



Overview and Scrutiny Committee

Agenda and Reports

For consideration on

Monday, 8th April 2013

In Committee Room 1, Town Hall, Chorley

At 6.30 pm

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues 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 of the Overview and Scrutiny Committee. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Committee.

28 March 2013

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 8TH APRIL 2013

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on Monday, 8th April 2013 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

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

To confirm as a correct record the minutes of the Overview and Scrutiny Committee meeting held on 22 January 2013 (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 on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

5. **Executive Cabinet Minutes (Pages 9 - 26)**

To consider the enclosed minutes of the Executive Cabinet meetings held on 21 February and 21 March 2013 (enclosed)

6. **Overview and Scrutiny Performance Panel minutes (Pages 27 - 38)**

To consider the enclosed the enclosed minutes of the Overview and Scrutiny Panel meetings held on 17 December 2012, 11 March and 20 March 2013.

7. **Overview and Scrutiny Task Group - Adoption of Estates (Pages 39 - 60)**
To consider and approve the Final Report of the Overview and Scrutiny Task Group – Adoption of Estates review that has recently been undertaken. The report has been circulated to everybody who was involved with the review and any comments will be reported at the meeting. (enclosed)
8. **Overview and Scrutiny Review : Private Rented Housing Inspection - Update (Pages 61 - 64)**
To consider the update report of the Director of People and Places (enclosed)
9. **Overview and Scrutiny Review of Asset Management - Monitoring Report (Pages 65 - 68)**
To consider the final monitoring report of the recommendations implemented from the scrutiny review of Asset Management (enclosed)
10. **Overview and Scrutiny Review of the Lancastrian - Monitoring Report (Pages 69 - 74)**
To consider the second monitoring report of the recommendations implemented from the scrutiny review of the Lancastrian.
11. **Overview and Scrutiny Review of Tourism and Supporting Chorley - Monitoring Report (Pages 75 - 80)**
To consider the second monitoring report of the recommendations implemented from the scrutiny review of the Lancastrian.
12. **Review of Overview and Scrutiny Work Programme 2012/13 (Pages 81 - 84)**
To consider the report of the Chief Executive and attached Overview and Scrutiny Work Programme for 2012/13 (enclosed)
13. **Notice of Key Decisions (Pages 85 - 92)**
To receive and consider the Notice of Key Decisions published on 8 March 2013 (enclosed)
14. **Any other item(s) the Chair decides is/are urgent**

Yours sincerely



Gary Hall
Chief Executive

Dianne Scambler
Democratic and Member Services Officer

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Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Councillor Steve Holgate (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Julia Berry, Matthew Crow, Graham Dunn, Robert Finnamore, Christopher France, Hasina Khan, Marion Lowe, Joyce Snape, Kim Snape and Ralph Snape for attendance.
2. Agenda and reports to Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Carol Russell (Democratic Services Manager), Chris Sinnott (Head of Policy and Communications) and Dianne Scambler (Democratic and Member Services Officer) for attendance.

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

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

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

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Overview and Scrutiny Committee

Tuesday, 22 January 2013

Present: Councillor Steve Holgate (Chair), and Councillors Julia Berry, Matthew Crow, Graham Dunn, Christopher France, Hasina Khan, Marion Lowe and Kim Snape

Also in attendance

Councillors: Councillors Alistair Bradley (Leader of the Council), Terry Brown (Executive Member (Places)), Beverley Murray (Executive Member (People)), Paul Leadbetter and John Walker

Officers: Gary Hall (Chief Executive), Jamie Carson (Director of People and Places), Simon Clark (Head of Health, Environment & Neighbourhoods), Jamie Dixon (Head of Streetscene & Leisure Contracts), Paul Lowe (Merged Crime and Disorder Reduction Manager), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer)

13.OS.1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Robert Finnamore, Roy Lees, Joyce Snape and Ralph Snape.

13.OS.2 MINUTES

RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting held on 1 October 2012 be confirmed as a correct record for signing by the Chair.

13.OS.3 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest.

13.OS.4 PUBLIC QUESTIONS

Two public questions were submitted in relation Item 5 - Request for a Call In: Chorley Remembers – Astley Coach House Gallery.

1. Pauline Collins – Lodge Artists Society Committee member

Lodge Artists Society has exhibited at Astley Hall and more recently The Coach House Gallery for 34 years so can you tell us just how much interest and commitment has to be shown by an art related organisation in order to be considered relevant enough to be consulted by Councillors prior to important decisions, as to the future of these venues, being made?

Councillor Alistair Bradley – Leader of the Council responded:

It is acknowledged that time to contact affected groups took longer than expected, due to availability over the summer holiday period and the focus on the cenotaph element of the project at the time. We have since met with the Lodge Artists and agreed alternative arrangements together with additional opening hours.

We will continue to work with local groups, including the Lodge Artists, and following consultation we have identified a number of potential alternatives including:

- Adapting the Farmhouse building to provide an additional exhibition space.
- Prioritising exhibition space in the Astley Hall gallery for local groups / artists.
- Extending the opening hours for the Astley Hall gallery for local exhibitions.

- Providing temporary exhibition space in the two other rooms in the Coach House and in the Townley Parker room at the Hall
- Exploring other alternatives such as the use of other Council buildings and sites in the town centre.

2. Maurice Houghton, Vice Chair, Friends of Astley Park

In view of the lack of consultation in the decision making process, which has resulted in one organisation being given exclusive use of the Coach House Gallery to the detriment of all other users, what measures are the Executive Cabinet going to put in place to ensure that all future decisions regarding its use are evidence based and subject to a full and transparent consultation process.

Councillor Alistair Bradley – Leader of the Council responded:

In addition to the comments already made in response to the previous questions it is acknowledged that time to contact affected groups took longer than expected, due to availability over the summer holiday period and the focus on the cenotaph element of the project at the time. The Council has been able to accommodate satisfactory alternatives with all the groups affected and even offer additional opening hours.

From September into November consultation has also taken place with Members of the Astley Advisory Group who were invited to provide feedback and comments about the proposed changes. The gallery use has also been discussed at two meetings with the Astley Advisory Group, a special meeting on September 5th and the Quarterly Astley Advisory Group meeting on November 20th.

Exclusive use of the Coach House Gallery has not been given to one organisation as the Chorley Remembers exhibition has been gifted to Chorley Council and the Council will be responsible for managing the exhibition. Although the gallery would be used for the Chorley Remembers exhibition on a longer term basis this would be subject to review after 2 years.

The Council will continue to monitor all requests for exhibition space with priority given for local artists. To date all requests have been accommodated.

13.OS.5 CONSIDERATION OF CALL-IN REQUEST: CHORLEY REMEMBERS - ASTLEY COACH HOUSE GALLERY

Members were advised of the request submitted by Councillor Paul Leadbetter for the call in of an Executive Member decision on 15 December on Chorley Remembers – Coach House Gallery.

The call in request was made on the following grounds:

- The report does not address whether the Council's proposed exclusive use of the gallery to a sole organisation meets the original Heritage Funding condition requirements of that the gallery is for community users.
- The report does not address users concerns relating to a lack of disabled access in Astley Hall
- The report removes the widely accepted principle that the gallery is for all user groups and no equality assessment impact has been undertaken.

The Committee heard further representations from both Councillor Paul Leadbetter and a member of the public who was speaking on behalf of a number of voluntary organisations who had made use of the gallery in the recent past.

Both representations wished to make it clear that their objections did not imply any criticism of 'Chorley Remembers', it was directed entirely at the actions of the Council, in particular what they felt was a lack of a proper, inclusive consultative process from

the outset, a failure to consider alternative options and failure to canvass the opinion of users of the Coach House Gallery.

Councillor Alistair Bradley – Leader of the Council responded as follows:

Exclusive use of the Coach House Gallery has not been given to one organisation as the Chorley Remembers exhibition has been gifted to Chorley Council and the Council will be responsible for managing the exhibition.

The HLF funding for the Coach House includes use as a museum / exhibition space. The HLF have visited the Coach House and are supportive of the proposed changes.

At Executive Cabinet on June 21st approval was given to use part of the Coach House to accommodate the Chorley Remembers project. This decision was based in part upon the accessibility of the Coach House that would enhance the overall offer to visitors as it provides disabled access.

There is no disabled access in Astley Hall, but the two alternative rooms in the Coach House have disabled access. The proposed changes to the Farmhouse to provide additional exhibition space would also include disabled access.

Although no separate equality impact assessment as such has been undertaken for the changes to the gallery, it has been given consideration and the proposed changes will mean there is improved access for visitors to the Chorley Remembers exhibition and for the alternative exhibition space for use by local artists in the Coach House and Farmhouse.

The Chair of the Committee thought that a key factor was to establish the timeline of consultation that had taken place before the decision had been made by the Leader and asked for an officer of the Council to clarify this for the Committee.

The Members of the Committee asked further questions of the Leader and the Executive Member (People) around the consultation processes that had taken place and who had been consulted and why. Members expressed some concerns about the consultation that had been undertaken and felt that lessons could be learnt for the future.

RESOLVED – That whilst it is acknowledged that there could have been some improvement on the consulting process, the request to call in the decision of the Executive Leader on Chorley Remembers – Coach House Gallery be refused.

13.OS.6 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

The Committee received a report of the Chief Executive that had been presented to Executive Cabinet on 17 January 2013 setting out the budget position for 2013/14 and forecast for the following two years to 2015/16. The report also presented relevant proposals in respect of potential investment in the Council's Corporate Strategy priorities in 2013/14, increasing budget resilience in the longer term and budget Consultation.

The information provided on the budget consultation was more detailed than in previous years. The proposals aimed to provide a budget that was more sustainable and took a longer term view to take into account the uncertainty facing local government finance settlements. The proposals also delivered projects to achieve the priorities of the administration, in the Town Centre, within neighbourhoods and relating to jobs and investment.

The Medium Term Financial Strategy (MTFS) had been updated as there had been a number of significant changes locally and also within the public sector nationally

during 2012/13. The main changes had been the election of a new administration in May 2012 and the first updated Local Government Finance Settlement since the Comprehensive Spending Review 2010 which published confirmation of actual core funding levels for 2013/14 and 2014/15. In addition there had been wide ranging changes to fundamental public finance funding regimes, namely Council Tax Support and Business Rates Retention.

The recent Local Government Finance Settlement reductions had resulted in an anticipated increased budget deficit over the next three years (summarised in the report) despite the fact that early preparation for further funding reduction had realised budgetary savings totalling £0.816m during this year. The latest budget position was based on key assumptions set out within the report.

It was clarified that the future years New Homes Bonus had not been included in the base budget. This income was dependant on the number of houses built each year and it was not possible to forecast this. It was also not known how long the New Homes Bonus would remain as a funding stream. The New Homes Bonus was a one off payment per property but resulted in year on year service delivery financial implications for the Council.

The Executive Leader stressed the importance of generating funding streams independently of grants from the Government, given the uncertainty regarding the future of local government finance. Other local authorities had become reliant on funding streams and were now struggling as the Government had withdrawn these streams. It was also important to create job opportunities for people and enable them to be financially independent and contribute to the local economy.

Members asked for more transparency around the savings that were being achieved so they could fully understand and explain to residents the impact of tough budget decisions. The Leader understood these concerns and commented that they were targeting training for members that was more specific to help understand the Councils Medium Term Financial Strategy.

More detail would be available about the specific projects within the report to be submitted to the Council on 28 February, although some projects had already started. This included the purchase of key Town Centre sites. The aim of this project was to have influence over the nature of the business to widen the variety of shops on offer. This would also be an opportunity for the Council to generate revenue income.

Part of the consultation would include a demonstration of how services could be improved for a small cost. Consultation would invite responses from residents, partners, parish groups and other stakeholders through a variety of different methods including a short survey (available both in hard copy and online) and events in the community such as the Flat Iron market. Feedback received from the consultation would inform the budget proposals put forward to Council in February.

RESOLVED – That the report be noted.

13.OS.7 EXECUTIVE CABINET MINUTES

There were no issues raised by any member of the Committee for the Executive Cabinet meetings held on 18 October, 22 November, 13 December 2012 and 17 January 2013.

13.OS.8 OVERVIEW AND SCRUTINY PERFORMANCE PANEL MINUTES

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meeting held on 17 December 2012 be noted.

13.OS.9 CALL-IN PANEL MINUTES

RESOLVED – That the minutes of the Overview and Scrutiny Call-In Panel meeting held on 17 December 2012 be noted.

13.OS.10 COMMUNITY SAFETY PERFORMANCE REPORT

The Committee received a report of the Chair of the Safer Chorley and South Ribble Partnership that gave an update on performance for the Community Safety Partnership for quarter 3 and year to date 2012/13 at the request of the Overview and Scrutiny Performance Panel.

The report focused on the main crime categories of All Crime, Serious Acquisitive Crime, Violent Crime (including domestic abuse), Criminal Damage (including Arson) and Anti-Social Behaviour.

Whilst the CSP had recorded an increase in the All Crime category, upon review of the IQuanta data which made comparisons against other Partnerships, Chorley's All Crime figure is lower than the comparative group mean average with the Chorley and South Ribble partnership being 7th out of the cohort of 15.

These were the first increases experienced over a three year period. All crime and Serious Acquisitive Crime had both seen cumulative reduction since 2009/10. Violence had shown an increase over this period which was largely accounted for by a significant increase in the reporting of Domestic Violence, welcomed by the Partnership.

Whilst the Partnership had experience unwelcomed increase across several crime categories it was important to consider what percentage of these crimes had been detected. Detection of crimes are important as they can limit further offences being committed by an individual and also provide reassurance to our communities that criminals are being caught.

Chorley Community Safety Partnership is structured to ensure that statutory agencies and wider partners are able to respond as effectively as possible to the strategic and often dynamic priorities. However 2012/13 had so far been a challenging year for the Partnership as in addition to recurrent seasonal threats to crime and disorder there had been a number of one off events such as the Olympics, Euro 2012 and the Queens Jubilee which had present unique challenges.

In addition to the core activity of the Partnership which included enforcement/prevention and the delivery of the Community Safety action plan. A number of multi-agency operations and initiatives had been conducted throughout the year which had contributed to the effective tackling of crime and anti-social behaviour across the borough:

RESOLVED – That the report be noted.

13.OS.11 PCSO ROLE, DUTIES AND PRODUCTIVITY

The Committee received a report of the Chair of the Safer Chorley and South Ribble Partnership informing them of the role, duties and the productivity of Police Community Support Officers (CSO's) deployed in the Chorley Borough area and part funded by the Council.

Day to day Lancashire Constabulary PCSO's carry out a number of varied duties which aim to reduce crime, disorder and ASB along with helping to reduce reoffending, and work to improve community confidence and reassurance.

The Committee were informed that the roll and function of the PCSO's supported a number of Council, Community Safety Partnership and wider policing issues. They contributed to the priorities of the Community Safety Strategy including domestic

Abuse, child sexual exploitation, night time economy, crime and anti-social behaviour. They also carry out a number of other functions that are integral to the delivery of the wider community and neighbourhood policing issues.

Members were encouraged by the number of Fixed Penalty Notices now being issued by the PCSO's compared to previous years as they felt that this was a good deterrent measure to others.

It was asked if more could be done around managing traffic related issues in the Town Centre. Presently the PCSO's did not have these powers, but some Partnerships had recently applied to the Police and Crime Commissioner's to have their powers widened to include road related issues. Members requested that the Chair of the Partnership pursue this initiative.

Some concerns were voiced that a repeated answer for the lack of Speed Indicator Devices (SPID's) was that PCSO's were not trained. As the Council were looking to train our Neighbourhood Officers to carry out this process, the Committee felt that this was also a duty that the PCSO's should be undertaking and asked for the training issue to be addressed.

RESOLVED –

- 1. That the report be noted.**
- 2. That the Chair of the Partnership write to the Police and Crime Commissioner – Lancashire regarding the widening of PCSO powers to include road/traffic related issues.**
- 3. That the training of PCSO's in the installation of SPID's be recommended.**

13.OS.12 INDEPENDENT DOMESTIC VIOLENCE ADVOCACY (IDVA) SERVICE FUNDING UPDATE

The Chair of Safer Chorley and South Ribble Partnership presented an update report of the funding arrangements sought for the Independent Domestic Violence Advocate (IDVA) service in 2013/14 and beyond.

The required funding provision for 2013/14 and beyond for the Chorley and South Ribble IDVA service will have to be completely sourced from its constituent partner agencies. As a number of these agencies cover the wider Lancashire footprint, as with the previous 2012 consultation, discussions at county level are underway to ensure these agencies make the necessary budget provision on a countywide scale to include the portion necessary for the Chorley and South Ribble service to continue.

Chorley Council's contribution would be £9,000 pa (subject to cost increases in line with inflation and any service level increases based on service demand). This requested contribution is £5,000 below the Council agreed maximum recurrent growth budget for IDVA support.

The Director of People reported that officers had recently met with victims of domestic violence to talk through their journey and identify what improvements could be made to the service, particularly around suitable interventions and preventive measures.

There were some concerns that some agencies would not contribute, in particular the Chorley and South Ribble Clinical Commissioning Group had not yet made a commitment. It was extremely important to the success of the service that all the partner agencies contributed their allocated amounts as the Safer Lancashire Board would not be able to fill the gap in budget provision going forwards.

RESOLVED – That the report be noted.

13.OS.13 MONITORING OF RECEIPT AND USE OF S106 CONTRIBUTIONS

The Committee received a report of the Chief Executive that gave an update on the progress made in implementing the projects included in the revenue budget and capital programme that are to be funded with developers Section 106 contributions from 2011/12 onwards.

The report confirmed the actual receipt and use of contributions in 2011/12 and budget receipt and use from 2012/13 to 2015/16 with the largest scheme to be funded in this period being the Buckshaw Parkway railway station for £3.325m in total.

A new officer Task Group had now been established that would continue to meet quarterly to monitor the receipt and use of contributions and it was made aware that changes to existing planning obligations could arise as a result of the Growth and infrastructure Bill 2012/13 and that proposed regulations that would require renegotiation of planning obligations agreed up to 6 April 2010, This could have an impact on the Buckshaw Group 1 and Group 4 North agreements.

RESOLVED – That the report be noted.

13.OS.14 OVERVIEW AND SCRUTINY WORK PROGRAMME 2012/13

The Committee received the Overview and Scrutiny Work Programme for 2012/13 for information.

A list of potential review topics was discussed by the Committee and it was agreed that the second Task Group would review the Consultation processes used by the Council.

RESOLVED – That the Overview and Scrutiny Committee undertake a review of the Consultative processes of the Council to be Chaired by Councillor Graham Dunn, with the membership to be sought through intheknow.

13.OS.15 COUNCILS NOTICE OF KEY DECISIONS

The Committee received the current notice of 'key' decisions for information.

13.OS.16 REPORTS FROM THE TASK AND FINISH GROUPS

The Chair of the Overview and Scrutiny Task Group – Adoption of Estates, Councillor Matthew Crow updated the work that had taken place to date on the review.

The Group had now held seven meetings, three of which had been consultative, with Members interviewing members of the public, developers and relevant authority officers. Their views would all be taken into account when the group pulled together its recommendations at its next meeting in February before producing the review Final Report.

The Chair commented that the work of the review had been both interesting and informative for the Members on the task group and it was envisaged that some improvements could be made on the processes surrounding adoption.

RESOLVED – That the report be noted.

13.OS.17 FREQUENCY OF MEETINGS IN 2013/14

The Committee was advised that it was proposed to hold four main, Overview and Scrutiny Committee's and four Overview and Scrutiny Performance Panels on an alternative basis in line with the Council's quarterly monitoring reports for 2013/14.

This was considered appropriate now that the Performance Panel was embedded into the Work Programme.

RESOLVED – That the Overview and Scrutiny Committee note the proposal.

Chair

Executive Cabinet

Minutes of meeting held on Thursday, 21 February 2013

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

Also in attendance

Lead Members: Councillors Matthew Crow and Marion Lowe

Other Members: Councillors Eric Bell, Henry Counce, John Dalton, David Dickinson, Anthony Gee, Alison Hansford, Harold Heaton, Steve Holgate, Paul Leadbetter, June Molyneaux, Greg Morgan, Mick Muncaster, Geoffrey Russell and John Walker

Officers: Gary Hall (Chief Executive), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment & Neighbourhoods), Chris Sinnott (Head of Policy and Communications), Jennifer Moore (Head of Planning), Asim Khan (Head of Customer, ICT and Transactional Services), Andrew Daniels (Communications Manager), Kath Knowles (Housing Manager (Strategy)), Michael Coogan (Strategic Housing Officer), Alison Marland (Principal Planning Officer), Victoria Willett (Partnership Officer) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: Two.

13.EC.12 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Beverley Murray.

13.EC.13 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 17 January 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.14 DECLARATIONS OF ANY INTERESTS

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

13.EC.15 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.

13.EC.16 NEIGHBOURHOOD WORKING - PRIVATE PROPERTY IMPROVEMENT SCHEME

The Executive Leader presented a report which sought approval to recommend to Council the adoption of a scheme and supporting policy to address issues of privately owned accommodation in a poor state of repair but where the threshold for statutory nuisance enforcement or planning enforcement was not met.

The first stage would be about the resident "self-helping". Should they fail to demonstrate that they had properly engaged with these services they would not be permitted to progress on the scheme. If the Council was satisfied that the resident had properly taken all the steps to resolve the issue through engagement with other support agencies the Council would assess the need for the work.

However, the scheme was not to resolve neighbour disputes or to simply improve someone's home but to provide support to neighbourhoods as a whole. The subject issue must have an impact on not just the bounding properties but the street scene as

a whole. A recommendation would be made by a Council Officer on the appropriateness of intervention but ultimately the decision would lie with the Executive Cabinet.

The purpose of the scheme was not to provide an avenue for residents to improve their home. They would be expected to repay to the Council the financial value of the works undertaken. A repayment scheme would be arranged with the Council. In exceptional cases, the debt could be secured as a charge against the property, to be discharged on any sale or transfer.

A report would be presented to Council in April to set out the detailed policy. It was noted that a separate piece of work was being undertaken in relation to empty properties.

Decision made

Executive Cabinet recommend to Full Council the adoption of a trial scheme and supporting policy, based on the principles outlined in this report, to address amenity issues that arise as a result of privately owned properties that are in poor repair.

Reason(s) for decision

The proposed scheme ties into the Neighbourhood Working agenda. It has some links to ensuring that properties remain in occupation to provide continuation of housing provision in the borough.

Alternative option(s) considered and rejected

Do nothing to address this issue. For the reasons within this report it is felt appropriate to take this action.

13.EC.17 CHORLEY COUNCIL PERFORMANCE MONITORING - THIRD QUARTER 2012/13

The Executive Member for Resources, Policy and Performance presented a monitoring report which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2012/13.

Although the report related to the third quarter this was the first report on the new Corporate Strategy. Performance of new key projects was excellent, with all of the projects on track or scheduled to start later in the year. Performance on the Corporate Strategy measures and key service delivery indicators was good with 88% of the Corporate Strategy measures performing above target or within the 5% tolerance, and 80% of the key service measures are performing above target or within the 5% tolerance.

The Corporate Strategy measure performing below target was the percentage of customers dissatisfied with the way they were treated by the Council. This was a new target and the new questions provided a greater opportunity for users to express dissatisfaction. An email survey had also replaced the previous face to face or telephone survey.

The key service delivery measure performing below target was the processing of minor planning applications. The issues which affected performance, as reported in quarter one, continued to impact on the performance of this indicator, which was likely to remain below target for the rest of the financial year. The issues included a significant increase in the volume of minor applications and problems with printing and indexing.

In both cases an action plan had been developed to outline what action would be taken to improve performance.

Decision made**To note the report.****Reason(s) for decision**

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

Alternative option(s) considered and rejected

None.

13.EC.18 CHORLEY PARTNERSHIP PERFORMANCE MONITORING - THIRD QUARTER 2012/13

The Executive Member for Resources, Policy and Performance presented a report updating Executive Cabinet on the performance of the Chorley Partnership during the third quarter of 2012/2013.

Performance in achieving the key performance targets remained good. Latest figures available for alcohol related hospital admissions showed a reduction of 5.4% at quarter one 2012/13 compared to quarter one 2011/12. Primary fires in Chorley were lower than anticipated and although crime overall had increased by 3.0% in quarter three compared to the same period last year, there had however been a significant decrease in anti-social behaviour and robbery. Domestic abuse detections were performing above target.

Members noted that several figures were missing within the All Crime table on paragraph 11 of the report. This was due to the way the figures had been provided by the Police, although the Police had since committed to provide the information as requested by the Council to enable effective reporting. There was a geographical spike in crime which the Police were investigating.

Discussions were ongoing with the Police in relation to cross border crime. There was a need for agencies to work together to tackle this.

Decision made**To note the report.****Reason(s) for decision**

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

Alternative option(s) considered and rejected

None.

13.EC.19 GENERAL FUND REVENUE AND CAPITAL BUDGET AND COUNCIL TAX 2013/14

The Executive Member for Resources, Policy and Performance presented a report which sought approval of the Executive's budget proposal including the Council Tax yield to be received in 2013/14. The proposals would be presented to Council on 28 February 2013. An investment package was proposed alongside a 0% increase in Council Tax and a balanced budget.

There had been an excellent response to the consultation on the proposed budget. Residents had been asked to provide their opinions on the specific key investment areas aligned with the Council's corporate strategy priorities and the future level of Council Tax given the impact of a reduction in Council funds. The consultation ranked

the first priority as “Supporting businesses”, followed by “Improving the Town Centre” and thirdly “Neighbourhood working”.

The Capital Programme continued to progress the Medium Term Financial Strategy (MTFS) objective of setting aside monies to restructure the Council’s debt position. This enabled the budget gap to be reduced without an impact on service provision.

The new budget investment package was focussed on the new corporate strategy and priorities. It was consistent with the findings of the budget consultation process, including Neighbourhood working, supporting the expansion of local businesses and improving the health of residents.

It was clarified that New Homes Bonus (NHB) due to be received post 2012/13 had not been built into the base budget as recurring funding to retain flexibility as the grant was temporary in nature.

Decision made

The Executive recommends that Council approves the budget and proposals set out in the report including:

1. **The Council’s Pay Policy (at Appendix A2) and publication on the Council’s website from April subject to the changes proposed in the Medium Term Financial Strategy attached to this report (at Appendix F).**
2. **Maintain fees and charges at current 2012/13 levels (at Appendix A3).**
3. **Approve the Capital Programme to 2015/16 (Appendices B1, B2, B3 and B4).**
4. **Approve the Budget Investment Package Report (Appendix C and C1).**
5. **Approve the Treasury Management Strategy and its core principles set out in Appendix D.**
6. **Note the advice of the Statutory Finance Officer in relation to the robustness of the budget and the risks contained in the budget set out in the Statutory Report at Appendix E.**
7. **Approve the Council’s Medium Term Financial Strategy (MTFS) (at Appendix F and F1).**
8. **Note Significant Budget Movements from the 2012/13 budget (at Appendix G).**
9. **Note the Budget Consultation 2013/14 report (at Appendix I).**
10. **Note the Assessing the Impact of Budget Proposals 2013/14 report (at Appendix J).**

Please note the Council Tax set out in the resolutions (Appendix A1) and Special Expenses and Parish Precepts (at Appendix H) was not before Executive Cabinet but would be considered by Council.

Reason(s) for decision

To ensure that the Council complies with the requirement to set the budget for 2013/14.

Alternative option(s) considered and rejected

None.

13.EC.20 REVENUE BUDGET MONITORING 2012/13 REPORT 3 (END OF DECEMBER 2012)

The Executive Member for Resources, Policy and Performance outlined a report which set 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.

The Council expected to make overall target savings of £200,000 in 2012/13 from management of the establishment. Excellent progress had been made in this area

and the full savings target for 2012/13 had been achieved. The projected revenue outturn showed a forecast underspend of around £ 564,000 against the budget.

In response to a query Members discussed the different mechanisms to measure the impact of the schemes introduced to increase the number of people in the Town Centre, including numbers of people parking and for how long, and footfall surveys as part of a wider piece of work in this area.

Decision made

To note the report.

Reason(s) for decision

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

13.EC.21 CAPITAL PROGRAMME MONITORING 2012/13 AND CAPITAL PROGRAMME 2013/14 TO 2015/16

The Executive Member for Resources, Policy and Performance updated Executive Cabinet on updates to the Capital Programme for 2012/13 to take account of proposed budget changes and the rephrasing of expenditure between years.

The report updated capital budgets for 2013/14 to take account of rephrasing of expenditure and other changes.

Decision made

1. **Executive Cabinet recommend to Full Council to approve the proposed amendments to the Capital Programme for 2012/13, as presented in columns (2) and (3) of Appendix 1.**
2. **Executive Cabinet recommend to Full Council to approve the proposed amendments to the Capital Programme for 2013/14, as presented in columns (2) and (3) of Appendix 2.**

Reason(s) for decision

1. The 2012/13 and 2013/14 Capital Programmes should be amended to reflect the rephrasing of expenditure between years.
2. An increase in the budget for play facilities by £11,000 needs to be reversed, because the funding would not be received by the Council, but the scheme would still receive the benefit.
3. Recharges from revenue in 2012/13 should be reduced by £56,440 to reflect the reduced value of the programme. A 2013/14 play facilities budget should be reduced by £7,300 because it would be used to finance appropriate expenditure charged to the revenue budget in 2012/13.

Alternative option(s) considered and rejected

None.

13.EC.22 LANCASHIRE SINGLE HOMELESSNESS INITIATIVE

The Executive Member for Homes and Business presented a report which updated Executive Cabinet on the Lancashire Single Homelessness Initiative, including the funding methodology to be applied, and the measures to be funded using the grant.

In 2012, £20 million funding was made available by the DCLG to be targeted for services for single homeless people and intended to mitigate the impact of a series of welfare reform measures, including the extension of the single room rent to those aged 25 to 35 years of age.

The DCLG selected lead authorities to act as coordinators within specific regions and Chorley Council has been selected to coordinate the Lancashire programme, with grant allocation of £504,000. This would cover the 14 authorities across Lancashire.

The funding methodology used population to determine how the main pot of funding would be distributed. The key purpose of the grant was to ensure single people (to whom the Council did not owe a statutory duty to) were provided with a service to enable them to access accommodation either in the private rented sector or the social sector, which was affordable to them and therefore prevented the need to sleep rough.

Decision made

1. **Approval granted to the proposals for the programme and the funding methodology.**
2. **Approval granted to the procurement approach proposed for the three measures.**

Reason(s) for decision

This programme will provide services specifically for single people and will mitigate the impact of welfare reform.

Alternative option(s) considered and rejected

No other options have been considered.

13.EC.23 DRAFT CENTRAL LANCASHIRE HIGHWAYS AND TRANSPORT MASTERPLAN JANUARY 2013

The Executive Member for LDF and Planning introduced a report which informed Executive Cabinet about the content of the draft Central Lancashire Highways and Transport Masterplan. The report also sought approval for the Council's consultation response.

The Council supported Option 3, improve and extend Central Lancashire's highway and transport network. However, concerns were expressed about the limited schemes identified for Chorley, the funding expectations through CIL and omission of proposals from the masterplan.

Members supported the draft response and echoed concerns raised, particularly relating to the lack of proposals to deal with areas on congestion, parking at Chorley railway station, infrastructure to support employment centres or to re-open Coppull railway station.

Decision made

To note the report and the consultation response to be sent to Lancashire County Council.

Reason(s) for decision

So that members are fully aware of the work in relation to the Local Transport Plan; Local Plan Review and Community Infrastructure Levy preparation.

Alternative option(s) considered and rejected

None.

13.EC.24 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED - To exclude the press and public for the following items of business on the ground that it involved the likely disclosure of exempt

information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

13.EC.25 OUTCOME FOR PROCUREMENT OF HYBRID MAIL

The Executive Member for Resources, Policy and Performance presented a confidential report which updated Executive Cabinet with the outcome of the Councils procurement of the hybrid mail service. The report also sought approval to award the contract.

Decision made

- 1. Approval to appoint UK Mail who achieved the highest scoring tender as the preferred supplier of the Councils outbound mail service for a term of three years subject to completion of contract terms (i.e. trial period) being met satisfactorily.**
- 2. Approval that UK Mail initially undertakes the printing, packaging and posting of the annual council tax bills for 2013/14 before extending to incorporate other Council services.**

Reason(s) for decision

1. To enable the Council to secure a competitive mail handling service to help drive efficiency savings.
2. That the Council is confident in its appointment of UK Mail as the supplier of these services by ensuring the successful completion of a trial period as part of its contract terms.
3. To help support the already approved changes to the organisational structure and those required in the future.
4. To help support improvements in the Councils disaster recovery and business continuity arrangements.

Alternative option(s) considered and rejected

Executive Cabinet approval was given to this approach on 22 November 2012.

13.EC.26 PROPOSED DISPOSAL OF COUNCIL LAND AT HODDER AVENUE, CHORLEY

The Executive Member for Resources, Policy and Performance presented a confidential report which sought approval to the disposal of the above council owned land to an approved Registered Provider for the construction and letting of affordable rented housing.

Decision made

Approval granted to the transfer of the above site on the terms proposed and detailed in the Executive Summary for the provision of affordable rented homes, subject to the addition of “and 50% on lets thereafter” to the end of the Nominations paragraph.

The paragraph to read The Council’s preference is 100% nomination rights on the first lets and 100% on all subsequent lets of the properties in perpetuity. However 100% nomination rights on the first lets and 100% on all subsequent lets for 20 years would be acceptable and 50% on lets thereafter.

Reason(s) for decision

The transfer of the sites will result in the construction of 24 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 site is not transferred to a Registered Provider the council may fall short of its own targets for the delivery of affordable homes within the Borough.

13.EC.27 RESTRUCTURING OF SHARED ASSURANCE SERVICES

The Executive Member for Resources, Policy and Performance presented a confidential report which sought approval for proposed staffing changes in Shared Assurance Services (SAS).

The proposals had been considered by the Shared Services Joint Committee on 24 January 2013 and were now recommended for approval by both host authorities.

Decision made

Approval granted to the staffing changes proposed within the report.

Reason(s) for decision

To present a quality, sustainable and cost effective service delivery model for members' approval.

Alternative option(s) considered and rejected

The proposals contained within this report were subject to detailed examination and consultation at officer level and incorporate the requirements of both authorities' Chief Executives / S151 Officers.

Executive Leader

Executive Cabinet

Minutes of meeting held on Thursday, 21 March 2013

Present: Councillor Peter Wilson (Deputy Leader in the Chair) and Councillors Beverley Murray, Terry Brown, Dennis Edgerley and Adrian Lowe

Also in attendance

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

Other Members: Councillors Henry Caunce, John Dalton, Alison Hansford, Harold Heaton, Paul Leadbetter, Greg Morgan, June Molyneaux and Geoffrey Russell

Officers: Gary Hall (Chief Executive), Jamie Carson (Director of People and Places), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment & Neighbourhoods), Michael Coogan (Strategic Housing Officer), Jamie Dixon (Head of Streetscene & Leisure Contracts), Sarah James (Partnerships Manager), Kath Knowles (Housing Manager (Strategy)), Chris Sinnott (Head of Policy and Communications) and Dianne Scambler (Democratic and Member Services Office)

Members of the public: Three

13.EC.28 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Alistair Bradley – Executive Leader.

13.EC.29 MINUTES

RESOLVED – That the minutes of the Executive Cabinet held on 31 February be confirmed as a correct record for signed by the Deputy Leader.

13.EC.30 DECLARATIONS OF ANY INTERESTS

No declarations of any interests were received.

13.EC.31 PUBLIC QUESTIONS

The deputy Leader reported that there had been a request from one member of the public to speak on the agenda item relating to the Chorley Council Young People Engagement Programme.

The question was read out by Matthew Hansford and the detail is set out below:

What is the need for another Chorley Youth Council when there is already one in place that liaises and meets with Lancashire County Council County Cabinet Members and attends Chorley Council meetings?

The Executive Member for People responded by saying that the proposals were intended to enhance the engagement of young people and was not an attempt to either replace or duplicate existing mechanisms already in place. By using a variety of different communication methods it was hoped that more young people would engage in the process.

13.EC.32 CHORLEY COUNCIL YOUNG PEOPLE ENGAGEMENT PROGRAMME

The Chair brought this item forward on the agenda as it related to the question that had been raised by a member of the public.

The Executive Member for People presented the report on the proposal to roll out an innovative programme of work to enhance the engagement of young people in the workings of Chorley Council, including a programme of meetings, an ambassador scheme and an annual Chorley Council Young People's conference.

The Council's Corporate Strategy for the Council included a project to establish a Chorley Council Youth Council with the purpose of this project being to enhance the levels of engagement between young people and Chorley Council.

Whilst there were some concerns that the programme would be a duplication of the Youth Parliament scheme that already existed for the young people of Chorley, evidenced by the public question and voiced at the meeting by some non-Executive Members, reassurance was given that the proposals outlined in the report were intended to work alongside, and compliment, other forms of engagement with young people in Chorley. The use of social media within the programme would also help to engage young people in the rural areas of the borough.

Decision made

Approval granted for the establishment of a programme of meetings, an ambassador scheme and an annual Chorley Council Young People's conference.

Reason(s) for decision

To enhance levels of engagement between young people and Chorley Council

Alternative option(s) considered and rejected

Various options were considered including a different mix of contact with young people, for example, more meetings, less use of social media, more large scale events etc.. – rejected in favour of the proposals set out in the report.

13.EC.33 INTRODUCTION OF A CAPITAL GRANT SCHEME FOR EXISTING BUSINESSES - CHORLEY BUSINESS INVESTMENT FOR GROWTH

The Executive Member for Resources, Policy and Performance presented a report that set out the details for the introduction of a new capital grant scheme for existing businesses in Chorley from April 2013

Chorley Council currently provides a diverse range of support services to local businesses to deliver its key commitment of 'Developing a Strong Local Economy'. This grant scheme would complement existing Council, and partners, grant schemes and would provide financial support towards capital investments for businesses with a vision for growth and job creation.

The report presented an overview of the scheme and Members asked questions around the eligibility criteria, and application and approval process.

Decision made

To note the report and approval granted for the introduction of the Chorley BIG scheme.

Reason(s) for decision

1. To support businesses and encourage and enable local businesses to invest in growth activities, helping to create jobs, high commercial space and strong and sustainable local supply chains.
2. An eligibility criteria, application and approval process that is designed to be business friendly with a straight forward and timely application process whilst enabling the Authority to apply due diligence and transparency to applications to ensure sound grant decisions are made.

Alternative option(s) considered and rejected

The following options were considered:

1. Do nothing – rejected as this would not support the economic growth.
2. Variations of intervention levels, percentage contributions and payment terms – rejected as this may present barriers to applications and reduce the appeal of BIG.
3. Provide funding as a mix of grant and loan – rejected as the focus is to enable additional growth in Chorley at a time when lending is constrained, and for the applicant to be able to use the BIG funding to leverage additional loan, grant of equity funding that they require to deliver their plans.

13.EC.34 EXCEPTIONAL HARDSHIP POLICY (OUTSIDE THE COUNCIL TAX SUPPORT SCHEME)

The Executive Member for Resources, Policy and Performance presented a report seeking approval for an Exceptional Hardship Policy that set out the way in which Chorley Council would deal with requests for a reduction in Council Tax liability under Section 13A (1) (c) of the Local Government Finance Act 1992.

The Council Tax legislation had been amended under Section 76 of the Local Government Act 2003, effective from April 2004, to allow discretion to reduce the amount a Council Tax payer is liable to pay to nil, by way of allowing a discretionary discount or exemption in ad-hoc cases.

The granting of the hardship relief is wholly discretionary and it was considered that a reduction or remission of council tax on grounds of hardship would be by exception rather than the rule. The cost of granting relief in such cases would be borne 100% by the Council.

Any requests for Council Tax liability reductions for Council Tax support customers would continue to be dealt with under the Discretionary Hardship Policy within the Council Tax Support Scheme.

Decision made

Approval granted for the implementation of the Exceptional Hardship Policy.

Reason(s) for the decision

1. In January 2013, the amended Corporate Debt Recovery policy was approved, the Council Tax Support scheme (CTS) and, as part of the CTS scheme a Discretionary Hardship Policy within the CTS scheme was approved which is for Tax Payers who are receiving CTS but who are still suffering exceptional hardship.
2. As a separate issue, Section 13A (1)(c) of the Local Government Finance Association 1192 (under the section Billing Authority's power to reduce amount of tax payable) also states that we can also reduce, to such extent as the billing authority thinks fit, the amount of tax payable for any tax payer. This means that any tax payer could ask for a reduction in liability whether they receive CTS or not. This is not a new rule, but Chorley does not currently have a policy in place for dealing with requests for a reduction in liability under this discretionary power.

Alternative options considered and rejected.

To have no policy in place – rejected as any applications would still need to be considered because it is set in legislation that customers can ask for us to use our discretionary powers to reduce liability where necessary.

13.EC.35 ADOPTION OF A DISCRETIONARY HOUSING PAYMENTS POLICY

A report was presented by the Executive Member for Resources, Policy and Performance for the approval of the revised Discretionary Housing Payment Policy which had been amended to meet the requirements of new Department for Work and Pensions guidance.

The Council receives an amount of money from the Government each year to award Discretionary Housing Benefit to residents of Chorley who are in receipt of Housing Benefit to meet additional housing costs that the customer may have. These costs may be weekly housing costs or one-off housing costs.

The awards of Discretionary Housing Payments are made at the discretion of the Council subject to rules contained within the Discretionary Financial Assistance Regulations 2001 and the Council Discretionary Housing Payments Policy. The regulations gave details of the qualifying criteria of when payments can and cannot be made and the Councils policy provided details of the aims of the scheme and items to be taken into consideration when considering a request for an award. The awards made were subject to a cash limit of 2.5 times the government funding with the liability for any payments made above the Government funding falling to the Council and the Government contribution and maximum amount that could be awarded for 2013/14 was contained within the report.

Members raised questions around one-off payments for rents on up to two homes and support for the immediate family of the armed forces.

Decision made

Approval of the amendments to the Discretionary Housing Policy be granted.

Reason(s) for the decision

To update the Discretionary Housing Payment Policy (last updated May 2006) to reflect new guidance from the Department for Work and Pensions regarding what items Discretionary Housing Payments can meet and update the Council's priorities regarding who should receive Discretionary Housing Payments.

Alternative option(s) considered and rejected

None

13.EC.36 CORE FUNDING 2013/14

The Executive Member for People presented a report which outlined the Core Funding allocation for 2013/14. Although there were no direct allocations for rural based organisations, many of the groups supported provided services all across the borough.

Decision made

Approval to grant the recommendations in Appendix A, subject to agreeing and signing contracts and or grants with the organisations.

Reason(s) for the decision

To provide local voluntary, community and faith sector organisations with Core Funding for 2013/14, to enable them to deliver services in the borough which contribute towards the delivery of the sustainable Community Strategy.

Alternative option(s) considered and rejected

Not to award Core Funding Grants in 2013/14

13.EC.37 CONTRACT FOR PROVISION OF GENERALIST DEBT ADVICE AND SUPPORT SERVICES IN CHORLEY

The Executive Member for People presented a report to grant the contract for the provision of generalist advice and support services in Chorley to Lancashire West Citizens Advice Bureaux (CAB) to commence on 1 April 2013, in line with specified performance monitoring requirements.

Decision made

Approval of the contract for provision of generalist debt advice and support services be awarded to Lancashire West Citizens Advice Bureaux

Reason(s) for the decision

1. Awarding a contract for generalist debt advice and support services to the CAB will ensure that this service is maintained for the residents of Chorley and delivered by an organisation with evidence for providing good value for money.
2. Last year the Lancashire West Citizen's Advice Bureaux demonstrated excellent performance in contract monitoring and to date has delivered 918 advice appointments, well exceeding their target of 702. They provided generalist advice to 3952 clients, also exceeding their year to date target of 3750 (though a number of contact types including telephone and walk in). They have achieved over £8,000,000 of financial benefits for clients through take up and debts rescheduled.

Alternative option(s) considered and rejected

Not to allocate this contract to CAB – rejected as this would mean a lengthy tendering process to identify a suitable alternative provider. This would be counter-productive given that Chorley Council have developed a good working relationship with the CAB who would have been delivering this crucial service successfully to Chorley for a number of years and shown to be providing good value for money.

13.EC.38 UPDATE - CHORLEY REMEMBERS HLF PROJECT

The Executive Member for People presented a report that provided an update on the Chorley Remembers Heritage Lottery Fund (HLF) project.

Following the success of the Chorley Pals Memorial statue, the Trustees of the Chorley Pals memorial had secured HLF funding for a Remembrance project in Chorley. The project had four strands that involved Chorley Council assets, enhancement to the Chorley Cenotaph, remedial works to the Memorial Arch at the Park Road entrance to Astley Park, expansion and enhancement of the Memorial Room at Astley Hall and enhancements to the Chorley Pals Memorial statue.

Chorley Council and Chorley Remembers had been working closely to deliver these four elements of the project and the report provided update and progress to date.

Visitor attendance at the relocated Chorley Remembers Exhibition would be monitored closely and reviewed after two years to assess if the exhibition was correctly sited.

Decision made

1. **That progress to date be noted and approval granted of the Council's continued involvement as detailed in the report.**
2. **Approval granted for £36,082.77 to be allocated from the £250K 2013-13 capital budget for Astley Park to fund the remedial work to the arch including the repair and restoration of the main gates, side gates and cobbled area.**

Reason(s) for the decision

To provide an update on the Chorley Remembers HLF project, to note the progress to date and approve the further actions detailed in the report for the elements of the project that involve Chorley Council assets.

Alternative option(s) considered and rejected

Not to approve the progress and further actions outlined in the report.

13.EC.39 NEIGHBOURHOOD PRIORITIES

The Executive Member for Places presented a report which outlined the 24 neighbourhood priorities that had been put forward at the recent neighbourhood area meetings and to agree a budget where appropriate.

It was recognised that there was diverse range of priorities and that some will require further consultation to fully understand and determine community needs. Some priorities had similarities across neighbourhoods and some fall within programmes of work planned for 2013/14.

Decision made

Approval of the 24 priorities and actions outlined in Appendix 1 of the report

Reason(s) for the decision

To progress the priorities determined by the neighbourhood area representatives for the benefit of the communities within their respective neighbourhood areas.

Alternative option(s) considered and rejected

None

13.EC.40 DRAFT SELECT MOVE COMMON ALLOCATIONS POLICY

The Executive Member for Homes and Business presented a report that sought permission to consult on the new draft Select Move Commons Allocation Policy following a review by the Select Move Steering Group.

The policy had been re-written in order to respond to the Localism Act 2011 and to meet the aims of the partners. Localism allowed more freedom to determine which groups of people don't qualify to join the housing register and changes had been made to reflect this.

Members asked questions in relation the qualification of emergency circumstances, for example, incidences of domestic violence, and those banding categories that had been added to assist those households under and over occupying gain priority with a review to mitigating welfare reform changes.

It was considered that the changes would ensure a higher percentage of Chorley properties are allocated to Chorley households, and more assistance will be available for households affected by welfare reform.

Decision made

1. **Approval for the Select Move partnership to consult on the draft Select Move Common Allocations Policy**
2. **That any minor changes to the policy prior to the consultation be delegated for approval to the Executive Member for Homes and Business**

Reason(s) for the decision

To respond to changes in legislation whilst fulfilling Chorley Council's Part V1 statutory duties and maximising the allocation of Chorley properties to households with a local connection to the borough.

Alternative option(s) considered and rejected

None

13.EC.41 HOME ENERGY CONSERVATION ACT (HECA) REPORT 2013

The Executive Member for Homes and Business presented a report on the Council's requirements in respect of the Home Energy Conservation Act (HECA), to advise on HECA- related activity carried out to date, and to set out the proposed HECA-related activity for the next two years.

The report had previously been approved by the Executive Leader, Executive Member for Economic Development and Governance, effective from 23 February 2013 and was being submitted to the Executive Cabinet for information.

Decision made

To note the report.

Reason(s) for the decision

By accepting the HECA report the Council has ensured that it is meeting its statutory obligations to publish such a report by 31 March 2013.

Alternative option(s) considered and rejected

None

13.EC.42 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – To exclude 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

13.EC.43 BENGAL STREET DEPOT: PROPOSED SHARING OF SITE

The Executive Member for Resources, Policy and Performance presented a confidential report on the proposed sharing of the Bengal Street Depot by a registered charity Recycling Lives.

Decision made

1. **Approval in principal to share the Bengal Street Depot site and to pursue negotiations and to enter into the appropriate legal agreements with Recycling Lives to lease the agreed areas of the site.**
2. **That the Executive Member for Resources, Policy and Performance be granted delegated authority to approve terms for the letting of part of the Bengal Street Depot and Offices to be in line with the figures in the report.**

Reason(s) for decision

1. The proposal best meets the Corporate Priorities of the Council. It brings investment into the Borough and provides employment opportunities to the residents. The charity will address issues relating to homelessness and education. It will also provide vocational skills to enable the long term unemployed to return to work.
2. By agreeing the split site, the Council can retain the use of the depot and will not be put to the expense of identifying and improving a new site for that use.

Alternative option(s) considered and rejected

There have been no other firm offers for this site. As such the only other option is to continue marketing which is not appropriate given the benefits of the proposal.

13.EC.44 98 - 102 MARKET STREET: REFURBISHMENT

The Executive Member for Resources, Policy and Performance presented a confidential report that sought to proceed to put out to tender works to renovate 98-102, Market Street, Chorley, to create three retail units with frontage onto Market Street, Chorley and to create a statutory car park area to the rear of the premises.

Decision made

1. **Approval of the refurbishment of 98-102 Market Street into three retail units in accordance with the proposal set out in Appendix A**
2. **That delegated authority be granted to the Executive Member for Resources, Policy and Performance to agree the suggested scoring matrix in the procurement exercise and based on that matrix to agree the award of the works to the successful tenderer.**
3. **Approval of the creation of a statutory car park on the area to the rear of 98-102 Market Street, Chorley (identified on the plan at Appendix B), to have free 30 minutes parking in bays adjacent to Gillibrand Street, Chorley, with delegated authority being given to the Executive Member for Resources, Policy and Performance to approve the final scheme.**

Reason(s) for the decision

The proposal to create three retail units on this location properly balances the need to invest in the town centre against planning for future changes to the town centre area.

Alternative option(s) considered and rejected

1. Partnering with a private sector organisation was considered and it was decided not to pursue this further. One of the aims for purchasing and investing in this site was for the Council to take control of the location and be in a position to actively promote the establishment of businesses through flexibility on rents. It also enables the Council to control who tenant the premises to promote a mix of retail offer in the town.
2. Renovation as a single retail unit was discounted. There had been no firm interest in this site as a single unit (that is its current offer) despite it being empty for in excess of 10 years and marketed for sale for a significant part of that period.
3. Housing. This was discounted at an early stage. The site had been marketed for some time and the Council had not had any interest from residential property developers. The actual cost of renovation for the buildings to a residential standard would have been prohibitive. The area was also zoned for retail/office use. The site is on a main link road between the current retail hub in the Booths/Market Walks area and the proposed Asda development which suggests retail should be retained.
4. The use as office space was considered and rejected. There are a number of vacant office space in the Town Centre which suggests there is no demand for this type of use.

13.EC.45 CAPITAL CONTRIBUTION TOWARDS THE COSTS OF THE CONVERSION FOR AFFORDABLE HOUSING AT ST GEORGE'S ST CHORLEY

The Executive Member for Homes and Business presented a confidential report on a capital contribution towards the costs of the conversion for affordable housing of 12-14 St Georges Street, Chorley (formerly Harry's Bar) into 8X1 bedroomed flats for rent.

Decision made

Approval granted for the capital contribution of £271,679 towards the cost of Progress Housing Group providing 8X1 bedroomed flats for Affordable rent.

Reason for decision

The new development will help to improve and regenerate an area of the town centre and will provide eight much needed affordable homes for single people and couples. The new units will assist in meeting the affordable housing target of 100 new homes per annum.

Alternative option(s) considered and rejected

The property has been empty for a number of years and if the Council does not contribute towards the cost of conversion of this building it is likely to remain empty for some time to come.

13.EC.46 CAPITAL CONTRIBUTION FOR THE PROVISION OF AFFORDABLE HOUSING (6 X 1BED FLATS AT HALLIWELL ST CHORLEY)

The Executive Member for Homes and Business presented a confidential report for the approval of a capital contribution towards the costs for affordable housing of 12-16 Halliwell Street into 6X1 bedroomed flats for rent.

The development of the site and payment of the grant would be on condition of Adactus' bid for Empty Homes funding from the Homes and Communities Agency being successful. The Council's capital contribution would assist in making the bid attractive to the HCA in terms of value for money.

Decision made

Approval granted for the capital contribution of £153,000 towards the cost of Adactus Housing Group providing 6X1 bedroomed flats for Affordable Rents.

Reason for decision

The new development would help to improve and regenerate an area of the town centre and would provide six much needed affordable homes for single people and couples. The new units will assist in meeting the affordable housing target of 100 new homes per annum.

Alternative option(s) considered and rejected.

The property has been empty for some time and if the Council does not contribute towards the cost of conversion of this building it is likely to remain empty for some time.

Executive Leader

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Overview and Scrutiny Performance Panel

Monday, 17 December 2012

Present: Councillor Steve Holgate (Chair) and Julia Berry, Graham Dunn, Hasina Khan and Kim Snape

Also in attendance

Officers: Jamie Dixon (Head of Streetscene & Leisure Contracts), Chris Sinnott (Head of Policy and Communications), Victoria Willett (Partnership Officer) and Dianne Scambler (Democratic and Member Services Officer)

12.OSP.14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roy Lees and Terry Brown (Executive Member for Places)

12.OSP.15 MINUTES

a) Confirmation

That the minutes of the Overview and Scrutiny Performance Panel meeting held on 17 September 2012 be held as a correct record for signing by the Chair.

b) Matters arising from the minutes

10.OSP.10 – Business Plan Monitoring Statement – Partnerships, Planning and Policy

Further information had been requested on the Supporting People model as Members felt that it was difficult to hold Lancashire County Council to account when not in possession of the full facts.

Members felt it would be useful if a report was provided that gave the authorities position in relation to the work that they were involved in on this issue, including the Councils policy in relation to people who present themselves to the Council without recourse to public funds. This information would provide a base from which to scrutinise more effectively going forward.

RESOLVED – That the Head of Housing Services present a report to a future meeting of the Panel on the work of the authority on the supporting people agenda.

12.OSP.13 – Transformation Directorate - Business Plan Monitoring

The Customer Satisfaction results were circulated at the meeting and were discussed more fully further down the agenda.

Although the requested update ICT Plan was provided and circulated at the meeting, the Panel felt that the information contained within warranted further scrutiny and asked if it could be brought back as an update report to the next meeting.

RESOLVED – That an update be provided on the progress made against the projects in the ICT Plan for the next meeting of the Panel.

12.OSP.16 DECLARATIONS OF ANY INTERESTS

No declarations of interest were received.

12.OSP.17 CHORLEY PARTNERSHIP PERFORMANCE MONITORING - SECOND QUARTER 2012/13

The Group received a report of the Chief Executive setting 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.

The performance of the key projects/priorities in the delivery of the Chorley Partnership plan was good with 74% rated either green or completed. The performance of the key projects remained excellent, with all four projects currently rated 'green'.

Latest figures available for alcohol related admissions showed a year to date reduction of 11% at quarter four 2011/12 compared to quarter four in 2010/11. However Members asked if more detailed breakdown could be provided on the different categories that were reported against and how our figures compared against other authorities within Lancashire.

Crime had increased by 6.7% in quarters one and two compared to the same period last year, there had been a significant decrease in anti-social behaviour, and domestic abuse detections were performing above target.

Members were informed that several factors had contributed to the recent spike in crime that included:

- a higher level of detection rates in recent months
- changes to the sentencing practice by the courts earlier in the year which had led to alleged offenders being released with bail conditions instead of being remanded
- a delay in the delivery of the integrated management framework
- an increase in opportunistic crimes

A number of actions had been put into place to improve on the increased figures; however the Panel were concerned that the reasons given did not give sufficient detail and asked how this could be achieved.

It was explained that it was the responsibility of Overview and Scrutiny Committee to scrutinise crime and disorder related matters and that a designated meeting had been arranged for January. The Chair requested that along with the issues already highlighted in the work programme, the Committee scrutinise the increased crime figures and asked that the relevant partners be invited to attend the meeting.

The Panel also thought that monitoring reports should be provided to the Overview and Scrutiny Committee on any crime and disorder reviews undertaken in the past were specific issues had been identified and asked if an update report on the funding of the Independent Domestic Violence Advocacy (IDVA) service could be brought to a future meeting.

RESOLVED

- 1. That the report be noted.**

2. That a breakdown of the categories that are reported upon under the Alcohol Related Admissions be provided at future meetings.
3. That an explanation be provided within future Chorley Partnership report on crime related information figures.
4. That the Overview and Scrutiny Committee be asked to review the increase in the crime figures and the role of the Police and Community Support Officers at its meeting in January.
5. That an update report be provided to the Overview and Scrutiny Committee on the funding of the IDVA service.

12.OSP.18 CHORLEY COUNCIL PARTNERSHIP PERFORMANCE MONITORING - SECOND QUARTER 2012/13

The Chief Executive submitted a report setting our 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.

Overall performance remained excellent, with the majority of projects on track or completed. Only two projects were rated 'amber' and an explanation of the reasons and action being taken to bring them back on track was provided:

- Explore the development of a service package of accommodation for 16/17 year olds
- Implementation of a framework for strategic partners

Following the refresh of the Corporate Strategy, the report provided the Panel with an update on all projects which had not yet been completed and identified those that would be managed through service improvement going forward. It was also explained that one project, the implementation of the customer services migration plan had been carried over into the new strategy.

Performance on the Corporate Strategy measures and key service delivery indicators remained good with 67% of the measures and 80% of the key performance indicators performing above target or within the 5% tolerance.

The Councils new website had been launched and had received good feedback. The website will increase self-service functionality and encourage customers' to transact with the Council online. The new my account facility was still in the process of being developed to ensure that the product was not only fit for purpose for Chorley residents, but was a secure platform for the Council. Members thought that this was a fantastic application for residents and asked to be kept informed on the progress of its implementation.

The implementation of a framework for strategic partnerships had been delayed due to dependencies on other projects such as the Transactional Services Review that incorporated the new working arrangements for the Revenue and Benefits Service.

The development of an action plan to tackle social isolation in the borough had now been completed and was now available on the Councils website.

Only four key service and delivery measures were performing below target:

- Percentage of 16-18 year olds who are not in education, employment or training (NEET)
- Percentage of new businesses established; and
- Percentage of customers satisfied with the way they were treated by the Council
- Processing of planning applications as measured against targets for 'minor'

In each case an action plan had been developed to outline what action needed to be taken to improve performance.

The Panel were informed that the percentage of 16-18 years olds not in NEETS had improved and as at 31 October 2012 the NEET figure was 5.2% young people against a Lancashire target of 6.2% and a Chorley target of 5.1%. College enrolment figures were now residency based which helps Chorley who has no 16-19 provision within the borough.

The new Customer Satisfaction survey had not been particularly well answered in terms of quantity but the Council had been able to act upon the information received. One of the main areas for concern had been officers not getting back to people on more detailed service issues and steps have been taken to address this.

Members felt that some elements of the Customer Care Policy needed updating and the Head of Policy and Communications promised to look into this matter.

RESOLVED

- 1. That the report be noted.**
- 2. That the Head of Policy and Communications assess what changes need to be made to the Customer Services Policy.**

12.OSP.19 SCRUTINY FOCUS -STREETSCENE MODERNISATION

The Panel received a report that provided some contextual information and initial questions to help Members understand the performance of streetscene and it was reported that performance against the key indicators for the service was excellent compared to the targets set, with all being achieved.

The service had recently undertaken a modernisation project over the last year, to review working practices and ensure they were fit for purpose. A strategy had been developed and the Panel were provided with an action plan that provided details on the development action taking place within the service. Under four main headings:

- Leadership Development
- Modern Working Arrangements
- Service Delivery and Support Services
- Business Development Opportunities

The Head of Streetscene attended the meeting and explained that the service were currently undertaking a benchmarking exercise that would provide them with appropriate data from which to develop a set of relevant performance indicators to help further develop the service. Members asked if a performance indicator could be implemented on grass cutting.

A customer satisfaction survey was now undertaken each month and against a sample of customers who had been in contact with the service the previous month resulting in a more meaningful feedback that could be used to improve services and better manage staff by improving training methods or making appropriate changes to maintenance schedules.

A new structure had been implemented that brought all the different teams together under one overarching Manager and two team leaders. The result has been that the service now has as a multi skilled pool of staff that can better respond to the needs of the service. Staff are more engaged in the work of the service are actively encouraged to suggest any improvements for service delivery.

The restructure of the services had generated £58,000 of savings in 2012/13, with a further £154,000 identified for 2013/14. These had been identified as part of the corporate savings programme for the Council, although there would be budget

investment proposals for the service and the service had increased its income generating possibilities.

The service was also working more closely with the Customer Services Team to ensure that staff in Contact Chorley were adequately trained and informed on how to deal with the different services within streetscene to ensure better customer satisfaction.

The Council had invested in 300 (25% of total stock) new bins across the borough in 2012/13. The new bins had an increased capacity (20%) for the same price and can also accept dog waste. The Clean-up Chorley campaign that included the Dirty Dog Campaign had been well received with more skip days and increased patrols planned for the New Year and the service had also rolled out a bus shelter improvement programme across the borough.

Members asked when the new bus timetable information would be displayed at the bus stops. Initial contact with the bus companies had led the Council to believe that the timetables would be being displayed again but as they had not yet materialised, further endeavours would be made.

The Chair on behalf of the Panel thanked the Head of Streetscene for attending the meeting. The Chair also commented that he had been disappointed that Executive Member for Places had been unable to attend the meeting and asked that the Cabinet be asked to consider sending a substitute upon such occasions.

RESOLVED

- 1. That the report be noted.**
- 2. That grass cutting be a performance indicator for streetscene services.**
- 3. That the Director of People and Places find out when the bus timetable will be displayed at bus stops across the borough.**
- 4. That the Executive Cabinet considers sending substitutes to Panel meetings when the relevant portfolio holder is unable to attend.**

Chair

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Overview and Scrutiny Performance Panel

Monday, 11 March 2013

Present: Councillor Steve Holgate (Chair) and Julia Berry, Graham Dunn, Hasina Khan, Roy Lees and Kim Snape

Also in attendance

Councillors: Councillors Adrian Lowe (Executive Member (Homes and Business))

Officers: Jamie Carson (Director of People and Places), Lesley-Ann Fenton (Director of Partnerships and Planning), Zoe Whiteside (Head of Housing), Michael Coogan (Strategic Housing Officer), Victoria Willett (Performance Improvement Officer) and Dianne Scambler (Democratic and Member Services Officer)

12.OSP.20 APOLOGIES FOR ABSENCE

There were no apologies for absence.

12.OSP.21 MINUTES

- a) Confirmation

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meeting held on 17 December 2013 be confirmed as a correct record for signing by the Chair.

- b) Matters arising

12.OSP.13 – Transformation Directorate – Business Plan Monitoring

The Panel were provide with an update on the projects contained with the ICT Plan that showed the progress that had been made to date.

12.OSP.22 DECLARATIONS OF ANY INTERESTS

There were no declarations of any interests.

12.OSP.23 EXCLUSION OF THE PUBLIC AND PRESS

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

12.OSP.24 SCRUTINY FOCUS - SELECT MOVE

The Chair welcomed Councillor Adrian Lowe to the meeting who was attending in his capacity as Executive Member for Homes and Business, along with Zoe Whiteside, Head of Housing and Mick Coogan, Strategic Housing Officer.

The Panel considered a confidential report of the Director of Partnerships, Planning and Policy that provided responses to a number of questions raised by Members around the following:

- Time taken to process, determine and allocate priority banding to applicants of Selectmove
- Simplifying the Selectmove application to make it more user friendly but ensuring correct information is received
- Measures that could be taken to help those applicants who know their existing tenancy will be terminated before they become homeless
- Improvements to the interface between Selectmove and members of the public
- Information on the bidding cycle; and
- Ensuring that social housing providers get an allocations service that they value.

Member of the Panel also asked a variety of additional questions with regards to the policies and procedure of the Selectmove processes.

It was explained that although it was difficult to benchmark the service against other authorities, the Council had used comparative information when developing the application forms to make sure that they followed a consistent approach and captured all the relevant information needed from which to form an accurate assessment of the applicant's needs.

Members were informed of the type of information required from Selectmove applicants before an assessment of banding can be made and the common reasons for delay. Additional support and guidance is given when necessary to ensure that all applicants are banded correctly and assurances were given that the service does a lot of work that was over and above what was required to make sure that the bandings were fairly allocated.

A dedicated officer was currently working with Registered Social Landlords to identify those people that were struggling to pay their rents and to ensure offer help and assistance is offered to prevent tenants being at a risk of becoming homeless.

Members had concerns that the online service was not as good as it could be. Some of the Registered Social Landlords did not supply adequate information including photographs, whilst this was something that that the Council sympathised with, they had very little control over but with the support of the Executive Member they continued to lobby the companies in an effort to improve the process for the customers and the Council.

RESOLVED - That the report be noted.

12.OSP.25 ADJOURNMENT OF MEETING

Due to the amount of business still to be transacted and the lateness of the hour, the Chair took the decision to adjourn the meeting. The remainder of the business on the agenda would be considered at a meeting of the Overview and Scrutiny Panel on 20 March 2013.

Chair

Overview and Scrutiny Performance Panel

Wednesday, 20 March 2013

Present: Councillor Steve Holgate (Chair) and Julia Berry, Graham Dunn, Hasina Khan and Roy Lees

Also in attendance

Officers: Jamie Carson (Director of People and Places), Lesley-Ann Fenton (Director of Partnerships and Planning), Chris Sinnott (Head of Policy and Communications), Zoe Whiteside (Head of Housing), Michael Coogan (Strategic Housing Officer) and Dianne Scambler (Democratic and Member Services Officer)

12.OSP.26 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Kim Snape.

12.OSP.27 DECLARATIONS OF ANY INTERESTS

There were no declarations of any interests.

12.OSP.28 PARTNERSHIPS, PLANNING AND POLICY DIRECTORATE - BUSINESS PLAN MONITORING STATEMENT 2012/13

The Panel received a report of the Director of Partnerships, Planning and Policy on progress made to date in delivering the key actions and performance indicators in the Partnerships, Planning and Policy Directorate Improvement Plan for 2012/13.

Of the 28 action/projects contained within the Directorate Business Plan only three projects were rated amber, the delivery of the second year of the S106 Play and Recreation Fund, the Introduction of supported accommodation for 16/17 year olds and the trial re-opening of Market Street, Chorley. An explanation about the issues and action being taken to address them were provided for the Members.

Of the 17 indicators that can be reported, three were below target and outside the 5% threshold. The processing of minor planning applications was still under performing, although Members were highlighted to the fact that the target had been exceeded for the past couple of months.

Members asked a number of questions relating to a actions contained within the report and information was given on the makeup and remit of the newly established Welfare Reform Group, the difficulties the Council were facing in delivering a consistent Court Desk Service at the Courts and assurances were also given as to how unplanned departures were dealt with at Cotswold House.

Members also asked if the information contained within the Business Plan Monitoring reports could be presented differently to include more detail behind the statistical figures and would show evidence of how the administrations corporate priorities are being delivered.

It was explained that this was an area that had already been discussed at Strategy Group and that in future a direction of travel would be incorporated into the reports which would provide the type of detail that Members were requesting.

RESOLVED – That the information contained within the report be noted.

12.OSP.29 PEOPLE AND PLACES DIRECTORATE - BUSINESS PLAN MONITORING STATEMENT 2012/13

The Director of People and Places presented a report on the progress made to date in delivering the key actions and performance indicators in the People and Places directorate business plan for 2012/13.

At the end of January 19 actions were rated green and had been completed or are on-going. No actions were rated amber and none rated red.

The Director of People and Places reported that the review of neighbourhood working was complete and that 24 projects had been identified in the last round of neighbourhood meetings. A number of changes had also been made to internal reporting procedure and process that would improve how day to day activities were carried out that would ensure better response times to both Elected Members and the public. It was important to know if these changes were effective and Members were encouraged to give feedback as and when required. The Panel were happy with how the neighbourhood working agenda was progressing but there was a view that additional meeting may be needed going forwards to effectively monitor the work of the priorities.

The Chair asked about the present position of the Councillor Community Grant funding and it was reported that over £11,000 had been allocated to various groups and community organisations across the borough with more application pending. There was still funding available; however the deadline for applications was fast approaching on 28 March 2013.

Members received a list of all the performance indicators that the service reported against. Only one, Overall Crime Rate was below target and outside the 5% threshold. A combination of factors had impacted on the performance of this indicator.

Crime levels in the previous year had been low and the 2012/13 target was always going to prove challenging from such a low base. In addition, an Integrated Offender Management framework which was due to be in place had continued to have delivery issues in recent months, and as a consequence, had not effectively managed offenders on release.

The Panel asked if more information could be provide on the type of work that was involved on the Integrated Offender Management framework so that a more holistic view could be achieved and how Councillors could help to influence by having a better understanding of the problems, challenges and work needing to be done.

Members were informed about the implementation of high profile campaigns to highlight to potential victims of acquisitive crime the need to ensure vehicles, property and personal belongings are effectively secured to deter opportunistic crime.

The Panel also requested information on the usage figures at Tatton Community Centre. The type of activity and attendance would be useful for Members in this ward.

RESOLVED

- 1. That the report be noted.**
- 2. That usage figures for all activities at Tatton Community Centre be provided to the Panel.**

12.OSP.30 TRANSFORMATION DIRECTORATE - BUSINESS PLAN MONITORING STATEMENT 2012/13

The Panel received a report of the Chief Executive on progress made in delivering the key actions and performance indicators in delivering the Transformation directorate business improvement plan for 2012/13.

Good progress had been made with a number of key projects completed and large proportion was rated green with notable progress of ICT projects. Where projects were rated as amber; actions were in place to ensure that the project delivers on schedule and by the end of the year.

A number of performance indicators were off track, in particular those relating to sickness absence which was being closely monitored given links with service capacity. Customer satisfaction also continued to be in decline since the change in measurement and the report explained the reasons and actions in place to address this.

Members commented on a number of issues contained within the report that included action being taken to address the reduction in customer satisfaction, identifying patterns in relation to long term sickness across the authority and current take-up figures of the collective energy switching programme that was being pushed to residents across Lancashire.

RESOLVED – That the report be noted.

12.OSP.31 SUPPORTING PEOPLE IN CHORLEY

The Panel received a report of the Director of Partnerships, Planning and Policy informing them of the nature of Supporting People in Chorley and the Council's role.

The report explained that the Supported People funding pays for Housing Related Support to assist vulnerable people to live in their own home whilst remaining independent. Members received information on the history of the funding along with the details of support which is eligible and how this is distinct from care.

All supported People funding was now allocated from Lancashire County Council's mainstream funding after being a ring fenced grant until 2009 then part of the area based grant until 2011. The total value of the supporting People programme for Chorley is £1.34M.

There is an established governance structure that oversees the programme and through which decisions regarding services, for example, the commissioning and decommissioning are made. A Locality Group, comprising of a small cluster of local authorities discuss initial recommendations by each district council or partner before being agreed at the Lancashire wide Commissioning Body. Chorley Council are the joint Chair of the Commissioning Body and therefore plays an important role.

However, Members were informed that whilst Chorley had some influence on services commissioned in its area, all decisions had to be made through the governance structure including both the relevant Locality Group and Commissioning Body.

Members were also given a list of Supporting People funding services that were commissioned in Chorley or joint commissioned for a wider area taken from Lancashire County Council Supporting People Team's directory of support services. All services were commissioned on fixed term contracts with the majority up for review at the end of 2013/14.

Members raised concerns that the implementation of one project could have a knock-on effect that would be detrimental to another project. This was because there was simply not enough funding to support all the projects that were needed and had to be prioritised according to need. Partners continued to work together more effectively and the Council were starting to see the benefits of more joined up working that were addressing local need and starting to fill the gaps in service provision.

Officers assured Members that the work of the Supporting People was a more co-ordinated approach than had previously been and that all the relevant partners were collectively making the key decisions that needed to be taken. With the current economic climate there were going to be some difficult decisions to be taken around the delivery of services over the next twelve months as Lancashire County Council have indicated that Supporting People Funding may be reduced in future years.

RESOLVED – That the report be noted.

Chair

DRAFT - Report of the Overview and Scrutiny Task Group – Adoption of Estates

March 2013



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1. PREFACE

The Scrutiny inquiry into the Adoption of Estates was requested by Members of Chorley Council after very many requests by residents across the borough to address the growing number of estate and open space adoption issues.

We discussed in detail the present problems that many of our constituents face when trying to get their estates adopted. It was accepted that there are some real issues for residents across the Borough and Members thought that they needed to look at past performance to identify areas where the process of adoption of estates has been both successful or less successful, lessons could be learnt from those experiences and ways to improve the process could be identified for the future and further failures prevented.

We identified a mix of small and large housing estates across the Borough that had or were still having adoption issues to be used as case studies from which to identify the concerns and issues that existed. The Group then interviewed the developers of these estates, along with borough and county officers and residents.

The estates chosen were

- Gillibrand, Chorley
- Buckshaw Village
- Kittiwake, Heapey
- Fairview Farm, Adlington

It was also highlighted that the Council needed to improve relations and communications with existing developers and other partner organisations in the Borough and to better engage with the public to develop their understanding and knowledge of the adoption process.

Whilst undertaking the review we were informed about a national review that is taking place by the Department for Transport (DoT) and Department of Communities and Local Government (DCLG) and a similar scrutiny review that had been undertaken by Northamptonshire County Council that provided us with a platform from which to start.

I would like to thank the Task Group Members for their deliberations, the officers and external representatives and those residents of Chorley who made a contribution to this report. The representations that we received have proved extremely invaluable and enabled us to produce a set of recommendations that we feel will improve the present procedures and policies to better serve the residents in their experience of adoption processes.



Councillor Matthew Crow (Chair)

2. EXECUTIVE SUMMARY

The Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at the Adoption of Estates.

Objectives

- 2.1 Look at past performance and identify areas where the process of adoption of estates has been both successful and less successful and learn from those experiences; and
- 2.2 make recommendations to Executive Cabinet as to how processes may be improved for the future.

Desired Outcomes

- To recommend ways to improve the process for the adoption of new housing estates across the Borough.
- Improve relations and communications with existing developers and other partner organisations in the Borough.
- To work through targeted studies of un-adopted sites of varying sizes in Chorley and to make recommendations to both rectify existing sites and prevent further failures in the adoption process
- To have engaged in effective public consultation and to develop residents and future residents' knowledge and understanding of adoption processes.

Task Group Membership

Councillor Matthew Crow (Chair)
Councillor Julia Berry
Councillor Jean Cronshaw
Councillor Steve Holgate
Councillor Roy Lees
Councillor June Molyneaux
Councillor Dave Rogerson
Councillor Kim Snape
County Councillor Mike Devaney

Officer Support:

Lead Officers

Jamie Carson	Director of People and Places
Jennifer Moore	Head of Planning

Support Officers:

Alex Jackson Senior Solicitor
Paul Whittingham Development Control Team Leader
Robert Rimmer Business Support Team Leader

Democratic Services

Dianne Scambler Democratic and Member Services Officer

Meetings

The meeting papers of the Group can be found on the Council's website:
www.chorley.gov.uk/scrutiny. This includes the inquiry project outline and other relevant information on policy and procedures.

Contribution of Evidence

The Task Group would like to thank all those who have provided evidence and contributed to the Inquiry. Section 4 contains the details of those involved.

2. LIST OF RECOMMENDATIONS

The Executive Cabinet is asked to consider the following recommendations:

- 1. That the Executive Cabinet asks Lancashire County Council to consider building on existing work with local planning authorities to put in place arrangements to ensure the consideration of road and highways adoption issues commences at the planning application stage of the planning process, including:
 - Designing developments to provide separate access routes for residential and construction traffic
 - Phased implementation of larger development
 - Laying out and constructing roads to adoptable standards**
- 2. That the Executive Cabinet be asked to approve the use of a draft set of national planning conditions seeking pre-commencement on adoption matters, drawn up by the Department of Transport to be trialled by our planning service.**
- 3. That the Executive Cabinet be requested to commission a study of the existing adoptions 'caseload' in the Borough, to provide a full picture of all completed and partially completed agreements, including Section 38's and 106's.**
- 4. That the Executive Cabinet request Lancashire County Council to consider adopting a more flexible approach to the setting of bonds with developers, that are required before a Section 38 Agreement is made to enable the level of bond to be set on a site-by-site basis that reflects the actual cost of completing the road concerned to the required state of adoption.**
- 5. That the Executive Cabinet agrees to make representations to the National House-Building Council (NHBC) urging it to encourage developers to recognise potential benefits to them of the introduction of a mandatory requirement relating to Section 38 Agreements.**
- 6. That Lancashire County Council review their operational practices and resources to ensure a more timely response for developers to secure adoption.**
- 7. That both Chorley and Lancashire County Council consider developing a more co-ordinated approach to the process of adoption and that regular reports on the current status of adoptions across the borough be reported to the Neighbourhood Meetings of the Council**
- 8. That Lancashire County Council considers the introduction of a pre-application service with associated fees that would not only generate additional income and focus service delivery but would also benefit the early identification of estates for adoption.**

9. That a policy be adopted by the Parks and Open Spaces Team which provides for a risk based approach for the exercise of officer discretion when deciding whether or not to complete adoptions of open spaces; such policy to attach significant weight to outstanding maintenance issues likely to raise a public liability issue and less weight if the maintenance issues are minor and relate for example to soft landscaping.
10. That the Executive Cabinet considers putting into place arrangements for the development of a map based system to be accessed on or via the Council's website to show information about the status of the roads in the borough for use by the community. For example, an area specifically relating to "would you like to live in Chorley" be developed that could potentially be linked to the County's website. Individual roads would be tagged according to status and actively used by Contact Chorley for the provision of information to residents.
11. That a list of Frequently Asked Questions (FAQ's) about the adoption of estates be published on the Council's website.
12. That Chorley Council considers a pilot for the introduction of Development and or Site Exit meetings with developers, to identify new sites coming on stream.
13. That the Executive Cabinet agrees to make representations to the Law Society and the Council for Licensed Conveyancers urging them to consider whether conveyancers provide clients with sufficient information about the estate adoptions process and how they will be affected by the status of roads serving a property.
14. That developers be encouraged to nominate a dedicated officer that would work proactively with officers of both borough and county Councils on the adoption processes and be asked to consider reviewing their complaints procedures to improve relations with residents on their developments.

3. BACKGROUND AND CONTEXT

It is part of the County Council's role to adopt new roads as part of the public highway network, as long as they are built to adoptable standards. This process is often long and drawn out and in some disappointing cases still not completed after many years.

The adoption of a road refers to the process by which a road in private ownership but that is in public use, is formally taken on by the local highway authority as a public highway to be maintained at public expense. The Highways Act 1980 provides the legal basis for this process. This Act enables the highway authority (Lancashire County Council) to reach a legal agreement commonly referred to as a Section 38 Agreement, with the owner and developer of a site (usually the same) that a road will become a highway maintainable at public expense when completed to the highway authority's satisfaction. However this is a voluntary agreement between the highway authority and the developer as the 1980 Act does not give authorities any power to compel developers to enter into such an agreement. The developer has to want it and be prepared to pay the required inspection and legal fees and provide the necessary construction records etc.

The Agreement cannot set a fixed timescale on the process. The timescale generally depends on the process the developer makes with the selling of property (typically houses) along the road, as this is the main project cash-flow consideration. If houses don't sell quickly, the developer may not be able to afford to complete all aspects of the highway work to the agreed standard as quickly as was originally planned.

If a further phase of building is added at a later date leading off the original new road, the developer is unlikely to finish the new original road until he has stopped taking heavy delivery wagons and construction traffic over it, to reduce the risk of accidental damage.

4. METHOD OF INVESTIGATION

Evidence

The Group were provided with a pack of relevant information which had been collated for each of the housing estates that were identified and which included information on:

- The planning background
- Various planning applications
- Section 106 Agreements (Town and County Planning Act 1990)
- Section 38 and 278 Agreements (Highways Act 1980)
- Highways information
- Section 104/102 Agreements (Water Industry act 1991)
- Any issues that had arisen
- Public Open Spaces and Leisure facilities

- Site Plans
- Planning permissions that had been granted.
- Open Spaces provision
- Update from Lancashire County Council on adoption status

Presentation

Members received a presentation by Chorley Council officers and summary documentation from Lancashire Council County Council at a Member Learning Hour on 13 August 2012 for background information to the review, including the legal processes which make up adoption.

Northamptonshire Scrutiny Review

Chris Bond, Development Control and Road Adoptions Manager from Northamptonshire County Council attended a meeting to talk to the Group about a scrutiny review that his authority had undertaken on the adoption of new roads in their county area.

National Review

We also received information about a scrutiny review that had been undertaken between the Department of Transport, and the Department of Communities and Local Authorities regarding adoptions on a national scale. Problems associated with the status and safety of un-adopted new streets had been raised by a number of MP's in the Commons.

The Task Group received representations from:

Officers:

Rachel Crompton, Development Support Manager – Lancashire County Council
Nicola Hopkins, Principal Planning Officer, Chorley Council

Resident Representatives from:

- Buckshaw Village
- Fairview Farm, Adlington
- Gillibrand Chorley

Developer Representatives:

Phillip Powell, Development Engineer – Arley Homes North West Ltd
Peter Dartnell, Technical Director – Redrow Homes Ltd
Adam Ripplingham, Engineer – Redrow Homes Ltd
Stewart Gower, Adoptions Co-ordinator – Taylor Wimpey Homes

5. FINDINGS AND RECOMMENDATIONS

The findings of the Task Group and the specific recommendations resulting from them are set out in this section of the report and are for improvements for the customer and developer, adoption processes and partnership working.

The Task Group recognises that some of the recommendations will have financial implications for both the Borough and County Council, and will therefore need to be given particular consideration by both Executive Cabinets, given the current financial pressures on the public sector.

NATIONAL REVIEW

We received information about a scrutiny review that had been undertaken between the Department of Transport, and the Department of Communities and Local Authorities regarding adoptions on a national scale. Problems associated with the status and safety of un-adopted new streets had been raised by a number of MP's in the Commons.

Concerns included:

- A lack of knowledge or understanding by some parties of the existing complex and extensive system and how it is intended to work.
- Poor advice to those purchasing properties in explaining the processes, roles, responsibilities and liabilities that they and others have.
- Inconsistent processes and procedures used by Local Highways Authorities, (LHAs).
- How such processes can vary considerably across the Country with further differences between Unitary and Two Tier authorities.

In response to the House of Commons debates, the Department for Transport, (DfT) and Department of Communities and Local Government (DCLG) met with Local Highway and Planning Authorities to discuss options and opportunities to improve the existing systems associated with the adoption of new streets in developments and any legislative requirements that would assist. The resultant Policy and Legislative Review Working Party commissioned a sub group of LHA's, led by Northamptonshire County Council, to consider the matter in greater detail and prepare a paper for further discussion.

NORTHAMPTONSHIRE SCRUTINY REVIEW

An officer from Northamptonshire County Council attended one of our meetings to talk about a scrutiny review that his authority had undertaken on the adoption of new roads in their county area following the adjournment debates that had taken place in the House of Commons in relation to adoptions.

One important issue they felt had to be addressed was the part played by district and borough councils in the adoption process and the need for them to be involved from the very start on a partnership basis.

It had been considered extremely important to understand the current position in Northamptonshire and information collected about the current status of adoptions formed an important part of the evidence base for their scrutiny review that assisted the Group when considering possible action to address the associated challenges.

The biggest single issue affecting the road adoptions process that needed to be addressed was the voluntary element of the process.

Northamptonshire County Council highlighted that the Local Planning Authority (LPA) have no power to compel a developer to enter into a Section 38 Agreement or do anything more than encourage a developer to negotiate a draft agreement. At the same time, it became apparent that various factors can discourage a developer from seeking an agreement and then from constructing roads to an adequate standard.

They considered whether there were other ways in which the County Council could compel developers to complete Section 38 agreements or that could give developers a greater incentive to do so. Members were advised that it was not currently possible to set a planning condition that a developer must enter into an agreement, reflecting the fact that Section 38 agreements were based on highways rather than planning legislation.

Northamptonshire County Council had agreed to build on existing work with local planning authorities to put in place arrangements ensuring consideration of road adoption issues that commenced at the planning application stage of the process.

The planning process and adoption of new roads was a key factor in the process. It is extremely important that the local authority should be allowed significant opportunity to exert leverage over developers at the point when they are looking to secure planning permission.

A draft set of planning conditions was published in late September 2012 by Norman Baker, Minister of the Department for Transport. The minister was requesting local planning authorities to test these conditions and report back by April 2014. It was considered that the feedback from those authorities applying the conditions could be used to make the case for legislative change.

Recommendations:

- 1. That the Executive Cabinet asks Lancashire County Council to consider building on existing work with local planning authorities to put in place arrangements to ensure the consideration of road and highways adoption issues commences at the planning application stage of the planning process, including:**
 - **Designing developments to provide separate access routes for residential and construction traffic**
 - **A phasing implementation of larger development**
 - **Laying out and constructing roads to adoptable standards**
- 2. That the Executive Cabinet be asked to approve the use of the draft set of planning conditions seeking pre-commencement on adoption matters to be trialled by our planning service.**

Taking on board the recommendation that Northamptonshire County Council had implemented at an early stage in their review, the Group recognised the need for a clear picture of the size of the authorities existing 'caseload' and the factors preventing process from being progressed in each case. Upon its completion, a prioritisation programme could then be devised that would address the particular barriers to progressing the adoption process more effectively.

Officers from Lancashire County Council had extended their willingness to work together with Chorley on the issues surrounding adoption and thought that they could assist by sharing intelligence about developments across the borough.

Recommendation:

- 3. That the Executive Cabinet be requested to commission a study of the existing adoptions 'caseload' in the Borough, to provide a full picture of all completed and partially completed agreements, including Section 38's and 106's.**

PROCESS

The key steps that will bring a developer to the point of offering a road for adoption can be broadly summarised as follows:

- A developer decides to develop a parcel of land for housing.
- A planning application is made to the local planning authority (LPA) to build a housing estate.
- The LPA registers the application and then seeks views from the public and from relevant public bodies on the impact of the proposed development. The County Council is one of those public bodies and is able to make recommendations to the LPA on several matters, including transport issues. Its recommendations may include requesting that a planning condition or obligation requiring that roads are built to an adoptable standard be linked to the granting of planning permission.
- The LPA considers all recommendations made during the consultation period, although it is not obliged to accept them. It is the Development Control Committee who will take a decision to grant or refuse the planning application.
- Once planning permission is granted and the developer wants to start building work the developer contacts Lancashire County Council to discuss having roads that serve more than five dwellings adopted under a Section 38 Agreement. When a road has been constructed in accordance with specification set by Lancashire County Council, the developer is able to meet the conditions required and complete a Section 38 agreement and the road connects directly onto an

adopted highway or one which is subject to a Section 38 Agreement, the road is taken into a maintenance period of (minimum) one year. This period allows for any defects to be apparent and for any resulting remedial measures to be completed by the developer.

- The road is then formally adopted as a public highway that is maintainable by public expense.

Lancashire County Council requires that a developer must be able to meet the following criteria to complete a Section 38 Agreement:

- The developer can demonstrate title to the land making up all parts of the road to be dedicated; this should be relatively straight forward but can be complicated if there is more than one title to the land, more than one landowner involved, or the developer changes during negotiations.
- The developer has put in place a bond to the value of the works required to complete roads to an adoptable standard. If the developer fails to complete the roads (for example if it goes out of business) the County Council may call on the bondsman to pay a sum equal to the value of carrying out the works required or total bond sum, whichever is the lesser.
- The road is of sufficient 'public utility'; a development of five houses or less can be served by a private drive and will therefore not be taken into public maintenance as it would not be of sufficient 'public utility'.
- All other consents by relevant public bodies have been obtained; principally that the sewers beneath the road have been adopted by a water company (United Utilities) through an agreement under Section 104 of the Water Industry Act 1991 between the developer and the water authority. The County Council requires completion of such an agreement before a Section 38 Agreement is completed and the adoption of the sewers before the roads subject to the Section 38 Agreement are adopted. This is to protect the authority against future liabilities arising from problems with the sewers.

As a result of this a Section 38 Agreement can remain in draft status because one or more of the above criteria cannot be demonstrated. Similarly, it is not always in the public interest for Lancashire County Council to take on obligations or potential liabilities without assessing level of risk involved.

The Developer is required to deposit a Bond of Surety with Lancashire County Council to cover the cost of the adoptable highway works. This Bond ensures that the County Council does not incur any costs if the highway works are stalled, changed or aborted by the Developer. If the Developer fails to perform or observe any of the Agreement's conditions, the County Council can use the Bond to complete the highway works, recover fees and charges, and retain the Commuted Sums to cover future maintenance costs. The County Councils fees and charges element of the Bond must be deposited with them prior to any design works being undertaken. The cost of the highway works and Commuted Sums must be deposited with the County Council prior to any works commencing on site.

The Bond is released back to the Developer incrementally in accordance with the table below, except where a Commuted Sum is due from the Developer as part of the S38₁₃

Agreement – if this remains outstanding, the Bond shall not be reduced to a value less than the Commuted Sum.

Stage	Bond Value Reduced to % of original Value
Part 1 Certificate	55%
Part 2 Certificate	10%
Final Certificate	0%

At present the usual practice for County Councils is to set a bond on a nominal cross section on a per linear metre basis representing 100 per cent of the theoretical cost of constructing the road(s) in question to an adoptable standard. Northamptonshire County Council had given delegated authority to their designated officer to set the bonds to reflect more closely the likely cost of construction in the actual case concerned, based on constructional details that had been approved. This was an approach already being used by other highways authorities and was proving successful. The value of bonds would be reduced by much greater amounts than at present, when key milestones were reached, such as when roads were put on maintenance.

Recommendation:

- 4. That the Executive Cabinet request Lancashire County Council to consider adopting a more flexible approach to the setting of bonds with developers, that are required before a Section 38 Agreement is made to enable the level of bond to be set on a site-by-site basis that reflects the actual cost of completing the road concerned to the required state of adoption.**

It was also recognised that the National House-Building Council (NHBC) represents a powerful voice in the industry as they act as a bondsman for many developers entering onto Section 38 Agreements. The NHBC, rather than the developer, is therefore directly affected if the County Council are required to call in a bond because work required to complete a road to adoptable standard has not been carried out.

Recommendation:

- 5. That the Executive Cabinet agrees to make representations to the National House-Building Council (NHBC) urging it to encourage developers to recognise potential benefits to them of the introduction of a mandatory requirement relating to Section 38 Agreements.**

When a developer is ready for adoption, they make a request for Lancashire County Council to inspect their works and a list of snags on the site is produced, for example, broken curbs. The County Council will then either ask for all the remedial work to be completed by the developer or negotiate which jobs they may take responsibility for.

Once these works have been undertaken they will make an assessment. At this stage all completed highways works must be considered to be of low level risk before the County Council will adopt. Throughout the review it was brought to our attention that a key issue was time delays in the County Council responding to the requests to inspect. Developers liked the familiar, slightly informal service but frustrations occurred if not done in a timely fashion.

Recommendation:

- 6. That Lancashire County Council review their operational practices and resources to ensure a more timely response for developers to secure adoption.**

The highways design is key to the development and subsequent adoption of the site and effective partnership working between borough and county officer was key to maintain progress. A number of recent staffing changes at County had also meant a lack of continuity in the process and officer from both authorities felt that there were merits for a more co-ordinated approach to provide an enhanced level of co-ordination to the adoptions process and to oversee the recommendations of this Task Group and status updates could be reported to the eight Neighbourhood Area meetings of the Council.

Recommendation:

- 7. That both Chorley and Lancashire County Council consider developing a more co-ordinated approach to the process of adoption and that regular reports on the current status of adoptions across the borough be reported to the Neighbourhood Meetings of the Council.**

It was explained that officers from Chorley Council explained that they currently did a lot of work around pre-application processes and had implemented a scheme of fees and charges associated with this process. The service had become more customer focused and encouraged officers to work in a more business-like fashion to ensure that deadlines were adhered to and ensured smoother delivery. The pre-application process enables officers to sort out a number of issues that are associated with a development prior to an actual application for development being submitted and established and maintained good working relationships with developers.

It is the Council's understanding that Lancashire County Council does not offer such a service, although they undertake a lot of the work that is necessary for us to complete this process. It is considered that taking early advice of a pre-application opportunity allows for the planning of effective adoption.

Recommendation:

- 8. That Lancashire County Council considers the introduction of a pre-application service with associated fees that would not only generate additional income and focus service delivery but would also benefit the early identification of estates for adoption.**

Developers commented that the transfer of open space to a management company instead of the local authority was mainly down to cost implications. If the costs were lower, the developer would probably hand this land over more readily. There was a

view that often after around ten years, the land was often neglected and was at this stage that the ownership for its maintenance was taken on by the Council. Members felt that the authority may be able to take on this work sooner and asked for alternatives from the present policy to be explored, particularly on smaller developments in the Borough.

Recommendation:

- 9. That a policy be adopted by the Parks and Open Spaces Team which provides for a risk based approach for the exercise of officer discretion when deciding whether or not to complete adoptions of open spaces; such policy to attach significant weight to outstanding maintenance issues likely to raise a public liability issue and less weight if the maintenance issues are minor and relate for example to soft landscaping.**

RAISING AWARENESS/COMMUNICATION

Group Members brought to the review, many examples of how the road adoptions process had affected local residents and evidence taken throughout the review had highlighted the difficulties and frustrations experienced by members of the public.

There was also recognition by Members that the requirements of the road adoptions process and respective responsibilities of the County Council and developers would not be apparent to members of the public.

Developers remained responsible for maintenance and other amenities such as street lighting and litter picking until a new road was adopted, but residents did not necessarily seek redress from them if these responsibilities were not being met.

It also became apparent that even if the first owners of a new property were aware of any local adoption issues, subsequent purchasers may not have the same knowledge so the Group sought to identify different ways of supporting greater understanding of the roads adoption process and its implications for residents.

The Group were advised that issue often became more complicated when developers went bankrupt and were taken over by other companies. The new developers often had differing ideas about what they wanted to build and amended applications were often submitted, which in turn generated amended Section 38 and 106 agreements and planning permissions. This was a common occurrence and slowed progress down quite considerably. This also contributed to an issue that was considerable highlighted by residents, regarding inconsistencies surrounding the information issued on the status of the adoption of different developers on the same site. Although there was admittance by developers that staffing changes exacerbated the problem, there was also an acceptance that a more co-ordinated approach needed to be taken going forwards and there was a willingness to work with the Councils to improve the customer experience.

Members thought that an information portal could be developed on the Councils website that would enable members of the public to access information about the status of

particular roads, potentially using the information that would be gathered from the requested commissioned study and may be linked into areas within the Lancashire County Council's website.

It was also considered that the introduction of Development and or Site Exit meetings that would specifically deal with adoption of sewers, roads and green spaces, to include compliance with conditions would be beneficial. This would not only assist with the identification of new sites coming on stream and provide better working arrangements with developers regarding all matters to do with adoption but would also allow provide any future website with the required updated information, enabling search information to be accurate and would help to reduce back office questions about the compliance of developments with conditions. It would contribute to an end to end delivery of development and provide a degree of certainty for all involved in the development process including existing and new residents and developers.

Even with the proposed measures to include more information for members of the public on the Council's website, the Group recognised that it was not realistic to expect prospective home buyers to be experts in highways and planning law and its implications for them. Speaking with various residents, it became apparent that there are inconsistencies in the provision of information provided by legal professionals involved in the conveyancing process.

Recommendations:

- 10. That the Executive Cabinet considers putting into place arrangements for the development of a map based system to be accessed on or via the Council's website to show information about the status of the roads in the borough for use by the community. For example, an area specifically relating to "would you like to live in Chorley" be developed that could potentially be linked to the County's website. Individual roads would be tagged according to status and actively used by Contact Chorley for the provision of information to residents.**
- 11. That a list of Frequently Asked Questions (FAQ's) about the adoption of estates be published on the Council's website.**
- 12. That Chorley Council consider a pilot for the introduction of Development and or Site Exit meetings with developers, to identify new sites coming on stream.**
- 13. That the Executive Cabinet agrees to make representations to the Law Society and the Council for Licensed Conveyancers urging them to consider whether conveyancers provide clients with sufficient information about the estate adoptions process and how they will be affected by the status of roads serving a property.**
- 14. That developers be encouraged to nominate a dedicated officer that would work proactively with officers of both borough and county Councils on the adoption processes and be asked to consider reviewing their complaints procedures to improve relations with residents on their developments.**

5. CONCLUSION

The issues associated with the process of adoption are not just limited to this authority. It is recognised that changes are needed on a national scale and can only be achieved by changes to legislation.

That is not to say that Chorley Council can't play its part in ensuring that these changes are made. By developing existing procedures and policies and working more effectively with both our County Council colleagues and developers we believe that we can progress current practices and improve the customer experience of the adoption process.

6. GLOSSARY OF TERMS

Adopted Highway

An adopted highway is one where the authority has taken on the responsibility for maintenance.

Developer Bond

The developer is required to deposit a Bond of Surety with the Highways Authority to cover the costs of adoptable highways works. This Bond ensures that the County Council does not incur any costs if the highway works are stalled, changed or aborted by the developer.

LHA

Local Highway Authority (Lancashire County Council)

LPA

Local Planning Authority (Chorley Council)

Private Road

Roads that are intended to remain in private ownership.

Section 38 Agreement (Highways Act 1980)

A Section 38 Agreement is completed to secure adoption by the Highway Authority of new estate roads on private land owned by a Developer. The estate road may be either residential or commercial.

Planning permission is initially obtained in respect of an indicative layout. Following this the Developer prepares detailed technical drawings and these are forwarded to County for approval. Once satisfactory, these drawings are added to the completed Section 38 agreement and used to supervise the construction works. The works are carried out by the Developer entirely at their own expense.

Under the terms of the Section 38 Agreement the Developer is required to provide either a cash deposit or other form of security is provided to prevent any purchasers of properties being liable for any street works charges. Once the roads have been completed in accordance with the terms of the agreement, the County Council will adopt the roads as highways maintainable at the public expense.

Section 104/102 Agreements (Water Industry Act 1991)

These are sewers bonds as required by local authorities, including the Scottish Irish equivalents. Other highways bonds can also be facilitated. A statutory agreement for adoption, or Section 104 agreement (so called because it is made under section 104 of the Water Industry Act 1991), is an agreement between the owners of a private sewer₁₉

(usually a developer) and the water authority whereby, subject to the owner constructing the sewer to an agreed standard and maintaining it for an agreed period the water authority will adopt it and it will thereafter become a public sewer.

Section 106 Agreement (Town and Country Planning Act 1990)

S106 of the Town and Country Planning Act 1990 provides for agreements to control the development or use of land. A Local Planning Authority (District Council or County Council) may enter into a Section 106 Agreement with a Landowner which, for example, prevents a certain activity being carried out on a site, or which prevents the development proceeding until a particular time.

Councils also use Section 106 Agreements as a way of approving and securing works to the existing highway. Where a Developer requires work to be carried out on the existing highway (other than a simple access) and the Council is satisfied that the works will be of benefit to the public, an Agreement will need to be completed between the Developer and the County Council under Section 106. Traffic calming, a new roundabout or other junction improvement are a few examples where such an Agreement would be necessary. Under no circumstances shall works be permitted within the limits of the publicly maintained highway until the Section 106 Agreement and bond or cash deposit is secured.

As a minimum, the general arrangements for the highway works must be agreed prior to the signing of the Section 106 Agreement and bond after which full engineering drawings will need to be formally approved prior to works starting on site.

Unadopted Highway

Roads that are constructed under a Section 38 agreement that are not adopted yet.

Chorley Council



2008-2009
*Transforming Services:
Citizen Engagement
and Empowerment*



2009-2010
Cohesive and resilient communities



2009-2010
Better outcomes for people and places

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Report of	Meeting	Date
Director of People and Places	Overview and Scrutiny Committee	8 April 2013

UPDATE ON PRIVATED RENTED SECTOR HOUSING STANDARDS INSPECTION PROGRAMME

PURPOSE OF REPORT

1. To update Members on the progress made to increase the level of programmed housing standards inspections in relation to the private rented sector housing stock in Chorley.

RECOMMENDATION(S)

2. Members are asked to note the report.

EXECUTIVE SUMMARY OF REPORT

3. In April 2012 an O&S Task Group produced a report 'Private Sector Housing Inspection' where it was recommended that additional resource be directed to establishing a programmed private sector housing standards inspection service to augment the existing reactive housing standards work undertaken within the People and Places Directorate.
4. The Task Group findings and recommendations were reported to Executive Cabinet on 21 June 2012 where the following decision was made:

That the findings and recommendations of the Overview and Scrutiny Task Group on its inquiry into Private Rented Housing Inspection be received and accepted for consideration, with a view to the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.

5. Members will recall that the Task Group report made recommendations in the following terms:

The Task Group asks the Executive to introduce a more proactive inspection regime for private rented sector housing within the borough beyond the existing service which is only able to respond to complaints received. This would be on the basis of one half time or fulltime post based in the neighbourhood team and providing expertise and capacity to undertake housing inspections on a more programmed basis, targeting hot spots and those areas known to have low standards of private rented property, based on current knowledge and other sources of information identified in the report. The cost of this provision is estimated at between £22,000 and £40,000 per annum.

To support the above recommendation, the Task Group further recommends the development of a private rented housing standards policy, against which compliance can be measured.

Having considered a range of landlord accreditation schemes and the views put forward by the Landlords Forum, the Task Group does not recommend that the Council introduces a Landlord Accreditation Scheme at the current time but that this be revisited in the longer term as Members feel there are benefits in landlords gaining accreditation in improving private rented housing standards.

6. A report will be produced for a forthcoming Executive Cabinet which will articulate a response to the O&S report recommendations.
7. In the meantime work has commenced within the Environment and Neighbourhoods Team to establish a programmed inspection regime for the private rented housing sector in Chorley utilising the existing resources of officers trained to inspect housing to the Housing Health and Safety Rating Scheme (HHSRS).
8. This has coincided with the introduction of the new IDOX database system and since October 2012 officers have undertaken a total of 47 programmed inspection and work has commenced to build up a database of private rented sector accommodation using local intelligence, housing benefits information and council tax details.
9. As part of the Service Improvement Plan for 2013/14 and in line with the Corporate Strategy there is a specific project in place within the Health Environment and Neighbourhoods Team to 'Develop and deliver a scheme to increase housing standards'. This project will be delivered during 2013/14 and will redirect existing resources to fully establish a programmed inspection regime for the private rented housing sector and develop a private rented housing standards policy subject to Council approval against which housing standards compliance can be measured.
10. For information Appendix 1 provides two case studies to describe the impact that a housing standards inspection can have to improve living conditions for tenants and has formed part of the early work in establishing a proactive housing standards inspection regime.

Confidential report Please bold as appropriate	Yes	No
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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	

IMPLICATIONS OF REPORT

12. 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

13. The resources required to undertake the additional work as described above have been found from within existing resources.

COMMENTS OF THE MONITORING OFFICER

14. No comments

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

Background Papers			
Document	Date	File	Place of Inspection
Private Rented Housing Inspection - Report of Overview & Scrutiny Task Group	April 2012	Exec Cabinet Report 21 June 2012	Electronic Committee Records – 12.EC.112

Report Author	Ext	Date	Doc ID
Simon Clark	5732	25 March 2013	O&S Housing Standards

Appendix 1Housing Standards Case Studies

Case Study 1 – A terraced property in Adlington was identified by the team as tenanted with a single occupant just prior to Christmas 2012. Arrangements were made to carry out a preliminary inspection of the property with the tenant. The inspection revealed a number of deficiencies including an inadequate heating system and issues with the electrical wiring and associated installations. The landlord was written to in order to advise of the issues identified and to arrange a full Housing Health and Safety Rating Scheme (HHSRS) inspection.

The landlord attended this formal inspection and he agreed to carry out the necessary works to eliminate the hazards and improve the accommodation. Works included the repair of the heating system, a gas safety inspection and the repair of the electrical faults identified using an approved electrician.

The guidance on undertaking housing standards work recommends the use of an informal approach in the first instance as the process to serve formal notices with the prospect of undertaking works in default for non-compliance can prolong the carrying out of remedial works into several months.

The time taken to resolve this from preliminary inspection to compliance was 4 weeks.

Case Study 2 – A multi-occupied tenanted property in Chorley which falls below the licencing threshold was brought to officers attention via the Lancashire Fire and Rescue Service. The property is divided into 5 bedsits with shared kitchen and bathroom facilities. Arrangements were made with the landlord to undertake an HHSRS inspection together with the fire safety officer and in the presence of the landlord. (This required giving notice to all the tenants that an inspection was being arranged to ensure access to accommodation could be made)

The inspection revealed issues in relation to one of the bedsit rooms not meeting the space standard and therefore insufficient for an adult occupant. In addition the shared bathroom and toilet facilities were found to be insufficient for the number of occupants.

Officers discussed remedial action with the landlord but could not reach agreement on how to increase the room space and the provision of shared bathroom and toilet facilities. Consequently officers served a Prohibition Order on the landlord which restricts the number of occupants within the property and prohibits the use of the small room as living accommodation.

When the landlord has determined how he wishes to increase the shared facility provision or the room size then subject to the works being carried out satisfactorily the Prohibition Order can be lifted.



Report of	Meeting	Date
Head of Governance	Overview and Scrutiny Committee	8 April 2013

ASSET MANAGEMENT SCRUTINY TASK GROUP – MONITORING REPORT

PURPOSE OF REPORT

- To update Members on the progress of the implementation of the strategic principles established by the Asset Management Scrutiny Task Group.

RECOMMENDATION(S)

- That the report be noted.

Confidential report Please bold as appropriate	Yes	No

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	X

BACKGROUND

- On 6 December 2010 the Overview and Scrutiny Committee received a report from the Asset Management Scrutiny Task Group. The report proposed 13 Strategic Principles which were recommended to the Executive Cabinet for consideration. The principles were not recommendations on specific works, they were intended as a guide to the councils future approach to asset management.
- Executive Cabinet received the report on 17 February 2011 and adopted the recommendations.
- This Committee considered a progress report on the recommendations on 3 January and 3 September last year, this is the final monitoring report which will be produced.

THE STRATEGIC PRINCIPLES

	Strategic Principle	Progress
4.1	Suggest to the Executive that the	The staff at Bengal Street who are not

<p>4.3</p>	<p>principle of reducing three key administrative bases to one, plus depot facility, is pursued as a longer term objective. In the shorter term this would need to be two administrative bases.</p> <p>The medium term vision is to retain Union Street as Council office space, pending an improvement in the market to potentially realise a more significant capital receipt and to link in with any Market Walk redevelopment.</p>	<p>connected to the proper administration of the Depot have now migrated to Union Street. Whilst there are still some works outstanding at the Union Street offices this shorter term strategic principle (2 administrative bases) has been met. It remains an option to further rationalise to a single site and release the Union Street Offices, however, Market Walks phase II has not been realised at present (4.1, 4.3, 4.5 and 4.7).</p>
<p>4.5</p>	<p>A reorganisation of office space at Union Street shows that around 100 additional staff could potentially be accommodated in the building with the reconfiguration of existing space and return to a true open plan style.</p>	
<p>4.7</p>	<p>The 70 office staff currently based at Bengal Street (with no direct link to depot based services) could be relocated to other Council office space – Union Street, the Town Hall or other appropriate council owned sites.</p>	
<p>4.2</p>	<p>The Town Hall should remain as the base for the Council in the town centre and over the longer term should be developed to accommodate more Council office based staff.</p>	<p>This remains an option for future redevelopment, but it is not being pursued at this time.</p>
<p>4.4</p>	<p>Future use or development of the Lancastrian Room will be considered as a separate scrutiny review starting in 2011. Work to date on development options show estimated expenditure of £2million to convert office/meeting room usage and this is not considered to be either affordable or appropriate investment in the current climate.</p>	<p>A separate report will be presented to O and S Committee dealing with this objective.</p>
<p>4.6</p>	<p>A further 30 staff could be accommodated within the Town Hall. An example has been drawn up by Liberata including modernising the Council Chamber to create a facility fit for purpose; creating additional office space and more flexible meeting space and although this is at the loss of the Mayors Parlour and Opposition leaders</p>	<p>At present there is no need to create more office space within the Town Hall although this is a longer term aim. The Council Chamber has been redecorated and wireless provision is now available for Council related access to the internet and Council servers. The furniture and public seating provision has been reviewed but the cost and the particular layout of the room make beneficial alternatives prohibitive. There are no firm proposals at this</p>

	Room these could be relocated.	time.
4.8	Vacant space in Union Street offices or the Town Hall from the rationalisation of buildings should be marketed for rent to other public and private sector organisation including possibly CCH beyond 2012. Use of the Contact Centre facility by other organisation could be promoted.	This remains to be an option with LCC, HMRC and The Credit Union having a presence in Union Street. It is recognised however that this building may be “maxed out” and would need significant further investment in order to provide more staffing facilities and space.
4.9	The Council should look at marketing the Bengal Street depot site for either sale or rental both as a whole or part site. Planning advice suggests that a similar transport related use or other commercial leisure or retail development would be appropriate. The depot function should be reviewed to ascertain whether it could be run on a reduced operation; run from another site; or relocated in its entirety elsewhere. (relocation options provided)	Investigations have demonstrated that moving the depot to another location would prove both costly (due to the facilities currently on site) and difficult to achieve due to the availability of alternative suitable sites. There are advanced discussions with a 3 rd party concerning sharing the site which are currently confidential.
4.10	The Yarrow Bridge site has been investigated as a depot on a smaller scale with possibly some allotment use.	
4.11	Potentially, the whole site may be best suited to allotment provision and the issue of potential allotment provision at this site is being referred to the Allotments Scrutiny Task Group meeting on 25 November 2010.	
4.12	If CCH do not want to continue to occupy Gillibrand Street offices beyond 2012 and other rental opportunities do not generate a sufficient rate of return and as the Council no longer has a use for the building, the site should be marketed for disposal for redevelopment. Planning advice suggests that residential use would be appropriate and the site appears to be particularly suited to a housing development (flats) with car parking. The Gillibrand St site could also be expanded including part of West Street Car Park if this makes the site more attractive to developers. Age Concern would be relocated from the Gillibrand St site	The council have an agreement with Asda concerning the leasing of the building to the probation service. Options for the future use of the building will be brought to the executive cabinet in due course. Sale for residential accommodation is an option, however this area is being masterplanned and it is suggested that it's future use be left in abeyance until that is concluded.

	with Council assistance.	
4.13	If rental opportunities do not generate a sufficient rate of return, the White Hart site be marketed for disposal for redevelopment / converted for car parking, potentially with the closure of Mealhouse Lane	An agreement has been reached with a proposed tenant to reopen the White Hart. The Council are investing in making the building sound due to the neglect of the previous tenant. The re-establishing of this business will enhance the offer of the night time economy and provide jobs in the town centre.

IMPLICATIONS OF REPORT

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

Finance		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

9. There are no financial implications in this report.

**CHRIS MOISTER
HEAD OF GOVERNANCE**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister	5160	25 March 2013	***



Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	8 April 2103

LANCASTRIAN SCRUTINY TASK GROUP : MONITORING REPORT

PURPOSE OF REPORT

- To review implementation of the recommendations of the Lancastrian Scrutiny Task Group since their acceptance by the Executive approximately 12 months ago.

RECOMMENDATION(S)

- That the report be noted.

Confidential report Please bold as appropriate	Yes	No
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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

- The Lancastrian Scrutiny Task Group met during 2011 with the following terms of reference:
 - To look at the current function, suitability, space and operational costs of the Lancastrian Suite within the Town Hall.
 - To look at the current and future working arrangements and alternative methods of service delivery.
 - To assess the need for the type of facilities offered by the Lancastrian Suite – both commercially and for community facilities.
 - To look at all other options for the future management of the Lancastrian Suite including use of external companies on a commercial basis and not for profit organisations for a community use facility.

- To consider whether there needs to be investment in the facilities to make them more usable.

CURRENT POSITION

5. Listed below are the recommendations that the Task Group made and were adopted by the Executive in early 2012. In the adjacent column is the current position, 12 months after implementation. A report was considered by the Committee in September 2012 which looked at progress in the initial 6 months.

6. The clear message is that Lancastrian Suite usage has increased significantly and income has more than doubled in 2012/13.
 - Income in 2011/12 was £5560
 - Income in 2012/13 to date is £13976

REVIEW RECOMMENDATIONS	ACTION TO DATE
<p>Principal recommendation:</p> <p>The Task Group emphasised that the Lancastrian Suite is an important resource for the Council, they valued its use for Council events – meetings, training, elections, Mayoral events, etc and want to retain it for these purposes as well as maximising it for commercial and community use. With this in mind the Task Group recommended that the Lancastrian Suite be selfresourcing with bookings seeking to cover costs as a minimum.</p>	<p>The Lancastrian Suite continues to be a valued internal resource for the Council and as a facility to be hired by external individuals and organisations and community groups. The flexible pricing policy, introduced following the review in 2012, has enabled the Council to offer discounted initial bookings or a discount for frequent or regular bookings. The success of this is reflected in the increase in income which is largely down to:</p> <ul style="list-style-type: none"> • the regular weekly modern jive classes; • more regular Northern Link dance events; and • a small number of private parties
<p>Recommendation 1</p> <p>That external management by another public sector body be not pursued at the current time but may be reconsidered if the opportunity arose in the future.</p>	<p>This continues to be the position. We would still want to retain control of the facility as both an internal resource and to have say over external usage.</p>
<p>Recommendation 2</p> <p>That the proposal from Chorley Little Theatre to use the Lancastrian Suite for events where the Little Theatre is either too small or unsuitable, be pursued based on a ticket sales sharing agreement to be agreed on an event by event basis and reviewed in 12 month's time.</p>	<p>Chorley Little Theatre has still not shown interest in staging any events and so this seems unlikely to be the case in the future – however it does remain an option we would be happy to consider.</p> <p>On 4 May 2013 we have a booking by Chorley Amateur Boxing Club for a large scale boxing show with the potential for this to become more regular venue for them.</p>

<p>Recommendation 3</p> <p>That whilst there is no current interest in frequent and regular bookings of the Lancastrian eg on a weekly or monthly basis, if this situation changes, a flexible approach be taken to increased discount to make the booking viable for both the hirer and the Council.</p>	<p>The regular weekly booking for Modern Jive Classes on a Tuesday has run for 6 months and provides regular income and frequent external use. Whilst the organisers say continuation is dependent on attracting enough participants to make it viable, it does attract people from across Lancashire and this assists in our objective of bringing more people into Chorley and into the Town Hall. It also uses one of the Lancastrian’s greatest assets – a traditional dance floor. We are working with the organisers to look at how we may retain their booking.</p> <p>Northern Link is an organisation who have increased their number of regular dance events – currently around 8 for this year.</p>
<p>Recommendation 4</p> <p>That the following improvements be undertaken to the Lancastrian Suite at an approximate total cost of £15,000 to make the venue more attractive to hirers:</p> <p>4.1 Improvements to the backstage area to include improved changing room accommodation plus the creation of a second small changing facility with toilet/washroom area.</p> <p>4.2 Improvements to the bar area to include a tea and coffee preparation/serving area, replacement door, minor redecoration and new furniture.</p>	<p>The following improvement works have been undertaken since the last report in September 2012 which then detailed the improvements to the backstage facilities.</p> <p>The Lancastrian Bar has now been refurbished to make it a more attractive venue with redecoration; a new bar and fridge units; a wall mounted TV and new carpet. New furniture is also currently being sourced. The idea is that as well as being an improved bar facility, the area can more easily be used to serve food and hot drinks but is also a suitable room for small training courses and informal meetings. Staff in the Town Hall can also use the facility at lunchtimes when the room is not in use. There are no other facilities in the Town Hall to use at lunchtime.</p>
<p>Recommendation 5</p> <p>That a new pricing policy be adopted as soon as possible - including the reintroduction of private parties. The pricing structure and private parties policy be then reviewed after 12 months to evaluate the success and address any problems.</p> <p>In adopted the revised pricing policy, the Head of Governance (or any other appropriate post discharging the management function of the Lancastrian Suite) be delegated the authority to allow the hire of the Lancastrian Suite below the pricing</p>	<p>The new pricing policy has been in place for 12 months and appears to be working well, providing the flexibility needed to accept as many bookings as possible – including incentivising for regular bookings. Whilst there has been increased use and additional income, interestingly there has been very limited interest in private parties.</p> <p>The income target for this year was increased by £5000 for 2012/13 and as can be seen from paragraph 6 above this has been more than met.</p>

<p>structure but at not less than cost to the Authority over the whole of the financial year.</p>	
<p>Recommendation 6</p> <p>The following issues continue to be pursued and implemented accordingly:</p> <p>6.1 Discussions continue with environmental health officers regarding the food safety requirements which will need to be introduced for private parties, particularly in relation to serving hot food.</p> <p>6.2 Discussions continue with the proprietors of Café Ambio regarding opportunities for combined marketing and pricing of the venue with their function menus and also the potential for a share of bar takings for large functions and events</p> <p>6.3 The booking pack/process for the Lancastrian Suite be shortened and simplified.</p> <p>6.4 That if approved, the marketing of the new arrangements be undertaken on a limited scale through the Council’s website, the Chorley Smile magazine and a printed leaflet.</p>	<p>We have worked with environmental health staff to provide a one sheet guidance note on food safety. There has been no problem to date with compliance in the use of local authority registered caterers.</p> <p>The bar provider is currently a mobile bar provider who has undertaken the service provision since Café Ambio withdrew last year. The arrangement works well because the demand for bar facilities is very erratic with some events eg concerts selling very few drinks but larger events being more profitable. We do require a bar provider to be able to support all types of events and the current arrangement provides this for us.</p> <p>The shorter booking pack for the Lancastrian continues to work well.</p> <p>Some promotion of the Lancastrian has taken place and a leaflet has been produced and a stall held at the Town Hall Open Day last autumn. The increased usage suggests that word is getting round, however now the bar facility has been completed and the new website is in place we are looking at other ways of promoting the facility through the website including a 360 degree view of the facilities; a photo gallery; and a checklist to assist event organisers.</p>

- 7. Further action which has taken place which impacts on support for the Lancastrian Suite is that a staffing restructure has been completed within the Governance team. The restructure did delete the post of Lancastrian (bookings) Assistant but has created an additional part time Civic Attendant post, providing dedicated support to Lancastrian events including dealing with event organisers and service providers to help make sure events run smoothly. Bookings and promotion of the Lancastrian Suite are now dealt with by the Mayors Secretary working in the Democratic Services team. It is hoped that the new arrangements will assist in more consistently supporting events and continuing to improve the promotion of the facilities and increase bookings.

IMPLICATIONS OF REPORT

- 8. 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	
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COMMENTS OF THE STATUTORY FINANCE OFFICER

9. In total £46k has been spent upgrading the areas that were not updated when the Lancastrian itself was updated a number of years ago. It is not clear when the back stage area or the bar area were last upgraded, but it is not within the last 10-15 years. The investment which is a long term investment, has resulted in an improved facility that is generating additional income. Further marketing is now planned to attempt to increase turnover further, and this is more likely now that the facility is fit for purpose.

COMMENTS OF THE MONITORING OFFICER

10. There are no Monitoring Officer comments.

**GARY HALL
CHIEF EXECUTIVE**

Background Papers			
Document	Date	File	Place of Inspection
Final Report of the Lancastrian Scrutiny Task Group	December 2011		www.chorley.gov.uk Overview and Scrutiny Committee Agenda of 12 December 2011
Report Author	Ext	Date	Doc ID
Carol Russell	5196	18 March 2013	

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Report of	Meeting	Date
Chief Executive	Overview and Scrutiny	8 April 2013

UPDATE ON PROGRESS IN RESPONSE TO TOURISM AND PROMOTING CHORLEY TASK AND FINISH GROUP

PURPOSE OF REPORT

1. To update the Overview and Scrutiny committee on progress made on implementing the actions arising from the Executive’s response to the task and finish group report on tourism and promoting Chorley.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. The report provides an update against the progress made in implementing the Executive’s response to the tourism and promoting Chorley task and finish group. Progress has been made in all areas, with further events and attractions staged to encourage more visitors to the borough.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

4. 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

5. The council's Overview and Scrutiny committee established a task and finish group to look into tourism and promoting Chorley during 2011/12. The findings and recommendations from that inquiry were received at the Executive Cabinet meeting on 21 June. The Executive approved its response on 16 August.
6. The aims of the inquiry were;
 - to identify Chorley’s main assets for tourism around the borough
 - the key events in the calendar that might attract people to visit Chorley

- to examine the opportunities, including partnership working that may exist to maximise the promotion of Chorley and encourage more visitors to its town centre and surrounding villages in the best possible way.
7. The recommendations from the inquiry were grouped under four main headings; town centre and markets; Astley Hall and park; promotional; and, partnership working.
 8. The Executive response accepted the recommendations that had been made, and outlined the work that was planned to develop tourism and further promote Chorley.

PROGRESS MADE ON PLANNED WORK

9. The table below provides an update on work undertaken since the Executive’s response to the inquiry.

	Overview and Scrutiny recommendation	Executive Response	Progress update
Town Centre and Markets			
1.	That the Council look into the feasibility of advertising at the local train stations.	The possibility of advertising the borough’s attractions more at local train stations will be examined in the review to be undertaken later into the year of the promotional literature available about the borough. This will include consideration of advertising the borough at stations outside the borough to encourage day visitors	A meeting has taken place with Network Rail and Northern Rail to investigate the use of advertising at stations. The cost is high for ongoing advertising, but will be considered as part of the development of particular campaigns.
2.	The Council looks into ensuring that Chorley comes up as a top hit in the Lancashire area as a market destination on the various search engines on the web. That the Markets page on the Chorley website be linked to various other pages, where shoppers are seeking information about different types of markets	The recommendations around the website and search optimisation will be included within the development of the new council website, which will be launched in the second quarter of 2012/13. Chorley markets already come close to the top of searches for ‘Lancashire Markets’ and ‘Tuesday markets’, but search optimisation work on the new website will include improving this.	Work has continued to ensure that Chorley’s markets continue to appear at the top of search results for local markets; including through the use of page titles and descriptions. In addition, Chorley markets are included on many of the pages that list details about local markets.
3.			In addition to the recommendations, a town centre masterplan is being developed over the coming months. Following that, a campaign will be developed to promote Chorley town centre.
Astley Hall			
4.	That the Council be asked to examine the potential to improve car parking facilities for the park to encourage larger events, this to include working in	The council has developed a new traffic management plan for major events which was tested at this year’s Picnic in the Park. The new plan received positive feedback from residents in Astley Village and	The traffic management plan has continued to be developed and used at major events in the park, including the Derian House Winter Sparkle.

	Overview and Scrutiny recommendation	Executive Response	Progress update
	partnership with Lancashire College/Woodlands regarding the use of their car parks as an overflow facility for Astley Park, on major events. In addition, to developing a traffic management plan for major events in the park.	local ward and parish councillors. The plan needs to be further developed to ensure that it works for all events and weather conditions, and this will be completed this year.	In addition, the council has approach Lancashire College to request an arrangement that allows use to be made of their car parks during events. In addition, suitable council assets are being examined to provide an all-weather car park provision.
5.	<p>That the Council develop and monitor visitor demographics to Astley Hall and Park.</p> <p>That a development plan be devised for the Hall, complex and park to encourage the use of the park and increase visitor numbers.</p> <p>That the opening hours of Astley Hall be more flexible to be able to respond to seasonal changes in the weather.</p> <p>Develop marketing materials for the Hall and complex to promote weddings, conferences and other events.</p> <p>To exchange our promotional leaflets with other authorities, to better advertise our key attractions in like for like venues.</p>	<p>A development plan for Astley Hall, complex and park is planned and will be completed by the end of the financial year. The plan will include the following, and stakeholders will be included in the consultation:</p> <ul style="list-style-type: none"> ▪ Review of facilities and usage of Astley Hall & Park ▪ Development of the play area, pets corner and enhancing the sensory garden ▪ An increase in events ▪ Longer opening hours for the Hall, and ▪ Future use of the farmhouse 	<p>The development plan is currently being developed ready for consultation.</p> <p>From the beginning of the new season, visitors to Astley are being asked for more information – including postcodes so that visitor patterns can be monitored.</p> <p>The opening hours of the Hall have been increased for the new season by 22% to increase opening hours at holiday time.</p> <p>Work has been undertaken to develop more marketing materials for the Hall as a wedding venue, and this will continue in the next 12 months.</p> <p>In addition, the council is working with Chorley Remembers to market the new exhibition, the Chorley Remembers experience in the coach house. The exhibition will give additional reasons to visit the park and will open in April.</p>
6.	To improve the presence on the council's website with a distinct feel to promote the Hall, park and other attractions.	Consideration will be given following the development of the council's main website to the development of new web pages with a different look and feel for the hall, park and complex	The content of the relevant web-pages were reviewed and refreshed as part of the development of the new web site. Consideration will be given to developing a different look and feel in further development of the web site.
Promotional			
7.	Examine options for better marketing attractions in the borough on the internet, for example through the Council's website	As with the earlier recommendations, consideration will be given to further marketing the borough's attractions through the council's website when it is launched later this year. In addition, work will be undertaken to	<p>Some of the borough's key attractions appear on TripAdvisor; including Chorley Little Theatre and Astley Hall.</p> <p>The work on developing the content of the website will</p>

	Overview and Scrutiny recommendation	Executive Response	Progress update
		review the use and coordination of attractions through other sites such as trip advisor.	continue as the website becomes established.
8.	<p>Review existing literature that promotes the borough and ensures that local attractions and accommodation have easy access to it so they can encourage visitors to stay in the area.</p> <p>To exchange our promotional leaflets with other authorities, to better advertise our key attractions in like for like venues</p> <p>That Chorley Council does more to promote itself at Rivington Barn and surrounding amenities, eg, distribution of the Chorley Smile magazine.</p>	A review of the promotional literature will be undertaken as part of the development of new promotional items, such as for the Astley Hall complex. The review will also include consideration of where the literature is placed to ensure the greatest reach, including what information should be placed at Rivington Barn.	<p>New promotional materials have been developed for Astley Hall to market it as a wedding venue. In addition, the council is working with Chorley Remembers to develop signage and marketing for the new exhibition.</p> <p>The location of the drop-off points for the What's Happening magazine to ensure that it has the greatest reach. As a result of that, the council has received requests for additional points which have been accommodated.</p> <p>Further work will be undertaken in a campaign to be developed and delivered during 2013/14 to promote the use of council assets.</p>
9.	That Chorley Council consider becoming a member of the Tourist Board under the new arrangements, in line with other district Councils.	The council has been in contact with Marketing Lancashire (the replacement for the Lancashire and Blackpool tourist board) to discuss the benefits of membership. Marketing Lancashire will be in contact in the coming weeks to discuss the benefits and costs of membership.	Changes in the management of Marketing Lancashire meant that the meeting to discuss the benefits of membership has been delayed, and will take place at the beginning of April.
Partnership working			
10.	<p>That the Council investigate the possibility of providing Council support to United Utilities following Good Friday to tidy around the Rivington Pike area.</p> <p>Work with partners to improve public transport links to the Rivington area to ease traffic problems.</p> <p>That Chorley Council consider working with partners like United Utilities to encourage the use of the locality for one off events.</p>	Work will be undertaken to develop working relationships with the United Utilities area managers around the management of Rivington Pike, including after the Good Friday event.	Work has been undertaken to develop working relationships with United Utilities – including the staging of a Jubilee Beacon event last June.
11.	That the schools across the Borough be contacted	Initial plans for the Christmas lights switch on event have been	The format for the Christmas light switch-on was changed

	Overview and Scrutiny recommendation	Executive Response	Progress update
	<p>before the summer break to allow them to be more involved in the Christmas Lights Switch on event.</p> <p>That the traders be encouraged to remain open for business during the Christmas Light Switch on event.</p>	<p>developed. These have been discussed with the town centre team, and traders have been encouraged to identify ways in which they could support the event. Following feedback and discussion, the parade element of the event will be replaced this year with more attractions in the town centre, which will encourage families to visit and stay in the town centre over a longer period.</p>	<p>slightly this year – with a change to a Saturday event. The event was well-received, with similar numbers of people attending to previous years despite poor weather.</p> <p>In addition, the switch-on event was complemented by events on every weekend in the run up to Christmas – including brass bands, carol singing, street entertainment and a pantomime. The feedback from the town centre team to the programme has been positive.</p> <p>In addition, the council arranged for a Big Wheel to be placed on the Flat Iron car park for the Christmas period. The council recouped its costs through sponsorship and ticket sales, with over 12,000 tickets sold. Surveys of people going on the ride indicated that the majority people who came to ride the wheel stayed to shop in the town centre.</p>

- 10. Progress has been made against most of the recommendations made by the task and finish group. Where there remains work to do, this is planned for 2013/14.
- 11. In addition, work is being undertaken to stage and support more events within the borough that will provide a focus for promoting Chorley to its residents and visitors. This will include a programme of events in Astley Park and the town centre during the summer months.

IMPLICATIONS OF REPORT

- 12. 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

- 13. ***

COMMENTS OF THE MONITORING OFFICER

14. ***

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	57 March 2013	Tourism update



Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	8 April 2013

REVIEW OF THE SCRUTINY WORK PROGRAMME 2012/13

PURPOSE OF REPORT

1. To review the work programme for overview and scrutiny in 2012/13 and in particular the work of the Overview and Scrutiny Performance Panel, twelve months after its introduction.
2. A copy of the current year's work programme is attached to this report.

RECOMMENDATION(S)

3. That the report be noted;
4. That Members determine whether to continue the Performance Panel arrangement into 2013/14 on the same basis; and
5. Whether there are any review topics the Committee wish to put forward to start early in 2013/14.

Confidential report Please bold as appropriate	Yes	No

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. On 9 July 2013, in agreeing the work programme for Overview and Scrutiny in 2012/13, it was decided to introduce a dedicated Performance Panel which would focus on the performance elements of scrutiny and consider all monitoring information. This was to enable proper focus on performance issues and some consistency in approach. It was also agreed that the success of the Panel would be reviewed after 12 months.

WORK OF THE PERFORMANCE PANEL IN 2012/13

8. The Performance Panel has met four times in the last 12 months and has considered the Council's Corporate Strategy key projects monitoring; Chorley Partnership monitoring information and directorate business plan monitoring reports. Each meeting also has an

additional performance focus, looking at particular areas of concern or poor performance and inviting the relevant Executive Member to attend.

9. The four specific areas of focus in 2012/13 have been
- **23 July 2012: ICT Programme** – Councillor Peter Wilson, Executive Member for Resources, Policy and Performance attended.
 - **17 September 2012: Planning Performance** – Councillor Dennis Edgerley, Executive Member for Planning and LDF and Councillor Paul Walmsley, Chair of Development Control Committee both attended.
 - **17 December 2012: Streetscene Modernisation** – Councillor Terry Brown, Executive Member for Places was unable to attend and sent his apologies.
 - **11/20 March 2013: Selectmove** – Councillor Adrian Lowe, Executive Member for Homes and Business attended.

In addition, Members have considered other topics which have emerged from discussions eg Supporting People, and have started to shape how future monitoring information is provided and presented to Members.

10. Scrutinising performance is a key role for scrutiny and one of the benefits to this dedicated resource is that a smaller number of Members have drilled down to the detail in key areas and have adopted some consistency in their approach. There has been greater involvement by Executive Members and it has allowed the main Overview and Scrutiny Committee to focus on other business.

SCRUTINY REVIEW WORK IN 2012/13

11. The intention at the start of the year was to undertake three reviews, starting with the Adoption of Estates. The review has now been completed and the final report is being considered on this agenda. It has been a complex review having met on nine occasions and undertaken some public consultation and interviewed developers and an LCC officer. It also included a Member Learning Session early on, to understand the adoptions processes and received a presentation from an officer of Northamptonshire County Council on work taking place nationally on this issue. Whilst this has been an extremely valuable review, it has been time consuming and as a result is the only review undertaken this year. There was a proposal to undertake a review on consultation mechanisms but this did not result in sufficient Member interest. There remains a number of potential review topics on the work programme for future consideration.
12. There has been a number of topics looked at under the Committee's duty to look at crime and disorder issues. There was a presentation on the Police and Crime Commissioner roles prior to the election in November 2012; and in January 2013 an update on IDVA funding; a report on the PCSO role; and a Community Safety Performance report.
13. There has been two call in requests received this year – firstly for the decision on the former McDonalds site and secondly on the decision relating to Chorley Remembers: Astley Coach House Gallery. With hindsight, there needs to be separate call in meeting established to consider such requests as the latter of the two call ins was a long meeting with a lot of public interest and impacted on full consideration of the remaining items of business. This will be taken into account if any further call in requests are received.
14. In preparing the meetings calendar for 2013/14, it was anticipated that there would be eight scrutiny meetings – four main Overview and Scrutiny Committee meetings and four Performance Panel meetings. Member's views are invited on whether they would like the Performance Panel to meet on the same basis as in 2012/13 and also for their views on review topics in 2013/14.

IMPLICATIONS OF REPORT

15. 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

16. There are no financial implications in this report.

COMMENTS OF THE MONITORING OFFICER

17. There are no Monitoring Officer comments on this report.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS


18. The Overview and Scrutiny Performance Panel has provided a focus for performance issues over the last year to receive closer attention than under the previous arrangements. It has also meant that Members have received more timely information about performance issues and had more opportunity to explore issues with Executive Members. Continuing the arrangement would allow for this approach to develop.

**GARY HALL
CHIEF EXECUTIVE**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Carol Russell	5196	25 March 2013	***

OVERVIEW AND SCRUTINY WORK PROGRAMME 2012/13

	9 July	23 July	3 Sept	17 Sept	1 Oct	cancelled5 Nov	17 Dec	22 Jan	11 Mar	8 April
<u>Holding the Executive to account</u>										
Performance Monitoring Panel Meeting (to consider Council projects, Directorate and LSP monitoring)		*		*			*		*	
Performance Monitoring Panel Minutes			*		*			*		*
Update Report on Section 106 monies								*		
Notice of key decisions	*		*		*	*		*		*
Executive Cabinet minutes	*		*		*	*				*
Budget Scrutiny								*		
Tenancy Strategy								*		
Health Scrutiny Report										*
<u>Policy Development and Review of Council Services (Task and Finish Groups)</u>										
Adoption of Estates			V		S			C		R
Allotments			2 M							
Asset Management			2M							3M
Highways					2M					
Lancastrian			1M							2M
Private Rented Housing Inspection										
Tourism and Promoting Chorley			F							2M
<u>Potential topics for future reviews</u>										
Reporting procedures through the Contact Centre										
Citizen Engagement										
Budget Processes										
<u>Crime and Disorder Scrutiny</u>										
Review of crime performance								*		
Contribution to provision of PCSO's in Chorley								*		
Funding of the IDVA Service								M		
Police and Crime Commissioners					*					
<u>Other</u>										
Work Programme	*		*			*		*		*
Annual Report										

Reported Annually
 Update report on Section 106 monies
 Annual Report

Key
Policy Development and Review of Council Services and External Scrutiny
 S Scoping
 C Collecting and considering evidence
 R Report
 F Feedback and action from EC
 M Monitoring 1 2 and 3
 V Verbal Update
 ML Member Learning Session

Chorley Council –Notice of Executive decisions

1. This document gives 28 days notice of 'key' and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council's website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.
2. A 'Key' Decision is defined as:
 - a) A, Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council's Constitution, a 'Key' Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Governance)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources, Policy and Performance)	Councillor Peter Wilson
Executive Member (People)	Councillor Beverley Murray
Executive Member (Places)	Councillor Terry Brown
Executive Member (LDF and Planning)	Councillor Dennis Edgerley
Executive Member (Homes & Business)	Councillor Adrian Lowe
4. Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk.

Gary Hall, Chief Executive

Last updated: 08 March 2013

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
March							
Chorley Business Investment for Growth	Executive Cabinet	Executive Leader, Executive Member (Economic Development and Governance)		21 Mar 2013	No	No	Report of the Director of Partnerships and Planning
Exceptional Hardship Policy (outside the Council Tax Support Scheme)	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A significant impact in environmental, physical, social or economic terms on communities living or	21 Mar 2013	No	No	Report of the Chief Executive
Adoption of a Discretionary Housing Payments Policy	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A significant impact in environmental, physical, social or economic terms on communities living or	21 Mar 2013	No	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley Council Young People Engagement Programme	Executive Cabinet	Executive Member (People)		21 Mar 2013	No	No	Report of the Director of People and Places
Core Funding	Executive Cabinet	Executive Member (People)		21 Mar 2013	No	No	Report of the Chief Executive
Contract for provision of generalist debt advice and support services in Chorley	Executive Cabinet	Executive Member (People)		21 Mar 2013	No	No	Report of the Chief Executive
Update - Chorley Remembers HLF Project	Executive Cabinet	Executive Member (People)		21 Mar 2013	No	Details can be found here: http://democracy.chorley.gov.uk/ieDecisionDetails.aspx?ID=3631	Report of the Director of People and Places

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Neighbourhood Priorities	Executive Cabinet	Executive Member (Places)	A significant impact in environmental, physical, social or economic terms on communities living or	21 Mar 2013	No	No	Report of the Director of People and Places
The Draft Select Move Common Allocations Policy	Executive Cabinet	Executive Member (Homes and Business)	A significant impact in environmental, physical, social or economic terms on communities living or	21 Mar 2013	No	No	Report of the Director of Partnerships and Planning
Home Energy Conservation Act (HECA) 2013	Executive Cabinet	Executive Member (Homes and Business)	A significant impact in environmental, physical, social or economic terms on communities living or	21 Mar 2013	No	Details can be found here: http://democracy.chorley.gov.uk/mqIssueHistoryHome.aspx?ItemId=29462&optionId=0	Report of the Director of Partnerships and Planning

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Bengal Street Depot: Proposed Sharing of Site	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	21 Mar 2013	Yes (paragraph 3, information relating to the financial or business affairs of any particular person including the authority holding that information)	No	Report of the Chief Executive
98 - 102 Market Street: Refurbishment	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A new or unprogrammed capital scheme of £100,000 or more	21 Mar 2013	Yes, (paragraph 3, information relating to the financial or business affairs of any particular person including the authority holding that information)	Details can be found here: http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=28697	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Capital contribution to the redevelopment of a property on St George's Street, Chorley	Executive Cabinet	Executive Member (Homes and Business)	A new or unprogrammed capital scheme of £100,000 or more	21 Mar 2013	Yes, (paragraph 3, information relating to the financial or business affairs of any particular person including the authority holding that information)	No	Report of the Director of Partnerships and Planning
Capital contribution for the provision of Affordable housing (6 x 1bed flats at Halliwell St Chorley)	Executive Cabinet	Executive Member (Homes and Business)	A new or unprogrammed capital scheme of £100,000 or more	21 Mar 2013	Yes (paragraph 3, information relating to the financial or business affairs of any particular person including the authority holding that information)	Details can be found here: Bringing Empty Properties Back Into Use as Affordable Housing (Bidding Guidance) available at www.homesandcommunities.co.uk	Report of the Director of Partnerships and Planning

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings							
Development of Chorley's Community Bank 2013 - 2016	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	Not before 8th Apr 2013	No	http://democrac.y.chorley.gov.uk/ieListDocuments.aspx?CId=114&MId=3111&Ver=4	Report of the Chief Executive
Disaster Recovery	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		20 Jun 2013	Yes, paragraph 3 (information relating to the financial or business affairs of any particular person including the authority holding that information)	No	Report of the Chief Executive
Overview and Scrutiny Task Group - Adoption of Estates final report	Executive Cabinet			20 Jun 2013	No	Details can be found here: http://democrac.y.chorley.gov.uk/ieListMeetings.aspx?CId=690&Year=2013	Report of the Chief Executive

Details of the Decision to be taken	Land Drainage Policy and Service Review	Decision to be taken by	Executive Cabinet	Relevant Portfolio Holder	Executive Member (Places)	Reason the decision is key	A significant impact in environmental, physical, social or economic terms on communities living or	Earliest Date decision can be taken	20 Jun 2013	Will the public be excluded?	No	Are there any background papers?	Existing Land Drainage policy	Documents to be considered by Decision taker	Report of the Director of People and Places
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