good faith

Which authority should take the lead enforcing role for fire safety?

The table below (taken from the national protocol) lists the Authority that will **normally** take the lead in inspection and enforcement action in different types of property.

Type of premise	Lead Authority
Single dwelling <small>Shaded section indicates premises covered by the Regulatory Reform (Fire Safety) Order 2005</small>	Local Housing Authority
Shared Houses	Local Housing Authority
All House in Multiple Occupation (HMO) whether or not subject to mandatory, selective or additional licensing	Local Housing Authority
All self contained flats, whether purpose built or converted	Local Housing Authority
Premises with mixed commercial and associated residential accommodation and sheltered housing	Fire Authority
Hostels ₃ /B&B/Hotels	Fire Authority
Local Housing Authority	Fire Authority

The national protocol goes on to say:

‘Nevertheless, all Fire and Rescue Authorities are under an obligation to reduce fire deaths in line with their risk based enforcement policies and will undertake planned proactive inspections in any identified type of premises or in a particular locality as they deem necessary. Prior to starting any such series of inspection programmes, consultation should take place to ensure that duplication of inspection and enforcement does not occur. Any such programmes may, subject to local agreement take place individually, collaboratively or jointly and should complement the inspection programme of the Local Housing Authority. Where necessary emergency action will be taken by either authority to reduce any immediate risk but further remedial enforcement will only be undertaken following consultation with the designated lead authority. Nothing in this protocol will prevent either authority undertaking specific individual monitoring or enforcement action if appropriate’.

It is the content of the forgoing paragraph that necessitates the production of this document.

Lancashire Combined Fire Authority Risk Management Plan (RMP)

The RMP sets out our broad intentions and contains specific targets against key performance indicators for each period. Each year the RMP will be reviewed to ensure that the content remains relevant and that any new pressures or emerging issues are fully understood and appropriate actions planned.

Day-to-day business is co-ordinated through District Risk Reduction Plans and Departmental Plans and subject to the same annual review and refresh process each September.

The District Risk Reduction Plans comprise a locally tailored risk reduction plan for each of the twelve Lancashire districts and the two unitary authorities. Based on published risk profiles, (available for viewing at www.lancsfire.gov.uk), the plans focus on local solutions to local problems and, wherever possible, link to other partners' plans thereby ensuring a joined up approach.

Fire Safety Enforcement (FSE) Inspection Program

LFRS operates a risk based approach to Fire Safety to assist in the achievement of the objectives set out in the Risk Management Plan. This approach is set out in the Fire Safety Enforcement (FSE) Inspection Program. The FSE inspection program may necessitate the following types of activity in any housing premises (or part of housing premises) covered under the provision of the Regulatory Reform (Fire Safety) Order 2005:

1. Inspection following a fire
2. Inspection following receipt of a complaint
3. Planned inspection of premises not previously inspected (intelligence led inspection)
4. Re-inspection of premises based on the level of risk determined on the previous inspection (re-cycled inspection)
5. Inspection following receipt of a Building Regulation consultation
6. Inspection on receipt of a request for advice (the source of the request could conceivably be from any source e.g. tenant / landlord / Strategic Housing officer etc).

Joint Inspections

Not all inspections of premises where housing is provided will warrant the attendance of an officer from both authorities. It will normally be a matter for the officer concerned to determine whether an officer from the other authority should attend based on the information available at the time. It should be borne in mind however that, by their very nature, certain situations will almost certainly warrant the attendance of an officer from both authorities, namely:

1. Inspection following a fire (because fire damage often causes other Housing H&S issues)
2. Inspection following receipt of a complaint (because it is highly unusual to find that poor management is confined only to fire safety issues)
3. Any inspection where it is considered tenants may need to be re-housed (e.g. where a prohibition notice may be served)

In addition to the above LFRS (Chorley Fire Safety) and Chorley Council (Housing Officers) agree to actively target and jointly inspect perceived risks based on local intelligence.

Enforcement Action

Wherever possible, the authority identified in the forgoing table as being the most appropriate for each premises type will lead when enforcement action is taken.

In practice this will often mean officers from LFRS and Local Authority housing officers holding a post inspection 'conference' to determine which agency will enforce on which issues. The outcome of the conference should be a clear delineation of enforcement which should be reflected in the subsequent paperwork which should contain no under or over lapping of issues. Prior to either authority issuing reports/notices it is essential that consultation takes place to confirm that the outcomes determined in the post inspection conference have been reflected in the subsequent paperwork. Consultation may take the form of a telephone conversation, letter, fax, phone call or e-mail. In each case the officers

involved in the process will be responsible for ensuring a suitable form of consultation has been adopted. The need for a full and transparent audit trail must always be uppermost when determining this.

In every case the most effective enforcement route should be adopted taking into account the risk level perceived in the premises in question, and the absolute need to maintain an open and transparent enforcement process which the 'responsible person' (usually landlord) understands.

LFRS officers must be mindful that the Housing Health and Safety Rating System does not always allow officers from the Chorley Council to categorise fire related issues as high priority (consequently improvement works can often be required through informal enforcement with relatively lengthy timescales). In such circumstances, where the risk level warrants it, LFRS should take the lead on fire issues using its own FSE enforcement logic which will facilitate a faster reduction in fire risk.

LFRS officers must be mindful that the Regulatory Reform (Fire Safety) Order 2005 does not apply to domestic premises. As a consequence the RR(FS)O 2005 may not be used to enforce the requirement for early warning smoke alarms within an individual flat or bed-sit. As such a requirement can only be facilitated through the Housing Act, it is anticipated that even when LFRS leads on enforcement action in a particular premises there will nearly always be **an essential part** of the fire alarm provision that can only legally be specified by the Housing Authority. N.B this is not always the case, e.g. in some small premises where the alarms provided to protect the means of escape are also sufficient to provide early warning the occupant/s (e.g. single flat above a shop).

Interim Risk Reduction Measures

It is accepted that remedial works required to reduce fire risk can be costly and time consuming. As a consequence there will always be a period of time between discovery of non compliant premises and the point at which a level of fire safety is achieved which is commensurate with that advocated in the LACORS guide. It is essential that, throughout this time period, persons still using the premises are not exposed to excessive risk from fire.

Therefore, in addition to collating information about the premises and its owners etc one of the first duties of LFRS staff when inspecting housing premises will be to determine whether they are (from a fire perspective) safe for habitation. Although LFRS is mindful of the shortage of social housing and other pressures Chorley Council is subjected to, it must be recognised that some premises may be so non-compliant that habitation can no longer be tolerated. In such circumstances LFRS will instigate Article 31 Prohibition / Restriction procedures and would always liaise with Chorley Council when doing so (in some circumstances it may be appropriate for Chorley Council to use similar powers facilitated by the Housing Act).

In every case LFRS would seek to work with the responsible person (usually landlord) to help them identify what interim fire safety measures could be put in place to avoid a prohibition notice. Judgement as to what constitutes an acceptable level of interim measures is very complex and will vary on a case by case basis (based on height of building, nature of occupancy, availability of alternative escape routes (including window escape), mobility of occupants etc.).

It is normally expected that the responsible person (usually landlord) will provide all the material necessary to implement the interim measures themselves. On occasion however, it may be appropriate for LFRS to provide smoke/heat alarms as an addition to the Home Fire Safety Check Service. In such cases it will always be made clear to the responsible person that although LFRS may have provided such equipment, legal ownership of fire risk (and maintenance of such) rests with the landlord **not** with LFRS.

To assist fire safety and housing officers undertake their duties effectively when the above circumstances occur, LFRS and Chorley Council will agree a joint procedure. From time to time the procedures adopted under such circumstances may be subject to change.

Home Fire Safety Check (HFSC)

Home Fire Safety Checks are carried out by Fire Service personnel and involve visiting private dwellings and giving free fire safety advice to the occupants, fitting smoke alarms where necessary. A Home Fire Safety Check is defined as a visit to a dwelling during which: the property is entered and examined, advice is given regarding fire safety, smoke alarms are fitted as required by procedures and a record is made of the findings. The Home Fire Safety Check is purely voluntary as there is no obligation on the occupier to have one or to act on the advice given. Once an occupier has been given the best advice available on reducing the risk of fire, it is their responsibility whether to accept and act on the advice.

HFSC's are undertaken with tenants not landlords.

LFRS staff frequently discuss the HFSC service with tenants and generate referrals from those who 'opt in' to the service. A local memorandum of understanding has been drawn up between Southern Area Community fire safety (CFS) Team and Chorley Strategic Housing which allows Chorley Strategic Housing staff to undertake exactly the same function in any housing premises even if they are not with an officer from LFRS. Chorley Strategic Housing staff have access to a referral form and these are sent directly to the Southern Area CFS team. In this way it is hoped the effects of the HFSC initiative are devolved as widely and efficiently as possible.

Prosecutions

LFRS and Chorley Council both have systems in place to determine when the bringing of a prosecution is appropriate.

In all such cases it is anticipated that such a decision would not have been made without lengthy consultation with the other authority to ensure the principles of the local government enforcement concordat were upheld and that any potential for 'double-jeopardy' was avoided.

Requests for advice

Staff from either Authority who are contacted by any member of the public seeking help or advice concerning Housing and Fire Safety matters should always be referred to the content of the LACORS guide. Where possible the staff member concerned should act in the best interest of each authority in terms of the advice given but should always be mindful that sometimes the most suitable advice can only be given by the most appropriate authority. In such circumstances the person requesting advice should be supplied the most appropriate contact details for the other authority.

THIS DOCUMENT SHOULD BE INSERTED IN THE REAR COVER OF THE LACORS HOUSING – FIRE SAFETY GUIDE.

THE APPLICABILITY OF THIS DOCUMENT SHOULD BE REVIEWED ON AN ANNUAL BASIS.

SIGNATORIES TO LOCAL PROTOCOL:

AUTHORITY	NAME	SIGNATURE & DATE
Lancashire Fire and Rescue		
Chorley Council		

APPENDIX 1

PARTNERSHIP AGREEMENT BETWEEN
LANCASHIRE FIRE RESCUE SERVICE
AND
CHORLEY COUNCIL (HEALTH & SAFETY ENFORCEMENT)

PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

To ensure effective working of the partnership between Lancashire Fire and Rescue Service (LFRS) and Chorley Council health & safety enforcement officers with the provision of a formal process for the passage of information between the two services, whenever it is necessary.

This will occur when either of the organisations identify:-

- deficiencies in the Fire Safety provision within a commercial premises
- an electrical product/installation, in a commercial premises, that may be a fire/ Health & Safety hazard due to poor installation, maintenance, manufacture, design or re-occurring fault/defect.

COMMON AIMS AND OBJECTIVES

- To make Lancashire a safer place.
- Reduce risk to the community
- To reduce the number of accidental building fires, in turn contributing to the prevention of fire fatalities, injuries, and fire damage to commercial premises.
- Provide the effective passage of information between both organisations
- Highlight dangerous electrical goods and/or installations to the Chorley Council Health & Safety Enforcement Officers.
- To raise awareness to responsible persons of the requirements for electrical safety in commercial premises.
- To assist in the evidence gathering to aid in enforcement or prosecution.

SCOPE OF ACTIVITIES

- The scope of activity for this MOU is Chorley Borough Council area.
- The range of activities are: the identifying and signposting of issues relating to electrical products/installations in commercial premises for which Chorley Council are the enforcing authority as defined in the current Enforcing Authority Regulations.
- LFRS Fire Safety Enforcement Officers (FSEOs) are responsible for the Enforcement of the Regulatory Reform (Fire Safety) Order 2005.
- Chorley Council Public Protection Officers are responsible for enforcing the Health & Safety at Work Act 1974 (Electricity at Work Regulations 1989) in premises for which they are the enforcing authority.

COMMUNICATION CONVENTIONS

- In terms of general communication between the organisations, this will be determined by Fire Safety/Electrical Safety issues coming to light for which either party requires information, guidance or support.
- Only authorised individuals from both parties will be permitted to speak on behalf of the partnership and any publicity is to be vetted by both parties prior to any release to the media.
- LFRS Chorley Fire Safety Enforcement and Chorley Council to provide a single point of contact (SPOC) to maintain effectiveness of this MOU. (Appendix 1).
- Information should only be disclosed between partners where it is necessary and expedient for the purposes of partnership work. Where this is the case, it should be done in line with those partners Information Sharing Protocols.

ROLES AND WORKING ARRANGEMENTS

- LFRS FSEO's – To signpost, where necessary, Fire Safety/Health & Safety and Electrical Safety issues, identified through audits to Chorley Council SPOC (Public Protection Manager).
- Chorley Council Health & Safety – To signpost, where necessary, Fire Safety/Health & Safety and Electrical Safety issues, identified through Audits to LFRS SPOC, (Chorley Fire Safety Enforcement Team Leader)
- To carry out joint inspections of any business premises as agreed by the SPOC to ensure compliance with the Health & Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.
- Both Partners to feed back, to each other, the results of any action / prosecution taken by their organisations as a result of the partnership, to inform of any known good/bad results/process using the single points of contact.

TRAINING AND GUIDANCE ARRANGEMENTS

- Chorley Council - to provide basic Health & Safety & Electrical safety document familiarisation/training for local LFRS Fire Safety Enforcement Officers.
- LFRS - to facilitate training for Chorley Council health & safety enforcement officers, as necessary, to enable them to identify Fire Safety Issues in Commercial Premises that could be enforced under the RRO 2005 by LFRS.
- A 12 monthly discussion between the SPOC - Chorley Fire Safety Enforcement Team Leader and Public Protection Manager, to ensure that the process is robust and fit for purpose.

EQUALITY & DIVERSITY

Chorley Council and the LFRS Equality & Diversity Policies/Strategies are available on their websites at:

www.lancsfirerescue.org.uk/equality-and-diversity-strategy
www.chorley.gov.uk/index.aspx?articleid=315

MEASURING SUCCESS

Using this formal process to achieve the following;

- Greater identification and mutual understanding of Fire Safety/Health & Safety and Electrical Safety issues.
- Measured reduction in risk by appropriate enforcement action by Chorley Council and Chorley Fire Safety Enforcement Departments resulting from the partnership.
- Increased number of Joint Inspections.
- Increased awareness in the local business community of the requirements under Health & Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005
- Reduction in the number of Accidental Building Fires.

AMENDMENT OF THE MOU – REVIEW AND DISSOLUTION

- Chorley Fire Safety Enforcement Team Leader and Public Protection Manager to review the information sharing processes annually or as and when required.
- Any alterations to or dissolution of the MOU to be agreed by both organisations.
- The partnership detailed in this agreement is aimed at achieving improved standards of Fire Safety and Health & Safety in commercial premises using existing legislation and locally agreed reciprocal training and resources, there are no charging mechanisms involved.

Authority	Role & Name	Signature & Date
LANCASHIRE FIRE AND RESCUE SERVICE	Watch Manager Tony Clements Fire Safety Enforcement Team Leader	
CHORLEY COUNCIL HEALTH AND SAFETY ENFORCEMENT	Public Protection Co-ordinator Paul Carter	

Appendix 1**Single Points of Contact/Partnership Lead Officers:-****LANCASHIRE FIRE AND RESCUE SERVICE***Tony Clements*

Fire Safety Enforcement Team Leader
Chorley Fire Safety Enforcement Department
Chorley Fire Station
Weidbank Lane
Chorley
PR7 3NQ

T: 01257 262919 (Ext 31)

F: 01257 234363

M: 07920 291872

E: tonyclements@lancsfireandrescue.org.uk**CHORLEY COUNCIL HEALTH AND SAFETY***Paul Carter*

Public Protection Co-ordinator
Chorley Council
People & Places Directorate
Civic Offices, Union Street
Chorley
PR7 1AL

T: 01257 515738

F: 01257 515150

E: paul.carter@chorley.gov.uk



Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Homes and Business)	Executive Cabinet	22 November 2012

TRIAL RE-OPENING OF MARKET STREET AND NEW PARKING LAYOUT FOR ST GEORGE’S STREET

PURPOSE OF REPORT

- To update Members on proposals for the trial re-opening of Market Street and new parking layout for St George’s Street, summarise the main points from the consultation process and to seek approval to progress the schemes through to delivery as outlined in paragraphs 14, 15, 17 and 18 of this report.

RECOMMENDATION(S)

- (i) That the proposals for the trial re-opening of Market Street and new parking layout for St George’s Street are progressed through to delivery as outlined in paragraphs 14, 15, 17 and 18 of this report, with approval of any scheme amendments being delegated to the Executive Member for Homes and Business.

(ii) To note the reversal of a decision in relation to the St George’s Street Management Proposal in relation to an aspiration to reduce the impact of cars in the Conservation Area.

EXECUTIVE SUMMARY OF REPORT

- The trial re-opening of Market Street and a new parking layout for St George’s St were projects identified, along with other initiatives, by the Town Centre Team to kick-start the town centre. This report presents the proposals, summarises the main points from the consultation process, and considers possible amendments to the schemes in order to progress them through to delivery.

Confidential report Please bold as appropriate	Yes	No
--	-----	----

Key Decision? Please bold as appropriate	Yes	No
--	-----	----

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)

- 4. These schemes will help to revitalise the top end of Market Street and Chorley Town Centre, provide additional parking which in turn will attract more shoppers and boost trade in the area.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 5. None

CORPORATE PRIORITIES

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

Involving residents in improving their local area and equality of access for all		A strong local economy	✓
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	

BACKGROUND

- 7. Following the findings of the Portas Review (an independent review by Mary Portas in to the future of our high streets, December 2011) a Town Centre Team was established for Chorley in Spring 2012. The trial re-opening of Market Street and a new parking layout for St George’s St were projects identified, along with other initiatives, by the Town Centre Team to kick-start the town centre. Since the pedestrianisation of Market Street, shopkeepers have maintained that their trade has suffered. Furthermore, both shoppers and traders believe there is insufficient car parking in Chorley Town Centre.

PROPOSALS FOR THE TRIAL RE-OPENING OF MARKET STREET AND NEW PARKING LAYOUT FOR ST GEORGE’S STREET

- 8. The Design and Engineering Services at Pendle Borough Council were appointed to design a workable scheme to re-open Market Street to vehicles. The consultation plan for the trial re-opening of Market Street is contained in Appendix A; and aims to:
 - Provide vehicular access in one direction (going from north of Market St to south of Market St) with the provision of parking (including disability bays) in a herringbone layout, provision for delivery vehicles, and restricted provision for heavy goods vehicles to exit from Fazakerley St and Chapel St.
 - Treat pedestrian safety as a priority with the use of signage, raised table crossings and planters.
 - In recognition of a trial project, provide a low specification scheme with no major work such as zebra crossings.
 - Support the revitalisation of this area with some basic public realm improvements including planters and floor surfaces.
- 9. The plans for re-opening Market Street have been prepared with the full involvement of officers from Lancashire County Council to ensure that any proposal addresses the highway’s requirements of Lancashire County Council, as the Highway Authority, but also to ensure that any proposed highway’s works within the vicinity of the scheme, including plans for the southern end of Market Street, integrate with and are compatible with the proposal.

10. The trial is proposed for 12 months, and periodic monitoring and evaluation will be undertaken, with qualitative feedback from town centre stakeholders including shoppers, residents and traders, and quantitative analysis of footfall surveys, pedestrian and vehicle flows and parking usage.
11. Pendle Borough Council were also commissioned to provide a herringbone parking scheme to introduce additional parking on St George’s Street, and the consultation plan is contained in Appendix B. Whilst the Management Proposal for the Conservation Area aims to reduce the impact of cars, liaison with the Senior Planner (Conservation) maintains that some additional parking provision in St George’s Street, in a herringbone layout, would not detrimentally affect the character of the area.

CONSULTATION PROCESS AND SUMMARY OF MAIN POINTS

12. Consultation on the proposals commenced on Monday 15th October and closed on Friday 2nd November. The proposals were on display at the Ground Floor of the Civic Offices, Union Street, Chorley. Two staffed open days were held on Friday 19th October and Tuesday 23rd October from a gazebo situated outside 3 Fazakerley Street. All occupiers at the Market Street and St George’s Street locations were written to directly. The Equality Forum was approached for their feedback. The schemes were also promoted in local newspapers, on the Chorley Council web site and a live discussion on twitter.
13. A total of 89 responses were received specifically on the re-opening of Market Street; with 79% (70/89) in favour and 21% (19/89) against. Respondents in favour thought that the trial would revitalise the area and help to support businesses and shoppers by the convenience of parking nearby.
14. The table below shows the consideration of the main points and other points raised against the scheme.

<u>Main Points Against</u>	<u>Response and Action</u>
Creates a short cut/rat-run for vehicles, a particular concern for residents of Park Road.	This issue has been raised with highways engineers at both Pendle Borough Council and Lancashire County Council, both of which maintain that with the use of signage, raised table crossings, bollards and planters (to restrict the carriageway width) that traffic speeds will be at a minimum. Action - Vehicle flows will be monitored as part of the trial.
Fear of accidents and road safety issues in this currently pedestrian-friendly environment.	Pedestrian safety has been treated as a priority with the retention of pavements, the use of signage, raised table crossings, a pedestrian crossing point and planters. Action: Road safety will be monitored as part of the trial.
Not suitable for people with visual impairments or those with scooters/wheel-chairs.	Action - Where possible, the scheme will be amended as follows: <ul style="list-style-type: none"> • Use of tactile paving (preferably in buff colour) at entrances to the raised table crossings. • Use of tactile paving (preferably in buff colour) on the pavement at the pedestrian crossing point. • Remove bollard at the east end of the pedestrian crossing point to allow access for scooters. • Provision of new bollards in a black colour which provides a better contrast with the fluorescent yellow top. • Provide fluorescent yellow edging on the corner

	<p>of planters.</p> <ul style="list-style-type: none"> Remove parking space to the left, at the west side of the pedestrian crossing point so that guide dogs can see for on-coming traffic. Re-assess location of disabled parking bays.
<u>Other Points Against</u>	<u>Response and Action</u>
Shopping areas should be traffic free.	Action – Feedback from shoppers will be monitored as part of the trial.
The scheme will create a ‘bottle-neck’ at the Junction of St George’s St/Market St	Action - Vehicle flows will be monitored as part of the trial.
Cost implications versus benefits.	To retain costs at a minimum a low specification scheme has been provided. Action – The benefits of the scheme (such as increase in shoppers and trade etc) will be monitored as part of the trial.
Exhaust pollution on Park Road in particular.	Action - Vehicle flows will be monitored as part of the trial.
Increased traffic flows and congestion on routes into Market Street.	Action - Vehicle flows will be monitored as part of the trial.
Herringbone parking is hazardous for motorists with vehicles reversing out on to on-coming traffic and pedestrians	Highways engineers at both Pendle Borough Council and Lancashire County Council consider the herringbone parking design as an acceptable standard. Action - Road safety will be monitored as part of the trial.
Restrictive facilities for loading/unloading (from 1 business on east side of Market Street)	Action – Feedback from businesses will be monitored as part of the trial scheme.

15. The table below shows other feedback.

<u>Other Comments</u>	<u>Response and Action</u>
Provision for motorcycle parking.	Action – Where possible, the scheme will be amended to provide for motorcycle parking.
Provision of long-stay parking after 6.30pm to support the evening economy.	Action – Where possible, the scheme will be amended to provide long-stay parking after 6.00pm (for consistency with other designated areas).

16. A total of 70 responses were received about the new parking layout for St George’s Street; with 79% (55/70) in favour and 21% (15/70) against. Respondents in favour liked the extra parking provision, the space efficiency of a herringbone scheme, and the convenience of parking near to the shops.

17. The table below shows the consideration of the main points and other points raised against the scheme.

<u>Main Points Against</u>	<u>Response and Action</u>
A significant number of responses from businesses on St George's St and Chapel St were made regarding the negative effect the scheme would have on delivery and collection processes.	Action – A separate meeting will be held with the businesses, with the scheme amended accordingly.
<u>Other Points Against</u>	<u>Response and Action</u>
Angled parking detracts from the public realm	The Senior Planner (Conservation) has been consulted, a herringbone layout would not detrimentally affect the character of the area.
Pollutants in a Conservation Area	It is not anticipated that there will be a significant increase in pollutants.
Herringbone parking is hazardous for motorists with vehicles reversing out onto on-coming traffic and pedestrians.	Highways engineers consider the herringbone parking design as an acceptable standard.
Concerns about buses being held up by cars, and possible re-routing of buses.	Highways engineers consider that the bus service should not be unduly affected. Through the Town Centre Team, Stagecoach have been consulted and have raised no objection.
Will buses be able to cope with the width of the road?	Highways engineers have provided a workable scheme.

18. The table below shows other feedback.

<u>Other Comments</u>	<u>Response and Action</u>
Signage needed to make on-coming traffic aware of traffic reversing out of diagonal bays.	Action – Where possible, the scheme will be amended with caution signage.
Provision for motorcycle parking.	Action – Where possible, the scheme will be amended to provide for motorcycle parking.
Provision of trees to reduce the impact of cars.	Action – Where possible, the scheme will be amended to provide trees.

BUDGET ESTIMATE

19. Funded from the Town Centre Reserves, the budget estimate for delivering the proposals is £47,000, as follows:

- Trial re-opening of Market Street (inc monitoring and evaluation) £42,000
- New parking layout for St George's Street £5,000

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

21. It is proposed to wholly finance the cost implications of the re-opening of Market Street and the new parking layout for St George's St from the town centre reserves. There is sufficient budget in the town centre reserves, having accounted for current and other planned expenditure.

COMMENTS OF THE MONITORING OFFICER

22. Providing the correct legal procedure is followed, there are no direct legal implications.

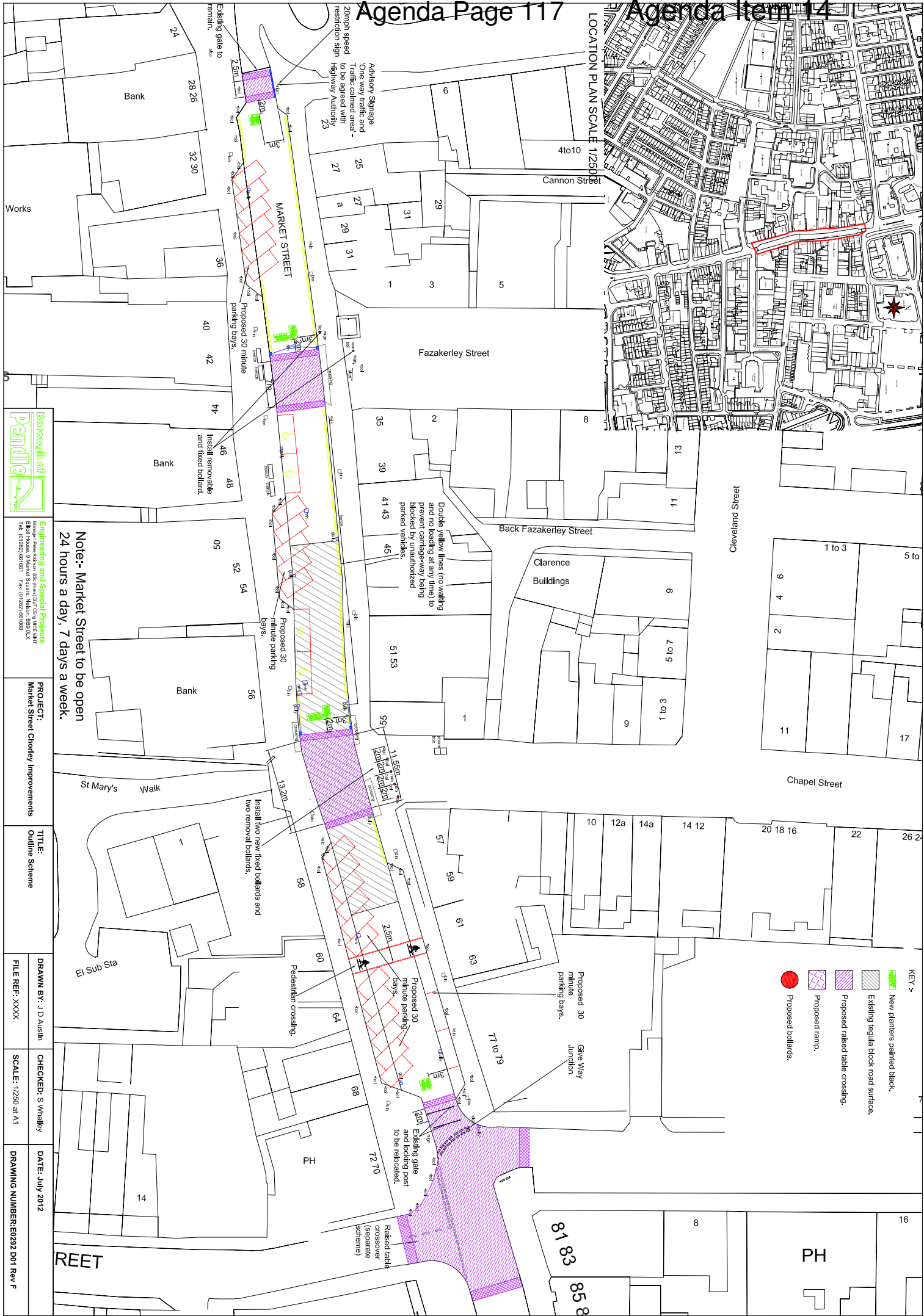
COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

23. Consultation on the recommendations of this report and design of the scheme has included people who may be adversely affected, such as disabled people. This consultation included highlighting the proposals to the Equality Forum and inviting their comments. The report sets out how the views of people with protected characteristics have been taken into consideration.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Cath Burns	5305	07/11/2012	***



Engineering and Special Projects
 Planning and Design Services
 Tel: (01524) 651861 Fax: (01524) 651808

Note:- Market Street to be open 24 hours a day, 7 days a week.

PROJECT:
 Market Street Chorley Improvements

TITLE:
 Outline Scheme

DRAWN BY: J D Austin
FILE REF: XXXX

CHECKED: S Whalley
SCALE: 1/250 at A1

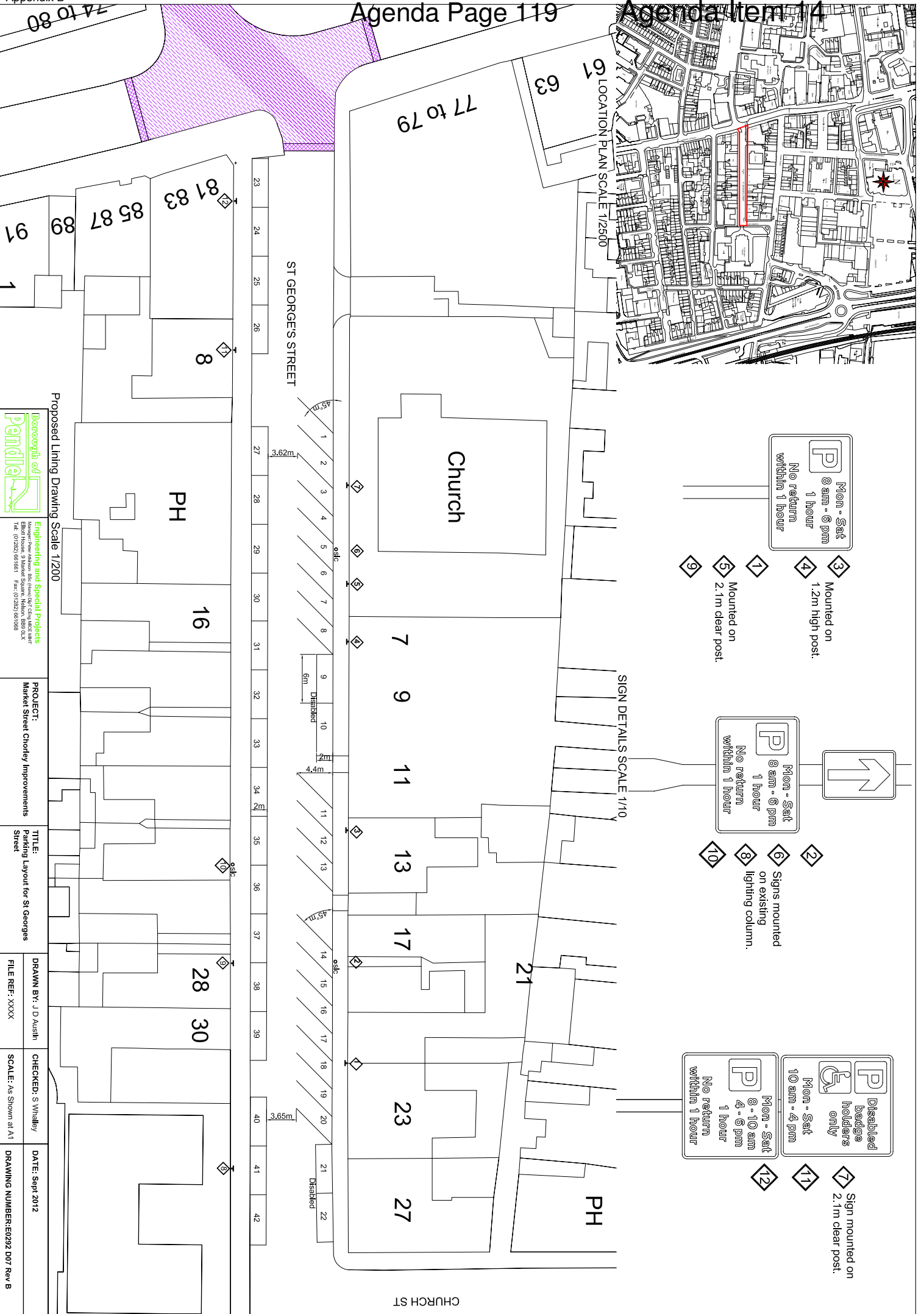
DATE: July 2012
DRAWING NUMBER: E0292 D01 Rev F

- KEY :-**
- [Green hatched box] New planters painted black.
 - [Grey hatched box] Existing tegula block road surface.
 - [Purple hatched box] Proposed raised table crossing.
 - [Red dashed box] Proposed ramp.
 - [Red solid circle] Proposed bollards.
 - [Blue hatched box] Proposed 30 minute parking bays.
 - [Green hatched box] Give Way Junction
 - [Green arrow] Existing gate and locking post to be relocated.
 - [Blue hatched box] Pedestrian crossing.

REET

PH

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Mon - Sat

 8 am - 6 pm

 1 hour

 No return

 within 1 hour

3 Mounted on

 1.2m high post.

1 Mounted on

 2.1m clear post.

Mon - Sat

 8 am - 6 pm

 1 hour

 No return

 within 1 hour

2 Signs mounted

 on existing

 lighting column.

Mon - Sat

 8 - 10 am

 4 - 6 pm

 1 hour

 No return

 within 1 hour

Disabled

 badge

 holders

 only

7 Sign mounted on

 2.1m clear post.

SIGN DETAILS SCALE 1/10

ST GEORGES STREET

Church

CHURCH ST

23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42

77 to 79

63

LOCATION PLAN SCALE 1/2500

81 83 85 87 89 91

PH

16

28

30

21

27

PH

3.62m

6m Disabled

4.4m

3.65m

21 Disabled

Proposed Lining Drawing Scale 1/200

Borough of Pendle
 Engineering and Special Projects
 Market Street, Clitheroe, Lancashire, UK
 Tel: (01282) 661001 Fax: (01282) 661008

PROJECT:
 Market Street Clithroley Improvements

TITLE:
 Parking Layout for St Georges Street

DRAWN BY: J D Aushin

CHECKED: S Whalley

DATE: Sept 2012

FILE REF: XXXX

SCALE: As Shown at A1

DRAWING NUMBER: ED092 D07 Rev B

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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Homes and Business)	Executive Cabinet	22 November 2012

LOW COST HOME OWNERSHIP (LCHO) SCHEMES – POLICY AMENDMENT TO ALLOW OWNERS TO RENT OUT THE PROPERTY ON A TEMPORARY BASIS

PURPOSE OF REPORT

1. To obtain approval to allow owners of Low Cost Home Ownership (LCHO) properties to be able to rent out the property with certain conditions attached.

RECOMMENDATION

2. Give delegated authority to the Executive Member for Homes and Business to consider each application on its merits to allow LCHO owners to rent out their property at an ‘affordable’ rent until either their personal circumstances change to allow them to return to the property to take up residence or until market conditions improve and they are able to sell the property. If approved LCHO owners renting out their home will need to meet the conditions listed in section 8 below.

EXECUTIVE SUMMARY OF REPORT

3. Currently there are 11 LCHO schemes in the borough representing 120 properties. The option of deed of release i.e. the owner is able to buy out the discount is available on 2 of the 11 schemes. Currently, there is no option for the owner to rent out the property on any of the 11 schemes.
4. Due to market conditions some owners are having difficulty selling their property and are asking if the Council would be willing to change the policy rules to allow them flexibility to either buy out of the scheme or rent out the property. In reality it is unlikely that many owners will be able to afford to buy out the discount but a number will be able to rent out the property which will ease the hardship they are experiencing.

Confidential report	Yes	No
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Key Decision?	Yes	No
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REASONS FOR RECOMMENDATION

5. To give owners of LCHO properties the option to rent out the property with the intention of easing hardship until market conditions improve.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 6. Retain the status quo, this option has been rejected because of the level of dissatisfaction with the terms of the scheme and the difficulties owners are having selling their home.
- 7. Allow owners to be able to buy out the discount on their home and sell the property at a future date without any price restriction i.e. at open market value .The Council would reinvest the proceeds from the buyout in affordable housing elsewhere in the borough. This option has been rejected because it is unlikely that any LCHO owners will be in a position to buy out the remaining equity in the property.
- 8. The option of renting out the property will allow LCHO owners to obtain some income to be able to continue to pay the mortgage and move elsewhere for reasons of employment or because of a change in their circumstances.

CORPORATE PRIORITIES

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

Involving residents in improving their local area and equality of access for all		A strong local economy	√
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	√

BACKGROUND

- 10. Across the borough there are 11 LCHO schemes whereby individuals who meet certain criteria i.e. are first time buyers and have total income of less than £60k per annum can buy properties at a discount. The discounts vary and are between 16% and 40%, the most common being 20% discount on open market value.
- 11. Owners who have bought in the last 4/5 years have, in some cases, seen the value of their home reduce. Others are having difficulty selling because of difficulties in buyers obtaining mortgages, by not having sufficient deposit. In addition there are a large number of new properties available across the borough with developers offering deals, for example, discounts, carpets and white goods. There are also a number of properties available with government assistance through schemes such as First Buy.
- 12. Because none of the LCHO schemes allow owners the option of renting out the property owners feel trapped and are unable to move on when circumstances change, for example, one LCHO owner is in the army and is having to spend long periods away from home, he would like the option of renting out the property until his tours of duty end or he is discharged from the army. Another owner emigrated to Australia in January having had his property on the market since August 2011. Despite having reduced the price by £5k there has been very little interest in the property.

CONDITIONS

- 13. LCHO owners who apply to rent out their property will be required to provide full details of their circumstances and reasons why they are requesting approval to rent out the property on a temporary/ interim basis. If approved in order that the property remains affordable the gross rent which the LCHO owner is able to charge will be capped at the level of the Local Housing Allowance (LHA) for the area and prospective tenants would be limited to those earning a total of £30k or less per annum household income. Most of the LCHO properties are in the area of Chorley covered by the LHA rate for Central Lancashire which is £110.77 per week for a 2 bedroomed property and £126.92 for a 3 bedroomed property. LHA rates

are set annually in April by the Rent Service and are used by the Council to calculate the amount of Housing Benefit applicants are entitled to.

14. The above conditions would be included in an agreement with the owner so that the situation could be monitored in terms of rent charged and the time the property is let out. Each application would be presented by a member of the Housing Strategy team to the Executive Member for Homes and Business. Approvals would be given for a particular period determined by the Executive Member but generally no less than 12 months, with the possibility of extending the period according to the individual circumstances of the LCHO owner. It is anticipated that less than 10 LCHO owners per annum will apply to rent out their home.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. There are no financial implications to the Council if the recommended policy of allowing LCHO owners to rent out their properties at affordable rents. In previous years, buy out of the LCHO discount has been permitted in a limited number of cases, and the proceeds have been used to increase the housing capital programme. However, this alternative option is rejected because of there being little likelihood of owners being able to buy out the discount at present.

COMMENTS OF THE MONITORING OFFICER

17. There are no legal restrictions on entering this arrangement. The LCHO element is by covenant on the property and CBC can choose not to enforce this by exception. I have some concerns that this arrangement will enable LCHO owners to pay for the capital element of a mortgage on the property with rental income (the property becomes self-financing). However, the monitoring of a more prescriptive scheme would be prohibitive and it is unlikely that the properties will realise sufficient rental income per year to make this an issue.

LESLEY-ANN FENTON
 DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Kath Knowles	5320	26 th October 2012	KK/Reports

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of the Local Government Act 1972.

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