

07 August 2013

# Executive Cabinet

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 15th August 2013 commencing at 6.00 pm.

## AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 5 - 16)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 20 June 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(s) on the agenda will be asked to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

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

5. **Contract Award - Refurbishment Works 98-102 Market Street (Pages 17 - 20)**

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

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

6. **Individual Electoral Registration (Pages 21 - 24)**

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

7. **Revenue Budget Monitoring 2013/14 Report 1 (end of June 2013) (Pages 25 - 40)**

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

8. **Capital Programme Monitoring 2013-14 - 2015-16 (Pages 41 - 52)**

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

9. **Chorley Council Performance Monitoring Quarter One 2013/14 (Pages 53 - 62)**

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

10. **Chorley Partnership Performance Monitoring Quarter One 2013/14 (Pages 63 - 70)**

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

11. **Contract Award - Energy Utility Contracts (Pages 71 - 74)**

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

**ITEM OF EXECUTIVE MEMBER (PEOPLE) (INTRODUCED BY COUNCILLOR BEV MURRAY)**

12. **Park and Open Spaces Memorial Policy (Pages 75 - 86)**

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

13. **End of year core funding report 2012/13 (Pages 87 - 116)**

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

14. **Clayton Brook Village Hall – Community Management (Pages 117 - 120)**

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

15. **Allocation of Sagar House Section 106 Equipped Play Space Contribution (Pages 121 - 132)**

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

**ITEM OF EXECUTIVE MEMBER (PLACES) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)**

16. **Land Drainage Act 1991 - Review of Land Drainage Policy (Pages 133 - 136)**

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

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

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

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

18. **Approval for the contract award procedure and evaluation criteria for resurfacing of three Town Centre car parks** (Pages 137 - 142)

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

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

Yours sincerely



Gary Hall  
Chief Executive

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**Distribution**

1. Agenda and reports to all Members of the Executive Cabinet (Alistair Bradley (Executive Leader), Peter Wilson (Deputy Executive Leader) and Beverley Murray, Terry Brown, Dennis Edgerley and Adrian Lowe 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) and Ruth Rimmington (Democratic and Member Services Officer) for attendance.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

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

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

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

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



## Executive Cabinet

### Minutes of meeting held on Thursday, 20 June 2013

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

**Also in attendance**

**Lead Members:** Councillor June Molyneaux and Danny Gee

**Other Members:** Councillors John Dalton, Alison Hansford, Harold Heaton, Steve Holgate, Paul Leadbetter and Greg Morgan

**Officers:** Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Cath Burns (Head of Economic Development), Asim Khan (Head of Customer, ICT and Transactional Services), Jennifer Moore (Head of Planning), Chris Sinnott (Head of Policy and Communications), Jamie Dixon (Head of Streetscene and Leisure Contracts), Alex Jackson (Senior Lawyer) and Ruth Rimmington (Democratic and Member Services Officer)

**Members of the public:** One.

#### 13.EC.47 APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

#### 13.EC.48 MINUTES

**RESOLVED - The minutes of the meeting of the Executive Cabinet held on 21 March 2013 be confirmed as a correct record and signed by the Executive Leader.**

#### 13.EC.49 DECLARATIONS OF ANY INTERESTS

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

#### 13.EC.50 PUBLIC QUESTIONS

The Executive Leader reported that there had been a request from one member of the public to speak the agenda item relating to item 7: Chorley Council Performance Monitoring Quarter Four 2012/13.

The question was read out by Alan Whittaker: How satisfied are you with the performance of Chorley Council, the Planning Department and DC Committee in particular.

Mr Whittaker explained that he spoke on behalf of Heskin Parish Council and as a resident of the Borough. There were three aspects to the question.

Firstly in relation to Orcheton House which was a long standing issue relating to planning enforcement.

He was secondly unhappy that the Council had not notified Heskin Parish Council of a potential planning application on the former Camelot site. The Parish Council had become aware of the issue via an article in the local press which had been instigated by the developer.

The third aspect of the question related to a planning application for a slurry lagoon. He felt that the Council had placed no importance on the feelings of the Parish Council and the lack of amenity for the local residents.

Councillor Dennis Edgerley, Executive Member for LDF and Planning responded that he was satisfied with the performance, although he felt part of his role was to identify shortcomings and resolve them. Part of the agenda for the meeting included a report which included the performance of the Planning Department which had enable Mr Whittaker to ask his question. The issues which had been experienced by the department were now being resolved as set out in the report.

Councillor Edgerley explained that the Council were proactive in consultation processes. Steps were being taken to improve qualitative measures, including through several corporate projects.

Councillor Edgerley noted that the Council received around 350 enforcement complaints annually. The majority of these could be dealt with quickly; however, a few of these were long standing and could be extremely complex. The case of Orcheton House was one of the latter.

It was not possible for enforcement reports, which were presented to Development Control Committee, to be made publicly available as this would inform the subject of the enforcement of the Council's enforcement plans.

On the second point, in relation to the former Camelot site, Councillor Edgerley explained that the Council had been in discussions with the developer and had told them to consult with the Parish Council. At the current time a planning application had not been submitted for the Council to consult on.

The site had not been allocated as part of the Local Plan process, which had been widely consulted upon at various stages, including with all Parish Councils. The site was considered a previously developed site within the greenbelt. The developer had also attending the Local Plan hearing to make representations on the site. At the current time the inspector had given an interim view on the Local Plan.

These facts meant that Councillor Edgerley could not accept that the Council had failed to consult, as there was no application to consult upon.

On the third point, in relation to the slurry lagoon application, Councillor Edgerley advised that slurry was already dealt with on the site. It was incorrect to say that the views of local people had not been taken into account. Councillor Edgerley had himself requested that the application be deferred from the last Committee to enable Members to attend a site visit and to have a technical briefing on the matter. Members had taken time to take all of the information on board. Councillor Edgerley noted that a condition would be proposed that restricted the slurry to that generated on the farm.

Mr Whittaker thanked Councillor Edgerley for his response. He commented it would have been appreciated if the Council had kept the Parish Council informed of the progress. He reiterated his view that the Council ought to have told the Parish Council about the potential planning application on the former Camelot site and that communication ought to be two way.

Councillor Alistair Bradley, Executive Leader, advised that the Council had a new strategy, to be discussed later on the agenda in relation to communications. In addition to this, the Council held regular meetings with the Parish Councils and held Neighbourhood Meetings which had Parish Council representation. He accepted that improvements could always be made.

**13.EC.51 APPROVAL FOR THE PROCUREMENT APPROACH INCLUDING THE AWARD PROCEDURE, EVALUATION METHODOLOGY AND CRITERIA TO PURCHASE ONE LARGE (15T) AND TWO COMPACT MECHANICAL SWEEPERS BY WORKING IN PARTNERSHIP WITH SOUTH RIBBLE BOROUGH COUNCIL**

With the agreement of the Chair this item was brought forward on the agenda.

The Executive Member for Places explained that although the decision fell within the Resources, Policy and Performance portfolio it related to a purchase for within his own portfolio of Places.

The report sought approval for a proposed joint procurement approach with South Ribble Borough Council. This included the award procedure, evaluation methodology and criteria to purchase one large (15 tonne) and two compact mechanical sweepers for Chorley Council.

South Ribble Borough Council also needed to procure the same number and type of vehicles and by working together the Council's were likely to achieve savings compared to procuring the vehicles separately.

Members noted the percentage within the evaluation criteria allocated to environmental / sustainability. It was noted that 10% was quite high when compared with other Local Authorities and that the percentage set out for servicing / maintenance and fuel (only 5% each) reflected the efficiency of the vehicles.

A query was raised in relation to the maintenance of the vehicles. The supplier would be expected to train the drivers and fitters as part of the delivery of the vehicles. The basic maintenance would be undertaken in-house, with specialist repairs brought in, if required. This arrangement would be monitored over the life of the vehicles. The vehicles had been depreciated over 5 years.

**Decision made**

1. **Approval granted to working in partnership with South Ribble Borough Council (SRBC) for the purchase of two large and four compact mechanical sweepers.**
2. **Approval granted to the procurement approach of a joint procurement with SRBC via a further competition conducted on behalf of Chorley Council by ESPO (Eastern Shires Purchasing Organisation) through an EU compliant public sector framework agreement.**
3. **Approval granted to ESPO as the lead body (in accordance with 36.4 of Chorley Council's procurement procedures) who would issue, receive and open tenders on behalf of CBC/SRBC. Additionally for ESPO to carry out key areas of the evaluation in accordance with the published evaluation criteria.**
4. **Approval granted to the evaluation criteria of Cost 60% (including 40% purchase price, 5% residual value, 5% basket of parts, 5% servicing & maintenance, 5% fuel costs) and quality 40% (including 20% warranty and technical support, 10% delivery and 10% environmental / sustainability) with training an unscored specified requirement.**

**Reason(s) for decision**

Under the Council's contract procedure rules approval by the Executive Cabinet of contract award procedure and evaluation criteria for tenders greater than £75,000 in value is required.

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

To not agree contract award procedure and evaluation criteria and fail to comply with the Council procurement rules.

**13.EC.52 RESPONSE TO OVERVIEW AND SCRUTINY COMMITTEE RECOMMENDATIONS ON PRIVATE RENTED SECTOR HOUSING STANDARDS**

With the agreement of the Chair this item was brought forward on the agenda.

The Executive Member for Places presented the report and explained that in April 2012 an Overview and Scrutiny Task Group had produced a report relating to 'Private Sector Housing Inspection'.

Within the report recommendations had been made to the Executive Cabinet that additional resource be directed to establishing a programmed private sector housing standards inspection service. This would supplement the existing reactive housing standards work undertaken within the People and Places Directorate.

Since the Task Group findings and recommendations received and accepted for consideration in June 2012 work had commenced within the Environment and Neighbourhoods Team to establish a programmed inspection regime for the private rented housing sector in Chorley. This utilised the existing resources of officers trained to inspect housing to the required standard.

A new database system had been introduced and, since October 2012, officers had undertaken over 50 programmed inspections. Work had commenced to build up a database of private rented sector accommodation using local intelligence, housing benefits information and council tax details.

As part of the Service Improvement Plan for 2013/14 and in line with the Corporate Strategy there was a specific project in place within the Health Environment and Neighbourhoods Team to 'Develop and deliver a scheme to increase housing standards'. This project would be delivered during 2013/14 and would redirect existing resources to fully establish a programmed inspection regime for the private rented housing sector. It would also develop a private rented housing standards policy subject to Council approval against which housing standards compliance could be measured.

A query was raised in relation to a Landlord Accreditation Scheme not being introduced. Councillor Bev Murray, who had been the Chair of the Task Group, explained that this was considered during the inquiry, but that Members felt there would be a low take up of this kind of scheme. This could be revisited in the future.

The Executive Leader commented that the work being undertaken would help to locate where the private rented houses were. The recommendation relating to the development of a private rented housing standards policy would improve standards, as would the inspection regime. Members could report issues, as could tenants.

**Decision made**

- 1. Approval granted to accept the basic recommendation of providing a proactive inspection programme for private rented sector housing standards.**
- 2. Approval granted that the resourcing of the inspection programme was made through the utilisation of existing resources by shifting workloads and using capacity created from the reduction in workload arising from the transfer of private sewers to United Utilities as public sewers.**
- 3. Confirmation that a Landlord Accreditation Scheme was not introduced in Chorley at this time.**
- 4. Approval granted that a private rented sector housing standards policy be developed.**

**Reason(s) for decision**

To respond to the Overview and Scrutiny Committees recommendations in regard to the introduction of a proactive housing inspection programme in the private rented housing sector.

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

None.

Councillor Adrian Lowe left the meeting at 6.50pm.

**13.EC.53 OVERVIEW AND SCRUTINY TASK GROUP - ADOPTION OF ESTATES FINAL REPORT**

The Chair of the Overview and Scrutiny Committee, Councillor Steve Holgate, presented the final report of the Overview and Scrutiny Task Group into the Adoption of Estates.

The Task Group had been chaired by Councillor Matthew Crow. The topic had been selected following numerous requests by residents across the borough to address the growing number of estate and open space adoption issues.

In response to a query Councillor Holgate advised that the Task Group had identified a mix of small and large housing estates across the Borough that had or were still having adoption issues. These were 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 Task Group had, at the conclusion of the review, agreed 14 recommendations, which had been endorsed by the Overview and Scrutiny Committee.

Councillor Bradley thanked Councillor Holgate, Councillor Crow and the Members and officers for their input into the inquiry.

**Decision made**

**To accept the report of the Overview and Scrutiny Task Group – Adoption of Estates 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.**

**13.EC.54 CHORLEY INWARD INVESTMENT PLAN**

The Executive Leader presented the report. He explained that Chorley needed to compete for the creation of jobs in a busy region as jobs enabled residents to pay their way and contribute to society.

The proposed strategy replaced a previous strategy which was not delivering. An independent company had been commissioned to make recommendations for the Plan. These were split into “must do”, “could do” and “should do”.

The Executive Leader outlined some of the recommendations, including the development of a dedicated business website, a soft landing scheme and downloadable marketing materials.

The Leader of the Opposition requested a copy of the full plan, which would be made available to all Members. This included timescales for actions to be completed by. It was hoped that over one hundred jobs would be created through the implementation of the plan, with hopes that it could create hundreds.

With the action taken since the new administration in May about one hundred jobs had been created already. This included action undertaken by the newly appointed Business Advisor, a "Starting In Business Grant", a business network and various seminars.

**Decision made**

**To note the contents of the report and to approve the delivery of the recommended inward investment plan activities.**

**Reason(s) for decision**

To realise our Corporate Strategy outcome to create 'A strong local economy' and to deliver a key priority within the 2012 Economic Development Strategy which aims 'to promote and increase inward investment in Chorley to support economic growth in the borough and provide a mix of well paid, high and low skilled jobs'.

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

None.

**13.EC.55 CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER FOUR 2012/13**

The Executive Member for Resources, Policy and Performance presented a report which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2012/13, 1 January to 31 March 2013.

Overall performance of key projects was good, with a majority of the projects on track or scheduled to start later in the year. One project, the trial reopening of Market Street had been rated amber due to recommendations to amend the scheme, however completion was due to happen by the end of the second quarter 2013/14.

Action plans had been developed to outline what action would be taken to improve performance on the Corporate Strategy and key service delivery measures that were performing below target.

**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.56 CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER FOUR 2012/13**

The Executive Member for Resources, Policy and Performance presented a report on the performance of the Chorley Partnership during the fourth quarter of 2012/2013, from 1 January to 31 March 2013.

Members noted that the performance of the Chorley Partnership in achieving the key performance targets remained good. The latest figures available for alcohol related hospital admissions showed a year to date reduction of 5.3% at quarter two 2012/13. Primary fires in Chorley were lower than anticipated and crime overall had shown a decrease of 11.6% in quarter four compared to the same period last year. Following the trend over the past twelve months this had resulted in an overall increase of 1%.

In response to a query Members noted that the Responsible Authorities Group were encouraging people to report domestic violence which meant that the reported figures had increased.

**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.57 CAMPAIGNS AND ENGAGEMENT STRATEGY**

The Executive Cabinet considered a report which sought approval for a new Campaigns and Engagement Strategy.

The strategy outlined how the Council would develop to where we want to be, in order to achieve the objectives set out in the corporate strategy, rather than having an external focus of improving and protecting the council's image and reputation.

Although there was a change of emphasis the strategy would play a central role in improving residents' satisfaction. If customers understood and were aware of the services that were available to them, knew how to access them and were able to communicate openly with the council, they were more likely to appreciate that they receive value for money services in exchange for the council tax they pay.

**Decision made**

**Approval granted to the Campaigns and Engagement Strategy.**

**Reason(s) for decision**

To provide an up-to-date strategy that enables the council to best communicate with local residents.

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

To continue with the current Communications and Marketing strategy.

**13.EC.58 PROVISIONAL REVENUE OUTTURN 2012/13**

The Executive Member for Resources, Policy and Performance presented a report which set out the provisional revenue outturn figures for 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. As reported in September, the full savings target for 2012/13 were achieved.

After taking slippage of budgeted underspends on committed items into account, the Council's initial net expenditure at the end of the year showed an underspend against the budget of around £91,000.

The Council's Medium Term Financial Strategy proposed that working balances were to be no lower than £2.0m due to the financial risks facing the Council. Should the recommendations in this report be accepted, the level of balances proposed at 31 March 2013 would exceed the minimum of £2.0m by £0.060m. This placed the Council in a strong position for the start of the next financial period.

**Decision made**

1. To support the recommendation that Council approve slippage requests outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2013/14.
2. To support the recommendation that Council approve the transfer a sum of £100,000 from general balances to a specific reserve to fund buildings maintenance and improvement works.

**Reason(s) for decision**

To ensure the Council's budgetary targets are achieved.

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

None.

### **13.EC.59 CAPITAL PROGRAMME PROVISIONAL OUTTURN 2012/13 AND MONITORING 2013/14 - 2015/16 PROGRAMME**

The Executive Member for Resources, Policy and Performance presented the provisional outturn figures for the 2012/13 Capital Programme, which at this stage was subject to scrutiny by the Council's external auditor.

The report also updated the Capital Programme for financial years 2013/14 to 2015/16 to take account of the rephasing of expenditure from 2012/13 and other proposed budget changes.

It was proposed that £163,000 of the £450,000 revenue budget savings identified for debt reduction in 2012/13 should be used to finance capital expenditure instead of incurring new borrowing. This helped to achieve the savings in the capital financing revenue budget from 2013/14 onwards.

**Decision made**

1. To support the recommendation that Council approve the financing of the 2012/13 Capital Programme, as presented in Appendix 1.
2. To support the recommendation that Council approve the rephasing of capital budgets between 2012/13 and 2013/14, as presented in column (2) of Appendix 2.
3. To support the recommendation that Council approve the other amendments to the Capital Programme for 2013/14 to 2015/16, as presented in columns (3), (6) and (9) of Appendix 2.
4. To support the recommendation that Council approve the virement of £40,000 from the Head of Governance's Bengal Street depot revenue budget to the budget for revenue financing of capital expenditure.

**Reason(s) for decision**

1. It is necessary for Council to approve the financing of the 2012/13 Capital Programme, and to approve the rephasing of budget provision between 2012/13 and 2013/14.
2. It is also necessary for Council to approve the revised 2013/14 Capital Programme, taking account of the rephasing of budgets, transfer of budgets between projects, changes to resources, and the proposed use of uncommitted budgets and resources.
3. The revenue consequence of adding £40,000 to the Capital Programme for further modification of Bengal Street Depot, to be funded from savings, should be reflected in the General Fund revenue budget.

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

None.



**13.EC.60 LOCAL ENFORCEMENT PLAN**

The Executive Member for LDF and Planning advised that the proposed Local Enforcement Plan provided a framework to manage enforcement complaints in the Planning Service. The report sought approval of the Plan and related performance targets and service standards.

In March 2012, the National Planning Policy Framework introduced a new local approach to enforcement. At Full Council on 17 July 2012, the Council adopted the previous national planning policy guidance (PPG18: Enforcement), as an interim approach to planning enforcement, and resolved to prepare a Local Enforcement Plan to meet the requirements of the Framework.

The Local Enforcement Plan provided an opportunity for the Council to set out how it would manage planning enforcement casework and to define local performance targets and service standards.

Members noted that the initial assessment of the level of priority would be dependent upon the information provided at the time the complaint was made. Once investigations commenced, the priority level might change following the initial site visit, after an initial assessment was made, or on receipt of additional information.

The Council aimed to visit in accordance with the following timescales:

- **Category A:** Same day or next working day
- **Category B:** Within 10 working days
- **Category C:** Within 20 working days

Members requested that the briefing paper on the revised permitted development rights be recirculated via intheknow.

At the request of a Member Councillor Edgerley agreed to revisit the last two bullet points within Category B as to the timescales before the report was taken to Council for approval

**Decision made**

1. **Endorsement of the Local Enforcement Plan, performance targets and service standards.**
2. **To support the recommendation that Council approve and adopt Local Enforcement Plan.**

**Reason(s) for decision**

The delivery of the Local Enforcement Plan is a corporate project and must be approved by the full Council in order to deliver decisions that are supported by an authorised and transparent policy.

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

Continue with current position and use of PPG18 and Circular 10/97. However, the Framework cancels a number of documents including PPG 18 and Chorley Council must have a basis for making decisions on enforcement action.

**13.EC.61 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 Paragraph 3 of Schedule 12A to the Local Government Act 1972.**

**13.EC.62 INFORMATION TECHNOLOGY BUSINESS CONTINUITY**

The Executive Leader presented a confidential report which proposed a comprehensive Disaster Recovery (DR) solution that would also support more effective Business Continuity (BC) for the Council.

Councillor Morgan requested a copy of the ICT program and plan. This would be forwarded to him before the next meeting of the Executive Cabinet.

**Decision made**

**Approval granted to the proposed changes to build on the existing Disaster Recovery infrastructure for Council Information Systems currently housed at County Hall Preston and agreement to the required funding.**

**Reason(s) for decision**

1. The Council has effective DR arrangements in place for protecting its data. The need to enhance this would support more effective business continuity and significantly speed up the process of recovering information systems in the event of a disaster. If this work is not carried out, the Council would experience a delay in the event of a disaster resulting in the provision of day to day business being affected.
2. The changes that are being proposed are also part of the Internal Audit recommendations made in September 2012.
3. The proposed enhancements would protect the investment already made to improve the information systems and support remote working.

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

1. Accept the risk that whilst data is backed up off site there would be a significant delay in operational access to it. This has been rejected on the basis that the delay would be unacceptable to the Council's business continuity plans.
2. To bring all DR infrastructure back to Chorley Council from County Hall. This would remove the geographical distance between the live and DR solutions. A Chorley wide incident could result in complete data loss which is the principle reason for the rejection of this solution.
3. The procurement of Infrastructure and Disaster Recovery as an outsourced service provided by a third party company; some testing of market costs for this type of service has been undertaken. The significant cost of this type of solution was the reason for its rejection.

**13.EC.63 HOUSING BENEFIT, COUNCIL TAX BENEFIT AND COUNCIL TAX SUPPORT – SANCTION AND PROSECUTION POLICY**

The Executive Member for Resources, Policy and Performance presented a confidential report which highlighted legislative changes which affected the amount of an Administrative Penalty

The report explained the changes and implications for customers who accepted an offer of an Administrative Penalty as an alternative to criminal proceedings and made Members' aware of aspects of the Welfare Reform Act 2012 and Council Tax Reduction Schemes (Detection of Fraud & Enforcement) (England) Regulations 2013 which impacted on those who committed Housing Benefit, Council Tax Benefit and Council Tax Support fraud.

**Decision made**

1. **Approval granted to the revised and updated Sanction and Prosecution Policy (Appendix A)**
2. **To note the effects of the Welfare Reform Act 2012 and the Council Tax Reduction Schemes (Detection of Fraud & Enforcement) (England) Regulations 2013 on benefit customers who commit benefit fraud.**

**Reason(s) for decision**

1. The changes to the Sanction & Prosecution Policy give the option of a financial penalty being available for cases where fraud is attempted and there is no overpayment.
2. The decision to prosecute or to offer a formal caution or an Administrative Penalty or in fact to take no action at all is still at the Council's discretion.
3. Where the offer of a sanction is appropriate the decision to offer a formal caution or an Administrative Penalty is heavily influenced by whether customer admits the offence at the interview under caution.
4. Attached to this report is a flow chart (Appendix B) which illustrates how the policy is put into action. Although the policy may suggest criminal proceedings or the offer of a formal caution or Administrative Penalty, each case is considered individually with the most appropriate action being recommended for each case.

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

The following options were considered but rejected.

- Set a minimum overpayment for Administrative Penalties.
- Set a minimum overpayment for both formal cautions and Administrative Penalties
- Take no action where an alternative to prosecution is appropriate but the offer of a formal caution is not.
- Adopting any of the above would restrict the Council's discretion to take the most appropriate action in each case. The Council's Sanction & Prosecution Policy would also be out of step with the Sanction and Prosecution Policy of the Department for Work and Pensions (DWP) if these options were adopted. This could lead to inconsistency when deciding what action to take in cases where there has been a joint investigation involving Chorley Council and DWP investigators.

Executive Leader

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Report of	Meeting	Date
Head of Governance (Introduced by the Executive Leader)	Executive Cabinet	15 August 2013

## **REFURBISHMENT OF 98-102 MARKET STREET – CRITERIA FOR THE AWARD OF THE WORKS CONTRACT**

### **PURPOSE OF REPORT**

1. To advise the Executive Leader of the tender procedure being used to procure this contract and to obtain authority for the use of the criteria intended to award the contract.

### **RECOMMENDATION(S)**

2. That the tender process for the award of the contract be approved.
3. That the award criteria detailed at paragraph 24 be approved.
4. That the award of the contract be delegated to the Executive Leader for approval.

### **EXECUTIVE SUMMARY OF REPORT**

5. In November last year the Executive approved in principle the refurbishment of the former McDonalds site for retail use. This involved the demolition of 98 Market Street with a scheme for the remaining buildings to be brought back to the Executive for consideration.
6. On 21 March this year Executive Cabinet decided to implement a scheme which would deliver 3 retail units with shop frontage on Market Street. The building to the rear of 100-102 Market Street would be demolished (in addition to 98 Market Street) and a service yard would be created in this area. This scheme has been properly worked up and designed.
7. In addition provision has been made for an additional retail unit, a kiosk, to be situated in the area formerly occupied by 98 Market Street. The proposed layout has been submitted to Planning and a consent for the demolition works, 3 units and additional kiosk has been approved. There is no obligation to build the kiosk but the opportunity is there.
8. Based on the approved design and layout, invitations of interest were invited from contractors who were asked to complete a prequalification questionnaire.
9. In all the Council received 25 responses and questionnaires. Those who are successful will be invited to tender for the works. The assessment of these tenders will be based on the following criteria:-
  - a. 80% Cost
  - b. 20% Quality

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

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

10. The Council's contract procedure rules require the procurement process and assessment criteria to be approved by the Executive. The procedure implemented provides an open and transparent process for the award of the contract. The use of the pre qualification questionnaire enables the Council to limit the parties who are asked to tender for the works

to those who satisfy preliminary tests. This will limit the number of technical bids meaning a speedier and more efficient contract award process.

- 11. The Criteria are those suitable for this type of contract.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 12. Previous decisions relating to this site have addressed the type of works to be undertaken. This report concerns the award of the refurbishment contract and the process to be followed.
- 13. The award could have been following a full tender process, but it was felt this would be lengthy and more complicated due to the number of likely tenders. Each would have then had to have had a technical bid to consider. This would have extended the time taken and the cost to the authority.

**CORPORATE PRIORITIES**

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

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

**BACKGROUND**

- 15. The former McDonalds building and neighbouring premises were purchased by the Council with a view to renovating them into smaller units for let to starter businesses.
- 16. Having considered the site it has been decided to demolish 98 Market Street and a part of the building to the rear of 100-102 Market Street and create 3 units with frontage onto Market Street. In addition there will be a service yard to the rear of the premises.
- 17. There is an option to build a Kiosk type shop in the area formerly occupied by 98 Market Street to provide another unit and improve the public realm.
- 18. Planning permission has been granted for the above proposals and the works have been specified in outline with a view to operating a procurement process for the refurbishment works contract.
- 19. In parallel to this the Council are working to redevelop the area to the rear of 98-102 Market Street into a public car park and there is a report before Cabinet tonight updating on progress.
- 20. The Units (including the kiosk) have been marketed for expressions of interest in taking leases. This is with a view to working with any prospective tenants to ensure that the units (the layout etc.) are appropriate for their needs.

**PROCUREMENT**

- 21. Due to the nature of the works the Council's property agents recommended that the contract is awarded under a Pre-Qualification Questionnaire process which enables the Council to then invite those who have expressed an interest and qualified to deliver the works to provide a tender for the works.
- 22. This had the benefit of limiting the number who could provide a full tender to those contractors who have satisfied the initial criteria. This means there would be fewer technical bids to consider thus saving the council time and money.
- 23. The Council received 26 expressions of interest through the PQQ process. Of this number there are 7 who have been selected to submit a full tender. We are advised that this will ensure the market has been properly tested and the Council receive a competitive bid.
- 24. The bids will be assessed on the scoring matrix of
  - a. 80% cost
  - b. 20% quality.

This is the usual split for this type of contract. As a local authority we are obliged to ensure that cost is a significant consideration in any contract award.

25. Executive Cabinet are asked to approve this scoring matrix.
26. It is envisaged that the tenders will be assessed during the end of August beginning of September with a contract being awarded after that period. Cabinet are asked to delegate to the Executive Leader authority to agree to the award of the contract on the basis of that scoring matrix. This will ensure that there are not any undue delays in progressing this contract.
27. The contract award will be subject to the Alcatel 10 day standstill period and will be formerly offered to the winning contractor if there are no challenges to the award.

#### **PRE-LETS**

28. Economic Development have undertaken a marketing exercise advertising the proposed units as pre-lets to new or new to the area businesses.
29. The stated aim of the refurbishment is to provide starter units which are within the control of this authority and can be used to stimulate the town centre economy and promote business growth.
30. To date there have been 11 expressions of interest in taking a lease of the one of the premises, including the kiosk. They are from a variety of businesses and represent the aspirations for the town centre and include businesses that will contribute to bringing customers into the town and the town centre offer.
31. These initial expressions are being pursued to a second stage where there will be greater engagement with the businesses to establish their suitability.

#### **THE KIOSK**

32. As stated above, planning permission has been approved for the building of a kiosk in the area currently occupied by 98 Market Street following its demolition. This proposal was included in the application (although it didn't form part of the recommendation adopted by the Executive Cabinet) for 2 reasons.
33. Firstly, the condition of the gable wall of 100 Market Street is uncertain. Members may recall from the previous report that despite it appearing that 98 and 100 Market Street shared a party wall, they were in fact 2 wholly separate buildings with their gables built against each other. The condition of the gable wall cannot be established until the demolition of 98 has been completed. If the condition is poor, the addition of a kiosk, coming off that wall, will limit the cost of improving it. There will be an additional spend to building the kiosk, but this will be limited and the unit will provide an income.
34. The second reason is that some public realm works will be needed to address this space. A kiosk would complement this reducing the cost of the public realm works and again provide an income.
35. An estimated cost of the build of the Kiosk is £35,000. It is proposed to leave a decision on the build of the Kiosk until such time as the condition of the wall has been assessed. Given the relative spend, this is an issue that can be decided by an Executive Member Decision.

#### **FINANCIAL UPDATE**

36. The current estimate for the refurbishment to 3 units is £250,000 which includes £50,000 for the demolition works. Liberata have advised that there may be an additional cost in relation to the dividing wall in 102 Market Street. There is some concern that the foundations are inadequate to take the weight of a solid (as opposed to stud) wall. A report has been commissioned to consider the foundations.
37. The estimated rental incomes are -
  - a. £15,000 p.a. for each of the new units created within 102 Market Street;
  - b. £10,000 p.a. for the unit at 100 Market Street; and
  - c. £7,250 p.a. for the Kiosk.

**IMPLICATIONS OF REPORT**

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

39. Council on 28<sup>th</sup> February 2013 approved a £1 million Regenerations Projects budget in the 2013/14 Capital Programme. The refurbishment (£200,000 estimate) and demolition (£50,000 estimate) would be funded from the Regeneration Projects budget. Once the contract has been awarded, the actual budget requirement will be identified separately in Capital Programme monitoring reports.
40. My Capital Programme monitoring report on this agenda indicates that up to £165,000 of the Regeneration Projects capital budget would be required for the project to surface and resurface three Town Centre car parks, including the temporary car park to the rear of these Market Street premises. The cost of the project would be reduced by £40,000 if overnight working to resurface the Flat Iron car park is not required.
41. The uncommitted balance of the Regeneration Projects budget after approval of these projects would be £585,000. However, there are issues to resolve in respect of the refurbishment scheme, in particular the solution required for the gable wall of 100 Market Street, the dividing wall of 102 Market Street, and the public realm works on the site of 98 Market Street. In addition, construction of a kiosk, if required, is estimated to cost £35,000, though it should generate £7,250 rental income each year.

**COMMENTS OF THE MONITORING OFFICER**

42. The Council's contract procedure rules require that the Executive Cabinet approve the contract award criteria. Once approved the award of the contract must be made within that matrix and the award of the contract can be delegated to the Executive Member.

Chris Moister  
Head of Governance

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister	5160	6 August 2013	***





Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

## INDIVIDUAL ELECTORAL REGISTRATION

### PURPOSE OF REPORT

- To outline the details surrounding the introduction of Individual Electoral Registration (IER) and the processes and timescales involved in the transition.

### RECOMMENDATION(S)

- That the contents of the report are noted.
- That the Executive Member (Resources, Policy and Performance) be granted delegated authority to agree any additional funding for resources necessary for the implementation of IER as required by the Electoral Registration and Administration Act 2013.

### EXECUTIVE SUMMARY OF REPORT

- The Electoral Registration and Administration Act received Royal Assent in January 2013. It introduces a fundamental change to the way we register to vote, by introducing Individual Electoral Registration (IER).
- Each Local Authority Electoral Registration Officer is required to implement the new arrangements before the 2015 UK Parliamentary Election.

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

### REASONS FOR RECOMMENDATION(S)

#### (If the recommendations are accepted)

- To facilitate the full transition to IER in line with the legislation timescales.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 7. There are no alternatives as the Council is legally obliged to adopt the provisions as set out in the Electoral Registration and Administration Act 2013.

**CORPORATE PRIORITIES**

- 8. 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	

**CHANGES TO ELECTOR REGISTRATION**

- 9. The introduction of IER will be the biggest change to the voter registration process since the universal franchise was introduced. At present, one person in every household is responsible for registering everyone else who lives at that address.
- 10. Under the new system, individuals would be asked to provide “identifying information”, such as a name, address, National Insurance Number and date of birth which will be cross-checked with the Department of Work and Pensions before names are added to the register. An individual unable to provide their date of birth or National Insurance Number will be required to explain why they cannot do so, and to provide alternative evidence. At present this may take the form of a passport or ID, or attestation from a person of “good standing”. Other options may be adopted in the future.
- 11. Once registered, individuals need only confirm annually, that their details have not changed.
- 12. An individual who has been required to register and fails to do so will receive a second and third notice before a penalty arises. This will be a civil penalty (comparable in amount to a parking fine) for a failure to register.
- 13. The transition to individual registration will commence in July 2014. A full IER Electoral Register will be published on 1 December 2014 and by January 2016 the transition will be complete.
- 14. People who fail to register under the new system in 2014 would have their registration carried forward to 2015 ensuring that they would be registered to vote at the 2015 UK general election. However, postal or proxy voters would need to register under the new system from 2014 or they would automatically lose the right to use this method of voting. Anyone who has moved house or changed their name would also be required to register under the new system.
- 15. People who have not moved house or do not require a postal or proxy vote will have until the end of the autumn 2015 annual canvass to register under the new system. Those who have not registered individually and had their identity verified by then would be removed from the register.

**IMPLEMENTATION OF IER**

16. The implementation of IER falls into five key stages. Alongside this work the Electoral Registration Officers and Administrators will continue their work to run elections and carry out other related activities, including the normal canvass process.

The key elements of the process include:

- 2012 – 13 : Designing, building and testing the new system;
- July – Dec 2014: Following European elections, transitional phase begins with the confirmation of existing electors through data matching against information held by DWP, and letters sent to those not confirmed by data-matching inviting applications for registration.
- Dec 2014: New register comprises all electors confirmed by data matching, all those who have made successful individual applications, and those on spring 2014 register who have not yet reapplied and are carried forward.
- To March 2015: Completion of the transition, with targeted activity prior to March inviting further missing electors and encouraging applications. May General Election.
- Autumn 2015: Full household canvass. Every household confirms who lives there, anyone new invited to register individually. Re-canvass of electors carried forward from March 2014 canvass who were not confirmed by data-matching and have not self-registered – names removed from register in December 2015 of those who do not then re-apply. (This removal of non-individually registered electors may lead to lower overall levels of registration than at present). Possibility of final canvass being extended to autumn 2016 should insufficient progress have been made at this point.
- 2016: New system in place – all new electors and those moving home will be required to register individually. There will be an annual household canvass to ensure the register is up to date.

Over summer 2013, a dry run of electoral registers against the Department for Work and Pensions (DWP) data base will allow the Council to identify particular issues it faces in creating a full and accurate local register, and will be used to identify any resource implications. Information from this will also be used to determine future funding allocations.

17. The Electoral Registration and Administration Act came into force in January 2013 and aims to modernise and improve the electoral registration system. It seeks to provide better protection against electoral fraud and make it more convenient for eligible citizens to register a vote by introducing Individual Electoral Registration

**RESOURCE IMPLICATIONS**

18. The Government has confirmed that £108M has been set aside for the implementation of IER. Local authorities will receive funding directly through grants under Section 31 of the Local Government Act 2003 to meet the costs of transition to Individual Registration and will be paid separately to revenue support grant. Following implementation, there will be other associated costs in respect of the maintenance of systems; scanning equipment, printing and postage costs but there will be no additional funding to cover these.
19. There will be a substantial increase in the workload of Electoral Services. It is anticipated that additional temporary staff will be required during the transition period to deal with the processing of forms and dealing with an increase in the number of queries. The Electoral Commission is also expected to provide guidance on how best to reach those who are least

likely to be registered or to respond to the change. Electoral Services will need to give consideration as to what measures will be most suitable to encourage registration and under-registration, which may involve input from the Council’s Communications Section.

- 19. The Cabinet Office has produced a Digital Design and Delivery Project, to provide a service to support the implementation of IER. This will be funded centrally from the £108M budget.
- 20. A Member’s Learning Hour session will be held on this subject in the autumn of 2013.

**IMPLICATIONS OF REPORT**

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

22. It is unclear at the moment how much funding the Council will receive. Once known I will report back to the Executive Cabinet on the resourcing and financial implications of these arrangements for the Council.

**COMMENTS OF THE MONITORING OFFICER**

23. There are no comments from the Monitoring Officer

GARY HALL  
CHIEF EXECUTIVE & ELECTORAL REGISTRATION OFFICER

Background Papers			
Document	Date	File	Place of Inspection
Electoral Registration and Administration Act 2013	Feb. 2013		<a href="http://www.legislation.gov.uk/ukpga/2013/6/contents/enacted">http://www.legislation.gov.uk/ukpga/2013/6/contents/enacted</a>

Report Author	Ext	Date	Doc ID
Phil Davies	5131	12 June 2013	***



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

## **REVENUE BUDGET MONITORING 2013/14 REPORT 1 (END OF JUNE 2013)**

### **PURPOSE OF REPORT**

1. This report sets out the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2013/14.

### **RECOMMENDATION(S)**

2. That Council should approve the use of £143,000 of the Town Centre Reserve for revenue financing of the capital scheme for resurfacing of three Town Centre car parks.
3. That Council should approve the use of the £40,000 one-off Minimum Revenue Provision saving, relating to Regeneration Projects in the 2013/14 Capital Programme, to finance revenue costs relating to the projects including the cost of business rates for 98-102 Market Street outlined in paragraph 21.
4. That Council should approve the use of the one-off £35,950 Minimum Revenue Provision saving, arising from the rephasing of capital expenditure from 2012/13, for the reduction of debt as detailed in paragraph 28.

### **EXECUTIVE SUMMARY OF REPORT**

5. The Council expected to make overall target savings of £200,000 in 2013/14 from management of the establishment. I am pleased to report that a total saving of £50,000 has been achieved in the first quarter, leaving a further £150,000 remaining for the target to be achieved for the year. Further savings should be made as the year progresses and more vacancies occur but if the remaining target is not achieved, budget efficiencies will need to be identified elsewhere to ensure the target for the year is achieved.
6. The projected outturn currently shows a forecast underspend of around £35,000 against the budget. No action is required at this stage in the year.
7. The Council's Medium Term Financial Strategy proposed that working balances were to be maintained at a level no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of June shows that the General Fund balance will be around £2.095m. This would reduce to around £2.019m should the recommendations outlined in this report be approved. This puts the Council in a strong position and should help to mitigate against future risks associated with the Local Business Rates Retention scheme from April 2013.

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

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

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 9. None.

**CORPORATE PRIORITIES**

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

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

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

**BACKGROUND**

- 11. The Council’s approved revenue budget for 2013/14 included the following savings proposals required to balance the budget and maintain front line services. The majority of these proposals had already been put in place by the start of the new financial year with the remainder now implemented since April.

<b>Savings</b>	<b>£m</b>
Staffing Restructures	0.392
Base Budget Review	0.133
Major Contracts	0.070
Planning Fees - 15% national increase in charges	0.075
Investments & Debt restructuring	0.135
<b>Total Savings Achieved 2013/14</b>	<b>0.805</b>

12. In addition to the savings outlined above, the Council expected to make overall target savings of £200,000 from management of the establishment.
13. The 2013/14 budget also included significant additional investment which focussed on the Council's corporate priorities. A sum of £1,348,500 was approved for investment in the following areas:

<b>INVESTMENT AREA</b>	<b>Amount £</b>
Neighbourhood working: <ul style="list-style-type: none"> <li>• Proactive clean up team</li> <li>• Neighbourhood working pot</li> <li>• Community development and volunteering</li> </ul>	50,000 100,000 70,000
Support to the VCFS Network – Increasing volunteering in the borough	15,000
Chorley Community Bank	50,000
16/17 year old drop in scheme	15,000
Tree Policy	30,000
Extension and improvement of street furniture	65,000
Active Generation	31,000
Street Games	50,000
Play area improvements	100,000
Free Swimming	7,500
Employee health scheme	20,000
Campaigns and events	40,000
Regeneration Projects	40,000
Car park pay and display income reduction	75,000
Inward investment delivery	350,000
Town Centre Masterplan	30,000
Support the expansion of local businesses	110,000
Implement a joint employment initiative with Runshaw College	50,000
Private Property Improvement Scheme Trial	50,000
<b>TOTAL NEW INVESTMENT</b>	<b>1,348,500</b>

Details of the costs incurred and expenditure committed to date against these new investment areas can be seen at Appendix 2.

14. Earlier this year the Council approved the virement of £40,000 from the Head of Governance's Bengal Street Depot revenue budget to undertake capital works to enable the site to deliver the recycling business with Recycling Lives Limited. It is envisaged that this sum can be generated from the part-year savings in 2013/14 from the arrangement with Recycling Lives, though the actual saving will depend on the date of completion of the lease agreement.
15. The Council also recently approved the funding required for the proposed enhancements to deliver a more comprehensive ICT Disaster Recovery solution that will also support more effective Business Continuity for the Council. The required sum of £220,000 has already

been identified from in-year underspends within Customer, ICT & Transactional Services and set aside to fund this project.

**CURRENT FORECAST POSITION**

- 16. Set out in Appendix 1 is the summary provisional outturn position for the Council based upon actual spending in the first three months of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service directorate figures are attached. These can be viewed at <http://democracy.chorley.gov.uk/documents/s38414/June%202013%20Monitoring.pdf> and are also available as hard copies for inspection in the Members’ Room.
- 17. In the period to the end of June we have already identified £50,000 of contributions towards the annual corporate savings targets of £200,000 for 2013/14. The main savings that have been identified are from vacant posts within the People & Places Directorate.
- 18. The directorate cash budgets have been amended for approved slippage from 2012/13 and any transfers from reserves. The significant additions to the budget include:
  - £162,450 investment in ICT communications and information management.
  - £78,200 residual budget from the Neighbourhood/pump priming budget.
  - £66,650 environmental clean-ups/grot spots.
- 19. The projected outturn shown in Appendix 1 forecasts an underspend against the budget of £35,000. The significant variances from the Cash Budget are shown in the table below. Further details are contained in the service unit analysis available in the members’ room:

**ANALYSIS OF MOVEMENTS**

**Table 1 – Significant Variations from the Cash Budget**

Note: Savings/underspends are shown as ( ).

	£'000	£'000
<b>Expenditure</b>		
Staffing costs	(63)	
Non-Domestic Rates (Empty Properties)	27	
Non-Domestic Rates (Other Properties)	<u>15</u>	
		(21)
<b>Income</b>		
Planning & Building Control Fees	(15)	
Welfare Reform Grant	<u>(24)</u>	
		(39)
<b>Other</b>		
Housing & Council Tax Benefits	(73)	
Net Financing Transactions (MRP)	(76)	
Other minor variances	<u>24</u>	
		(125)
Management of the Establishment (savings target)		150
<b>Net Movement</b>		<b>(35)</b>



20. The forecast saving of £63,000 on staff salaries shown in the table above is in addition to the contribution of £50,000 already made to the corporate savings target in quarter 1. The additional saving comes from within the Chief Executive & Transformation and People & Places Directorates.
21. Part of the Council's Town Centre regeneration programme included the proposal to create three retail units following the acquisition and refurbishment of 98-102 Market Street. Following acquisition, the Council has subsequently become liable to pay non-domestic rates on the empty properties until they are either let to tenants, in the case of 100 and 102 Market Street, or demolished in the case of 98 Market Street. The current estimated cost to the Council is around £25,000 in 2013/14 but this will vary depending on the timescale for occupancy and demolition. It is proposed that this cost is financed from the saving on MRP outlined below (see paragraph 27). A further £2,000 is forecast for other properties currently vacant within the Council's investment portfolio and this again depends on the actual dates of occupancy.
22. The Council will also incur an overspend against the budgets for non-domestic rates chargeable on other Council owned land at property. Around £11,000 of the total forecast overspend of £15,000 is in respect of charges against the Council's car parks as a result of changes in transitional relief for 2013/14.
23. The Council's income budget of £650,000 for Planning Application Fees in 2013/14 included an estimated additional £75,000 following the national increase in planning fees implemented in November 2012. Income levels will be monitored closely throughout the year to ensure this additional income is achieved but at this early stage, income for the first quarter is higher than compared to the budget. Income from Building Control Fees also compares favourably with the budget for the first three months of the year and at this stage a combined surplus of around £15,000 over budget is forecast for the year.
24. The Council recently received a grant from the Department of Work and Pensions of around £24,000 as additional funding to meet the costs of implementing welfare reform changes in 2013/14. It is anticipated that the impact of the changes can be met from within existing staffing resources and that no additional external costs will be incurred.
25. One budget that could have a significant impact on the Council's year-end position is the budget for housing benefit payments. As we have seen in recent years it is extremely difficult to accurately predict the level of expenditure due to the size and nature of the budget in that it is very much demand driven. Figures for the first quarter show a slowdown in the anticipated demand compared to 2012/13 and as a result the initial forecast is for an underspend against budget of around £73,000. This position will be monitored closely throughout the year and Members advised accordingly.
26. The Director of People and Places, in his report on this agenda, recommends approval of the contract award procedure for the resurfacing of three Town Centre car parks (Portland Street, Flat Iron and Fleet Street). In my capital programme monitoring report, I recommend that the maximum estimated cost of £308,000 should be added to the 2013/14 Capital Programme. The Regeneration Projects capital budget would provide £165,000 of the funding. It is recommended that the balance should be provided from the Town Centre Reserve, and it would be shown as revenue financing of capital if approved. Once tenders are received, and the need for overnight working considered, any unused budget provision would be reversed back to its source.
27. The Net Financing Transactions budget includes £40,000 estimated Minimum Revenue Provision (MRP) in respect of borrowing to finance Regeneration Projects which are included within the 2013/14 Capital Programme. This budget would not be required for MRP in 2013/14, because the requirement to charge the revenue budget for debt repayment arises from 2014/15 onwards. However, I suggest that the budget is earmarked to cover any revenue costs relating to the Regeneration Projects in 2013/14, including the

cost of business rates for the empty retail units at 98-102 Market Street. I will report specific proposals for further use of this budget in later monitoring reports.

28. Due to rephasing of capital projects that would have been financed by borrowing, from 2012/13 to 2013/14, there is a one-off £35,950 reduction in MRP this year. This is not a recurring saving, just a result of incurring borrowing to finance some schemes a year later than originally planned. I recommend that the saving is earmarked to reduce debt, which will achieve revenue budget savings in subsequent years. This can be achieved in two ways: (a) voluntarily setting aside of funds to restructure past debt already incurred, or (b) using funds to finance capital expenditure in the current year via the revenue account thus preventing borrowing being incurred from the outset. The option attaining the highest level of savings at the point of transaction will be selected.

### **RETAINED BUSINESS RATES**

29. The calculation of Retained Business Rates included in the 2013/14 approved budget is attached as Appendix 3. These figures, with the exception of the estimated levy, were provided to the Government on the NNDR1 return for 2013/14. Of the estimated net rate yield of £26.027m, the Council would retain £2.740m after paying £20.685m to central Government, £2.342m to Lancashire County Council, and £0.260m to the Fire Authority. Much of the central Government share is reallocated to local authorities through other funding mechanisms.
30. Actual figures will be reported to the Government on the NNDR3 return. However, NNDR3 figures can be produced throughout the year in order to review performance against estimated figures. Figures produced at the end of July suggest that we are broadly on target, with a projected net rate yield of £26.638m. However, there are a number of variances to arrive at that total, some of which could be of concern.
31. The NNDR1 included a £1m adjustment due to successful appeals by businesses, but at this point in the year most appeals would still be unresolved and would therefore not be reflected in the calculation of the higher net rate yield. It would be more realistic to assume that the final figure for appeals would be closer to the estimate than it is at present, and that net rate yield would reduce because of the following variances. The end of July NNDR3 figures have therefore been amended to include £1m for appeals, and the net rate yield has been reduced to £25.638m as a consequence.
32. The current projection of empty and partly occupied premises reliefs is £0.689m, which is £0.266m higher than the £0.423m estimated for 2013/14; and £0.043m higher than the 2012/13 actual total of £0.646m. The total in 2013/14 would change as properties become occupied, void periods expire, and new voids arise.
33. Small business rate relief is forecast to exceed the estimate by £0.082m; and mandatory charity relief by £0.024m.
34. The net effect of all variances is a reduction in net rate yield of £0.389m, of which this Council's share would be a reduction of £0.078m. The impact of the reduction would be in 2014/15.
35. This is the first year of the new system of local retention of business rates, so monitoring of performance against the estimates is especially important. Figures for 2014/15 will have to be prepared before we have full year figures for 2013/14. The experience gained from regular monitoring of net rates yield should help to improve the accuracy of estimates for subsequent years.

### **OTHER ISSUES**

36. The Council recently granted temporary conditional planning approval for a residential Gypsy and Traveller site at Heath Paddock, Hut Lane, Heath Charnock for a period of 2

years. There is currently a balance of around £77k remaining in a specific earmarked reserve for use in relation to potential appeals and enforcement costs relating to the Hut Lane site. Although the issue has been temporarily resolved following the grant of planning permission, the full financial impact of the decision is still to be assessed and as such I feel it is prudent at this stage to retain this balance in reserve to meet any potential future costs.

**GENERAL FUND RESOURCES AND BALANCES**

- 37. The current cash budgets for 2013/14 have been updated to take account of the transfer of approved slippage of £518,850 from 2012/13 and for other transfers from reserves to finance revenue expenditure in 2013/14.
- 38. With regard to working balances, and as per Appendix 1, we started the year with a balance of £2.060m. The approved MTFS proposes that working balances are to be no lower than £2.0m given the budgetary challenges facing the Council. The current forecast to the end of June shows that the General Fund balance will be around £2.095m. Taking into account the recommendations regarding the use of savings on MRP, the revised closing balance would reduce to £2.019m as detailed in the table below.

**Table 2 – Movement in General Fund Balance**

General Balances	£m
Opening Balance 2013/14	2.060
Provisional revenue budget underspend	0.035
<b>Forecast General Fund Balance 2013/14</b>	<b>2.095</b>
Use of MRP saving	(0.076)
<b>Proposed General Fund Balance 2013/14</b>	<b>2.019</b>

- 39. Appendix 4 provides further information about the earmarked reserves and provisions that are currently available during 2013/14.

**IMPLICATIONS OF REPORT**

- 40. 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**

- 41. The financial implications are detailed in the body of the report.

**COMMENTS OF THE MONITORING OFFICER**

42. The Monitoring Officer has no comments.

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Dave Bond	5488	23/07/13	Revenue Budget Monitoring 2013-14 Report 1 (End of June 2013).doc

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b>General Fund Revenue Budget Monitoring 2013/14 Forecast to end of June 2013</b>	<b>Original Cash Budget</b>	<b>Impact of Council Restructure</b>	<b>Agreed Changes (Directorates)</b>	<b>Agreed Changes (Other)</b>	<b>Amended Cash Budget</b>	<b>Contribution to Corp. Savings (Staffing)</b>	<b>Contribution to Corp. Savings (Other)</b>	<b>Current Cash Budget</b>	<b>Forecast Outturn</b>	<b>Variance</b>	<b>Variance</b>
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive & Transformation	6,005,490			257,310	6,262,800			6,262,800	6,237,800	(25,000)	-0.4%
Partnerships, Planning & Policy	1,417,850			12,890	1,430,740			1,430,740	1,448,190	17,450	1.2%
People & Places	6,560,040			203,330	6,763,370	(50,000)		6,713,370	6,710,520	(2,850)	0.0%
<b>Directorate Total</b>	<b>13,983,380</b>	<b>-</b>	<b>-</b>	<b>473,530</b>	<b>14,456,910</b>	<b>(50,000)</b>	<b>-</b>	<b>14,406,910</b>	<b>14,396,510</b>	<b>(10,400)</b>	<b>-0.1%</b>
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	243,970				243,970			243,970	243,970	-	-
Benefit Payments	153,240				153,240			153,240	80,500	(72,740)	-47.5%
<b>Corporate Savings Targets</b>											
Management of Establishment	-			(200,000)	(200,000)	50,000		(150,000)	-	150,000	-100.0%
Reduction in Pension Rate	-			-	-			-	0	-	-
Efficiency/Other Savings	-			-	-			-	0	-	-
<b>Total Service Expenditure</b>	<b>14,380,590</b>	<b>-</b>	<b>-</b>	<b>273,530</b>	<b>14,654,120</b>	<b>-</b>	<b>-</b>	<b>14,654,120</b>	<b>14,720,980</b>	<b>66,860</b>	<b>0.5%</b>
<b>Non Service Expenditure</b>											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(200,000)			200,000	-			-	0	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	-			211,800	211,800			211,800	336,280	124,480	
Net Financing Transactions	261,350			40,000	301,350			301,350	235,400	(65,950)	
VAT Shelter Income	-				-			-	0	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-				-			-	0	-	-
Parish Precepts	530,240				530,240			530,240	530,234	(6)	
<b>Total Non Service Expenditure/Income</b>	<b>591,590</b>	<b>-</b>	<b>-</b>	<b>451,800</b>	<b>1,043,390</b>	<b>-</b>	<b>-</b>	<b>1,043,390</b>	<b>1,101,914</b>	<b>58,524</b>	
<b>Total Expenditure</b>	<b>14,972,180</b>	<b>-</b>	<b>-</b>	<b>725,330</b>	<b>15,697,510</b>	<b>-</b>	<b>-</b>	<b>15,697,510</b>	<b>15,822,894</b>	<b>125,384</b>	<b>0.8%</b>
<b>Financed By</b>											
Council Tax	(6,340,200)				(6,340,200)			(6,340,200)	(6,340,200)	-	
Grant for freezing Council Tax 2013/14	(64,570)				(64,570)			(64,570)	(64,570)	-	
Revenue Support Grant	(3,861,960)				(3,861,960)			(3,861,960)	(3,861,957)	3	
Retained Business Rates	(2,740,260)				(2,740,260)			(2,740,260)	(2,740,260)	-	
Council Tax Transition Grant	(19,890)				(19,890)			(19,890)	(19,890)	-	
New Homes Bonus	(1,805,030)				(1,805,030)			(1,805,030)	(1,805,040)	(10)	
New Burdens Grant	(16,400)				(16,400)			(16,400)	(16,402)	(2)	
Collection Fund (Surplus)/Deficit	(77,000)				(77,000)			(77,000)	(77,000)	-	
Use of Earmarked Reserves - capital financing	-			(171,800)	(171,800)			(171,800)	(296,280)	(124,480)	
Use of Earmarked Reserves - revenue expenditure	67,630			(544,850)	(477,220)			(477,220)	(461,220)	16,000	
Conts in CGUA Reclassified as Revenue	-			(8,680)	(8,680)			(8,680)	(60,280)	(51,600)	
Budgeted Contribution from General Balances	(114,500)				(114,500)			(114,500)	(114,500)	-	
<b>Total Financing</b>	<b>(14,972,180)</b>	<b>-</b>	<b>-</b>	<b>(725,330)</b>	<b>(15,697,510)</b>	<b>-</b>	<b>-</b>	<b>(15,697,510)</b>	<b>(15,857,599)</b>	<b>(160,089)</b>	<b>1.0%</b>
<b>Net Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(34,705)</b>	<b>(34,705)</b>	
<b>General Balances Summary Position</b>											
				<b>Target</b>	<b>Forecast</b>						
				£	£						
<b>General Fund Balance at 1 April 2013</b>				2,000,000	2,059,860						
<b>Provisional (Over)/Under Spend</b>					34,705						
<b>Forecast General Fund Balance at 31 March 2014</b>				2,000,000	2,094,565						

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**New Investment approved in 2013/14 Revenue Budget**

INVESTMENT AREA	TOTAL NEW INVESTMENT £	2013/14 EXPENDITURE TO DATE £	COMMITMENTS £	TOTAL EXPENDITURE + COMMITMENTS £	BALANCE REMAINING £	COMMENTS
Proactive clean up team	50,000	13,429	26,859	40,288	9,712	
Tree Policy	30,000	1,020	0	1,020	28,980	Tree works orders pending - going live in August. Budget expected to be fully spent in 2013/14.
Regeneration of key town centre sites	40,000	0	0	0	40,000	No cost in 2013/14 - see recommendation in report.
Play area improvements	100,000	0	0	0	100,000	Work will start after consultation, spend expected in quarter four.
Community development and volunteering	70,000	0	0	0	70,000	There will be a saving in 2013-14. Work will be starting in August.
Unify Credit Union	50,000	14,739	27,334	42,073	7,927	
Support to the VCFS Network	15,000	7,500	0	7,500	7,500	
Neighbourhood Working	100,000	2,327	6,610	8,937	91,063	Two of the 24 priorities have been completed and Lead Officers are finalising details and costs of the remaining Neighbourhood Priorities, spend is expected over the next three quarters.
16/17 year old drop in scheme	15,000	0	0	0	15,000	Service provided by the charity "Key" who will invoice quarterly.
Extension & improvement of street furniture	65,000	0	0	0	65,000	The contract has been let and orders are being raised with spend expected in quarters two and three. The contract value is around £60k, with the remaining £5k for fitting and parts.
Active Generation	31,000	10,942	20,058	31,000	0	
Street Games	50,000	8,139	0	8,139	41,861	Programme for the remainder of 13/14 should fully utilise the budget.
Free Swimming	7,500	0	7,500	7,500	0	Program implemented with Active Nation for the summer period.
Employee health scheme	20,000	5,941	12,000	17,941	2,059	Anticipated spend around £1,500 per month.
Campaigns and events	40,000	0	1,458	1,458	38,542	Astley Park events organised for Aug/Sept. Also Christmas events.
Car park pay and display income reduction	75,000	0	75,000	75,000	0	
Inward investment delivery	350,000	22,564	0	22,564	327,436	Report to Exec Cabinet 20th June 2013 to approve the delivery of the recommended inward investment plan activities.
Town Centre masterplan	30,000	11,385	22,700	34,085	(4,085)	Forecast overspend to be met from in year savings.
Support the expansion of local businesses	100,000	0	15,850	15,850	84,150	A number of projects are in the pipeline
Support the expansion of local businesses	10,000	175	712	887	9,113	Commitment to an annual business event in Autumn 2013
Joint employment initiative with Runshaw College	50,000	20,625	0	20,625	29,375	Budget to be spent over two years.
Private Property Improvement Scheme	50,000	0	0	0	50,000	Currently 1 minor application under review for this trial scheme.
<b>TOTAL</b>	<b>1,348,500</b>	<b>118,786</b>	<b>216,081</b>	<b>334,867</b>	<b>1,013,633</b>	

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**Calculation of Business Rates Retained Estimate 2013/14**

	NNDR1 2013/14 £	NNDR3 End July £	Variance from NNDR1 £
<b><u>Summary of NNDR1 2013/14 figures</u></b>			
Gross Rate Yield	31,520,861	31,529,000	8,139
Less:			
- Small business rate relief	-1,611,468	-1,693,000	-81,532
- Mandatory relief to charities	-1,845,842	-1,870,000	-24,158
- Empty/partly occupied premises relief	-423,355	-689,000	-265,645
- Other mandatory reliefs	-34,168	-6,000	28,168
Mandatory Reliefs	-3,914,833	-4,258,000	-343,167
Discretionary Reliefs	-8,591	0	8,591
Gross Rate Yield after reliefs	27,597,437	27,271,000	-326,437
Losses in collection	-350,000	-350,000	0
Cost of Collection Allowance	-133,847	-134,000	-153
	27,113,590	26,787,000	-326,590
Estimated change in receipts 1/10/12 - 30/9/13	-86,566	-149,000	-62,434
Estimated adjustment due to appeals	-1,000,000	-1,000,000	0
<b>Net Rate Yield (before transitional arrangements)</b>	<b>26,027,024</b>	<b>25,638,000</b>	<b>-389,024</b>
<b><u>Allocation of Net Rate Yield 2013/14</u></b>			
Amount of NNDR to be paid to central government	13,013,512	12,819,000	-194,512
Amount to be retained by Chorley under the rates retention scheme	10,410,810	10,255,200	-155,610
Amount to be passed to Lancashire County Council	2,342,432	2,307,420	-35,012
Amount to be passed to Lancashire Fire Authority	260,270	256,380	-3,890
<b>Total</b>	<b>26,027,024</b>	<b>25,638,000</b>	<b>-389,024</b>
<b><u>Calculation of Chorley retained business rates</u></b>			
Unadjusted total from above	10,410,810	10,255,200	-155,610
Tariff to be paid to central government	-7,499,540	-7,499,540	0
Levy to be paid to central government	-171,010	-93,203	77,807
<b>Estimated retained business rates 2013/14</b>	<b>2,740,260</b>	<b>2,662,457</b>	<b>-77,803</b>

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**Analysis of Reserves and Provisions 2013/14 to 2014/15**

Reserve or Provision	Purpose	Balance 31/3/13 £	Forecast Use in 2013/14 £	Forecast Balance 31/3/14 £	Notes
<b><u>Reserves</u></b>					
<b>General Fund Balance</b>		<b>2,059,860</b>	34,705	<b>2,094,565</b>	(1)
Restructuring Reserve	Unused balance from 2012/13	22,990		22,990	(2)
VAT Shelter Income	Capital/revenue financing	152,260	(152,260)	0	
Provision for Pension Liabilities	Payment to Lancashire Pension Fund	1,750,000	0	1,750,000	
Non-recurring growth	Budgeted financing of new investment	114,500	(114,500)	0	
	<b>Non-Directorate Reserves</b>	<b>2,039,750</b>	<b>(266,760)</b>	<b>1,772,990</b>	
<b><u>Chief Executive's Office</u></b>					
	Slippage from 2012/13	21,670	(21,670)	0	
	<i>Chief Executive's Office</i>	<b>21,670</b>	<b>(21,670)</b>	<b>0</b>	
	Slippage from 2012/13	26,800	(26,800)	0	
	PRG - capital financing	50,720	(50,720)	0	
	PRG - uncommitted	29,350	(29,350)	0	
	<i>Policy &amp; Performance</i>	<b>106,870</b>	<b>(106,870)</b>	<b>0</b>	
	<b>Chief Executive's Office</b>	<b>128,540</b>	<b>(128,540)</b>	<b>0</b>	
<b><u>Partnerships, Planning &amp; Policy</u></b>					
	Slippage from 2012/13	22,730	(22,730)	0	
	Government Grants	584,730	(274,740)	309,990	
	Handyperson Scheme	48,530	(2,660)	45,870	
	Capital financing	7,920	(7,920)	0	
	<i>Housing</i>	<b>663,910</b>	<b>(308,050)</b>	<b>355,860</b>	
	Town Centre Grants	188,540	(80,000)	108,540	
	Town Centre Reserve	233,330	(233,330)	0	
	<i>Economic Development</i>	<b>421,870</b>	<b>(313,330)</b>	<b>108,540</b>	
	Planning Appeal Costs	183,130	(100,000)	83,130	
	Government Grants	34,350		34,350	(2)
	Local Development Framework	42,030	(42,030)	0	
	<i>Planning</i>	<b>259,510</b>	<b>(142,030)</b>	<b>117,480</b>	
	<b>Partnerships, Planning &amp; Policy</b>	<b>1,345,290</b>	<b>(763,410)</b>	<b>581,880</b>	
<b><u>People &amp; Places</u></b>					
	Slippage from 2012/13	145,730	(145,730)	0	
	Astley Hall Works of Art	5,780		5,780	(2)
	Neighbourhood Working	78,200	(78,200)	0	
	Allotment Development	10,720	(10,720)	0	
	Maintenance of Grounds	52,200	10,000	62,200	(2)
	<b>People &amp; Places</b>	<b>292,630</b>	<b>(224,650)</b>	<b>67,980</b>	

**Analysis of Reserves and Provisions 2013/14 to 2014/15**

Reserve or Provision	Purpose	Balance 31/3/13 £	Forecast Use in 2013/14 £	Forecast Balance 31/3/14 £	Notes
<b><u>Reserves</u></b>					
<b><u>Transformation</u></b>					
	Slippage from 2012/13	1,000	(1,000)		0
	Legal Case Mgt System	2,350	(2,350)		0
	Town Hall Roof Safety Boards	16,000	(16,000)		0
	Union Street Roof Safety Boards	10,000	(10,000)		0
	Clayton Brook Public House	73,760	(73,760)		0
	Buildings Fund	100,000	(100,000)		0
	Elections	0	85,000	85,000	
	<i>Governance</i>	<b>203,110</b>	<b>(118,110)</b>	<b>85,000</b>	
	Slippage from 2012/13	20,050	(20,050)		0
	<i>Shared Financial Services</i>	<b>20,050</b>	<b>(20,050)</b>	<b>0</b>	
	Slippage from 2012/13	29,500	(29,500)		0
	Additional NEETs	79,040	(79,040)		0
	<i>Human Resources &amp; OD</i>	<b>108,540</b>	<b>(108,540)</b>	<b>0</b>	
	Slippage from 2012/13	162,450	(162,450)		0
	Capital financing	8,450	(8,450)		0
	<i>ICT Services</i>	<b>170,900</b>	<b>(170,900)</b>	<b>0</b>	
	<b>Transformation</b>	<b>502,600</b>	<b>(417,600)</b>	<b>85,000</b>	
	<b>Directorate Reserves</b>	<b>2,269,060</b>	<b>(1,534,200)</b>	<b>734,860</b>	
	<b>Earmarked Reserves</b>	<b>4,308,810</b>	<b>(1,800,960)</b>	<b>2,507,850</b>	
	<b>Total Reserves</b>	<b>6,368,670</b>	<b>(1,766,255)</b>	<b>4,602,415</b>	
<b><u>Provisions</u></b>					
Insurance Provision	Potential MMI clawback	15,000	0	15,000	
	<b>Total Provisions</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	

**Notes**

(1) Based on forecast as at 30 June 2013.

(2) Use of these reserves would be proposed in revenue budget monitoring reports during 2013/14.



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

## **CAPITAL PROGRAMME MONITORING 2013/14 – 2015/16**

### **PURPOSE OF REPORT**

1. To update the Capital Programme for 2013/14 and provisional budgets for 2014/15 and 2015/16, to take account of additional resources and other proposed budget changes.
2. To present an updated analysis of the receipt and use of developers' contributions for the financing of capital projects between 2013/14 and 2015/16.

### **RECOMMENDATION(S)**

3. That the Council be recommended to approve the amendments to the Capital Programme for 2013/14, as presented in column (2) of Appendix 1.
4. That the Council be recommended to approve the amendments to the provisional budgets for 2014/15 and 2015/16, as presented in columns (5) and (8) of Appendix 1.

### **EXECUTIVE SUMMARY OF REPORT**

5. Council of 16<sup>th</sup> July 2013 approved amendments to the 2013/14 Capital Programme which increased the budget from £11,951,340 to £12,853,770. Budget provision rephased from 2012/14 totalled £917,710; and other budgets reduced by a net total of £15,280.
6. The provisional Capital Programmes for 2014/15 and 2015/16 were each increased by £4,720 on the assumption that Government funding of Disabled Facilities Grants (DFGs) in those years would match the funding allocated for 2013/14.
7. Few changes are required to the 2013/14 Capital Programme at this stage. A net increase in the programme of £102,720 is proposed, as shown in column (2) of Appendix 1. The provisional budgets for 2014/15 and 2015/16 are each reduced by £50,120 because of the estimated reduction in DFGs funded by housing associations.
8. The Director of People and Places reports a request that a S106 contribution received from an Eccleston development should be used to provide a £77,000 grant to Eccleston Parish Council. If agreed, the effect on the budget for Play, Recreation and Public Open Space projects will be indicated in the next monitoring report.
9. Places for People have declined to sign the Local Adaptations Agreement relating to Disabled Facilities Grants for housing association tenants. It is estimated that expenditure,

and the contribution that would finance it, would reduce by £52,440 in 2013/14 and £50,120 in subsequent years.

10. The main capital receipt required to finance new projects added to the 2013/14 Capital Programme by Council on 28<sup>th</sup> February 2013 has not yet been received. Other capital receipts totalling £42,044 were received in the first quarter of 2013/14; and the Council's share of Chorley Community Housing's Preserved Right to Buy receipts in the quarter is estimated to be £19,000.
11. Revenue budget savings could be achieved by financing replacement People and Places directorate vehicles by borrowing rather than leasing. Additional vehicles are required for the waste and recycling contract from 2014/15. Savings could be achieved if these vehicles are purchased rather than being recharged by Veolia through the contract.
12. Also on this agenda, the Director of People and Places makes recommendations in respect of the contract award procedure for the resurfacing of three town centre car parks. Though contract figures have not yet been finalised, it is recommended that the estimated maximum budget should be added to the 2013/14 Capital Programme, to be financed from the Town Centre Investment Reserve (£143,000 revenue financing) and the Regeneration Projects capital budget (£165,000 prudential borrowing).
13. Appendix 2 to the report indicates that an uncommitted balance of developers' contributions totalling £442,000 would be carried forward at the end of 2013/14.

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

14. It is necessary for Council to approve the revised 2013/14 Capital Programme, to take account of additional resources, the transfer of budgets to revenue, the allocation of budgets to specific projects for monitoring purposes, and changes to the presentation of financing of the programme.
15. Provisional budgets for 2014/15 and 2015/16 should be updated to reflect the resources estimated to be available.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

16. None

**CORPORATE PRIORITIES**

17. This report relates to the following Strategic Objectives:

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

**BACKGROUND**

- 18. Council of 16<sup>th</sup> July 2013 approved amendments that increased the 2013/14 Capital Programme by £902,430 to £12,853,770. Budgets rephased from 2012/13 totalled £917,710; and other amendments reduced the programme by £15,280.
- 19. The provisional Capital Programme budgets for Disabled Facilities Grants for 2014/15 and 2015/16 were each increased by £4,720. This was to match the Government funding allocated in 2013/14, on the assumption that it would continue at that level. The actual allocation of Government grant is unlikely to be known until March 2014, which would be after approval of the Capital Programme for 2014/15.

**CAPITAL PROGRAMME 2013/14**

- 20. If the changes presented in column (2) of Appendix 1 are approved by Council, the Capital Programme for 2013/14 would increase by a net total of £102,720. The reasons for the changes are as indicated in the following paragraphs.
- 21. The £3,330 ICT budget for Unified Intelligent Desktop costs not eligible for grant funding should be transferred to the ICT revenue budget to contribute towards the cost of new projects. Revenue financing of the capital programme would be reduced to match to ensure that the budget impact would be neutral.
- 22. Presentation of the Affordable Housing New Development Projects budget has been changed to show the schemes already approved at St. George’s Street and Halliwell Street, and confirmation that the uncommitted budget provision is currently £73,650.
- 23. The budget for Disabled Facilities Grants for each year from 2013/14 to 2015/16 included an estimate of expenditure and income in respect of housing association properties. Places for People have declined to sign the Local Adaptations Agreement. This will affect the budget provision required each year, and the estimated impact is that the budget in 2013/14 should reduce by £52,440. This expenditure would have been financed by the housing association so there is no effect on the Council’s capital resources.

24. Receipt of a S106 contribution not available for Borough-wide use means that the budget for Play, Recreation and Public Open Spaces projects can be increased by £15,490, taking the total to £232,280. When specific projects have been agreed, this budget will be split so that they can be monitored separately. The Director of People and Places reports on this agenda that the Council has received a request from Ecclestone Parish Council for a £77,000 grant to provide a multiuse ball court at Drapers Avenue, Ecclestone. If approved, this would be financed with a S106 contribution received from a development in Ecclestone, and would be reported as a separate budget. It is likely that the £8,590 balance remaining of the particular contribution would be transferred to the revenue budget to fund improvements to existing Council-owned facilities in or near to Ecclestone.
25. The financing of the programme has been revised to move £124,480 from 'external contributions – other' to revenue financing of capital. The contributions were received prior to 2013/14 and have been brought forward in earmarked revenue reserves. In revenue budget monitoring reports, the use of the earmarked reserves for revenue financing of the capital programme will be shown.
26. The £360,000 capital receipt required to finance budget growth in 2013/14 approved by Council on 28<sup>th</sup> February 2013 has not yet been received. Should the resource not be received by 31<sup>st</sup> March 2014, and the budgeted expenditure is incurred, it could be necessary to incur additional borrowing in 2013/14. The borrowing could be repaid by voluntarily setting aside the capital receipt once received.
27. Capital receipts not reflected in the current estimate have been received. These total £42,044. In addition, the Council's share of Chorley Community Housing's Preserved Right to Buy capital receipts for the first quarter is estimated to be £19,000. The number of sales is lower than achieved in the last four months of 2012/13, and will continue to be monitored with CCH throughout the year.
28. Most vehicles used in the provision of Council services are leased or provided through the waste and recycling contract. When replacement vehicles are required at the end of leases, or additional waste/recycling vehicles are needed, it may be possible to achieve revenue budget savings by funding purchases by borrowing. This option is currently being evaluated and recommendations as to the most cost effective way of funding vehicle acquisition will be presented at a later date.
29. The Director of People and Places, in a report on this agenda, has recommended a contract award procedure and evaluation criteria for the resurfacing of the Flat Iron, Portland Street and Fleet Street car parks. This resurfacing work is not currently included in the revenue budget or capital programme. The cost would depend on tenders submitted and whether an option to resurface the Flat Iron car park overnight is pursued. To provide budget cover so that the work could start promptly, it is recommended that the maximum estimated budget of £308,000, excluding fees and surveys already funded in 2012/13, should be added to the 2013/14 Capital Programme. In my revenue budget monitoring report on this agenda, it is proposed that £143,000 of the Town Centre Reserve should be used to finance the scheme. This would be shown as revenue financing of capital in revenue budget monitoring. The balance of the funding (£165,000) should come from the Regeneration Projects capital budget. Should tenders be less than currently estimated, or the option of overnight working not be adopted, then any unused budget provision would be transferred back.



**CAPITAL PROGRAMME 2014/15 and 2015/16**

30. The budget for Disabled Facilities Grants in each of 2014/15 and 2015/16 should reduce by £50,120 for the reasons explained above. The effect on the Council’s resources is neutral.

**DEVELOPERS’ CONTRIBUTIONS**

31. Appendix 2 presents the S106 and similar contributions from developers which are budgeted to be received and applied in 2013/14. The uncommitted contributions are £108,000 for play/recreation facilities (of which £22,000 has not yet been received); and £334,000 of the Pilling Lane contribution. The latter could be used for purposes including streetscape improvements, cycle network and public transport, community safety and recreation facilities. Funding of highway improvements in the Pilling Lane area by Lancashire County Council (£150,000), improvements to Rangletts Recreation Ground (£221,660), and new CCTV in the area (£30,000) have already been included in the 2013/14 Capital programme.

**IMPLICATIONS OF REPORT**

32. 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**

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

**COMMENTS OF THE MONITORING OFFICER**

34. The Monitoring Officer has no comments.

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael Jackson	5490	23 <sup>rd</sup> July 2013	Capital Prog Monitoring 2013-14-2015-16 Aug 2013 EC.doc

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**Capital Programme - 2013/14 to 2015/16**

Scheme	2013/14		2013/14		2014/15		2014/15		2015/16		2015/16	Total
	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	Revised	Current	Revised	2013/14 to
	Estimate	(2)	Estimate	Estimate	(5)	Estimate	Estimate	(8)	Estimate	Estimate	Estimate	2015/16
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		(10)
	£	£	£	£	£	£	£	£	£	£		£
<b>Chief Executive</b>												
<b><u>Head of Customer, ICT &amp; Transactional Services</u></b>												
Thin Client/Citrix Virtual Desktop Infrastructure	46,830		46,830	0		0	0		0		0	46,830
Unified Intelligent Desktop (externally funded)	27,910		27,910	0		0	0		0		0	27,910
UID / Asidua Mobile	3,330	(3,330)	0	0		0	0		0		0	0
<b><u>Head of Customer, ICT &amp; Transactional Services Total</u></b>	<b>78,070</b>	<b>(3,330)</b>	<b>74,740</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,740</b>
<b><u>Head of Governance</u></b>												
Planned Improvements to Fixed Assets	414,340		414,340	200,000		200,000	200,000		200,000		200,000	814,340
Chorley East Health Centre - land purchase/construction	6,650,000		6,650,000	0		0	0		0		0	6,650,000
Regeneration Projects	1,000,000	(165,000)	835,000	0		0	0		0		0	835,000
- Resurfacing Town Centre Car Parks	0	308,000	308,000	0		0	0		0		0	308,000
Demolish Clayton Brook PH and landscape site	73,760		73,760	0		0	0		0		0	73,760
Grant to modify Bengal Street depot for charity use	40,000		40,000	0		0	0		0		0	40,000
<b><u>Head of Governance Total</u></b>	<b>8,178,100</b>	<b>143,000</b>	<b>8,321,100</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>8,721,100</b>
<b><u>Head of Human Resources &amp; Organisational Development</u></b>												
Integrated HR, Payroll and Training System	15,000		15,000	0		0	0		0		0	15,000
<b><u>Head of HR &amp; Organisational Development Total</u></b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
<b><u>Chief Executive Total</u></b>	<b>8,271,170</b>	<b>139,670</b>	<b>8,410,840</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>8,810,840</b>
<b>Director of Partnerships, Planning &amp; Policy</b>												
<b><u>Head of Economic Development</u></b>												
Climate Change Pot	19,680		19,680	0		0	0		0		0	19,680
<b><u>Head of Economic Development Total</u></b>	<b>19,680</b>	<b>0</b>	<b>19,680</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,680</b>
<b><u>Head of Housing</u></b>												
Affordable Housing New Development Projects	498,330	(424,680)	73,650	0		0	0		0		0	73,650
- Affordable Housing St. George's Street Chorley	0	271,680	271,680	0		0	0		0		0	271,680
- Affordable Housing Halliwell Street Chorley	0	153,000	153,000	0		0	0		0		0	153,000
Disabled Facilities Grants	605,490	(52,440)	553,050	623,330	(50,120)	573,210	635,130	(50,120)	585,010		585,010	1,711,270
Housing Renewal	54,020		54,020	0		0	0		0		0	54,020
- Energy Efficiency Grants	3,180		3,180	0		0	0		0		0	3,180
Cotswold House Refurbishment	85,570		85,570	0		0	0		0		0	85,570
Bengal Street Depot Residential Accommodation	75,000		75,000	0		0	0		0		0	75,000
<b><u>Head of Housing Total</u></b>	<b>1,321,590</b>	<b>(52,440)</b>	<b>1,269,150</b>	<b>623,330</b>	<b>(50,120)</b>	<b>573,210</b>	<b>635,130</b>	<b>(50,120)</b>	<b>585,010</b>	<b>0</b>	<b>585,010</b>	<b>2,427,370</b>

**Capital Programme - 2013/14 to 2015/16**

Scheme	2013/14		2013/14		2014/15		2014/15		2015/16		2015/16	Total
	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	2013/14 to
	Estimate	(2)	Estimate	Estimate	(5)	Estimate	Estimate	(8)	Estimate	Estimate	(9)	2015/16
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		(10)
	£	£	£	£	£	£	£	£	£	£		£
<b><u>Head of Planning</u></b>												
Eaves Green Link Road - contribution to LCC scheme	80,000		80,000	0		0	0		0		0	80,000
Chorley Strategic Regional Site	391,200		391,200	0		0	0		0		0	391,200
Highway Improvements Pilling Lane area (S106 funded)	150,000		150,000	0		0	0		0		0	150,000
Puffin Crossing Collingwood Rd/Letchworth Drive (S106 funded)	47,820		47,820	0		0	0		0		0	47,820
Buckshaw Village Railway Station (S106 financed)	725,910		725,910	0		0	0		0		0	725,910
Buckshaw Village Cycle Network (S106 financed)	11,150		11,150	0		0	0		0		0	11,150
<b><u>Head of Planning Total</u></b>	<b>1,406,080</b>	<b>0</b>	<b>1,406,080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,406,080</b>
<b><u>Director of Partnerships, Planning &amp; Policy Total</u></b>	<b>2,747,350</b>	<b>(52,440)</b>	<b>2,694,910</b>	<b>623,330</b>	<b>(50,120)</b>	<b>573,210</b>	<b>635,130</b>	<b>(50,120)</b>	<b>585,010</b>			<b>3,853,130</b>
<b><u>Director of People and Places</u></b>												
<b><u>Head of Health Environment &amp; Neighbourhoods</u></b>												
Pilling Lane CCTV (S106 funded)	30,000		30,000	0		0	0		0		0	30,000
<b><u>Head of Health Environment &amp; Neighbourhoods Total</u></b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>30,000</b>
<b><u>Head of Streetscene &amp; Leisure Contracts</u></b>												
Leisure Centres/Swimming Pool Refurbishment	364,210		364,210	282,250		282,250	283,780		283,780			930,240
Duxbury Park Golf Course/Access Rd capital investment	95,470		95,470	0		0	0		0		0	95,470
Replacement of recycling/litter bins & containers	109,690		109,690	115,000		115,000	115,000		115,000			339,690
Eaves Green Play Development (S106 funded)	183,990		183,990	0		0	0		0		0	183,990
Play and Recreation Fund projects	23,500		23,500	0		0	0		0		0	23,500
Common Bank - Big Wood Reservoir	11,520		11,520	0		0	0		0		0	11,520
Rangletts Recreation Ground/Duke Street Field (S106 funded)	221,660		221,660	0		0	0		0		0	221,660
Adlington Play Facilities (Grove Farm S106)	103,420		103,420	0		0	0		0		0	103,420
Play, Recreation and Public Open Space projects (S106)	216,790	15,490	232,280	0		0	0		0		0	232,280
Astley Hall/Park Development Works	250,000		250,000	0		0	0		0		0	250,000
Clayton Brook Village Hall Extension	135,000		135,000	0		0	0		0		0	135,000
Astley Hall Farmhouse	30,000		30,000	0		0	0		0		0	30,000
Yarrow Valley Country Park Reservoir Works	60,000		60,000	0		0	0		0		0	60,000
<b><u>Head of Streetscene &amp; Leisure Contracts Total</u></b>	<b>1,805,250</b>	<b>15,490</b>	<b>1,820,740</b>	<b>397,250</b>	<b>0</b>	<b>397,250</b>	<b>398,780</b>	<b>0</b>	<b>398,780</b>			<b>2,616,770</b>
<b><u>Director of People and Places Total</u></b>	<b>1,835,250</b>	<b>15,490</b>	<b>1,850,740</b>	<b>397,250</b>	<b>0</b>	<b>397,250</b>	<b>398,780</b>	<b>0</b>	<b>398,780</b>			<b>2,646,770</b>
<b><u>Capital Programme Total</u></b>	<b>12,853,770</b>	<b>102,720</b>	<b>12,956,490</b>	<b>1,220,580</b>	<b>(50,120)</b>	<b>1,170,460</b>	<b>1,233,910</b>	<b>(50,120)</b>	<b>1,183,790</b>			<b>15,310,740</b>

**Capital Programme - 2013/14 to 2015/16**

Scheme	2013/14		2013/14	2014/15		2014/15	2015/16		2015/16	Total 2013/14 to 2015/16 (10) £
	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	Revised	
	Estimate (1) £	(2) £	Estimate (3) £	Estimate (4) £	(5) £	Estimate (6) £	Estimate (7) £	(8) £	Estimate (9) £	
<b><u>Financing the Capital Programme</u></b>										
Prudential Borrowing	2,406,880		2,406,880	597,250		597,250	764,690		764,690	3,768,820
Prudential Borrowing - Chorley East Health Centre	6,650,000		6,650,000	0		0	0		0	6,650,000
Capital Receipts	360,000		360,000	0		0	0		0	360,000
Revenue Budget - VAT Shelter income	152,260	(3,330)	148,930	0		0	0		0	148,930
Revenue Budget - virement from revenue budgets	59,540	267,480	327,020	0		0	0		0	327,020
<b>Chorley Council Resources</b>	<b>9,628,680</b>	<b>264,150</b>	<b>9,892,830</b>	<b>597,250</b>	<b>0</b>	<b>597,250</b>	<b>764,690</b>	<b>0</b>	<b>764,690</b>	<b>11,254,770</b>
Ext. Contributions - Developers	2,303,890	15,490	2,319,380	0		0	0		0	2,319,380
Ext. Contributions - Other	252,310	(176,920)	75,390	68,670	(50,120)	18,550	68,670	(50,120)	18,550	112,490
Government Grants - Disabled Facilities Grants	323,460		323,460	311,270		311,270	273,720		273,720	908,450
Government Grants - Housing Capital Grant	345,430		345,430	243,390		243,390	126,830		126,830	715,650
<b>External Funding</b>	<b>3,225,090</b>	<b>(161,430)</b>	<b>3,063,660</b>	<b>623,330</b>	<b>(50,120)</b>	<b>573,210</b>	<b>469,220</b>	<b>(50,120)</b>	<b>419,100</b>	<b>4,055,970</b>
<b>Capital Financing Total</b>	<b>12,853,770</b>	<b>102,720</b>	<b>12,956,490</b>	<b>1,220,580</b>	<b>(50,120)</b>	<b>1,170,460</b>	<b>1,233,910</b>	<b>(50,120)</b>	<b>1,183,790</b>	<b>15,310,740</b>

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**S106 and Similar Developers' Contributions**

	Balance 1/4/13 £'000	2013/14 Receipts £'000	Use £'000	Balance 1/4/14 £'000	2014/15 Receipts £'000	Use £'000	Balance 1/4/15 £'000	2015/16 Receipts £'000	Use £'000	Balance 1/4/16 £'000	Notes
<b>Budgeted use of developers' contributions</b>											
Affordable Housing	499	0	(499)	0			0			0	(1)
Transport	785	80	(865)	0			0			0	
Play/Recreation Facilities	618	44	(554)	108			108			108	(1) (2)
Various Purposes	735	0	(401)	334			334			334	(3)
<b>Total</b>	<b>2,637</b>	<b>124</b>	<b>(2,319)</b>	<b>442</b>	<b>0</b>	<b>0</b>	<b>442</b>	<b>0</b>	<b>0</b>	<b>442</b>	

(1) Further contributions may be receivable between 2013/14 and 2015/16

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

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

**Use of Contributions Receivable from Developers 2012/13 to 2014/15**

	2013/14 £'000	2014/15 £'000	2015/16 £'000
Affordable Housing New Development Projects	499		
Eaves Green Link Road - contribution to LCC scheme	80		
Buckshaw Village Railway Station (S106 financed)	726		
Buckshaw Village Cycle Network	11		
Eaves Green Play Development (S106 funded)	184		
Common Bank - Big Wood Reservoir	11		
Play and Recreation Fund projects	24		
YVCP Natural Play Zone			
Rangleys Recreation Ground	221		
Adlington Play Facilities (Grove Farm S106)	103		
Play, Recreation & Public Open Space projects (S106)	232		
Highway Improvements Pilling Lane area	150		
Puffin Crossing Collingwood Rd/Letchworth Dr.	48		
Pilling Lane CCTV	30		
	<b>2,319</b>	<b>0</b>	<b>0</b>

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

## **CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER ONE 2013/2014**

### **PURPOSE OF REPORT**

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy, the Residents Survey 2013 and key performance indicators during the first quarter of 2013/14, 1 April to 30 June 2013.

### **RECOMMENDATION(S)**

2. That the report be noted.

### **EXECUTIVE SUMMARY OF REPORT**

3. This report sets out performance against the Corporate Strategy, the Residents Survey 2013 and key performance indicators for the first quarter of 2013/14, 1 April to 30 June 2013. Performance is assessed based on the delivery of key projects, against the measures in the 2012/13 – 2015/16 Corporate Strategy and key service delivery measures.
4. Overall performance of key projects is excellent, with a majority of the projects on track or scheduled to start later in the year. One project, the trial reopening of Market Street has been rated amber due to a further safety audit being required; however completion is due to happen by the end of October 2014.
5. Overall performance of the indicators in the residents' survey 2013 is excellent with 91% of the indicators performing above target or within the 5% tolerance.
6. Overall performance on the Corporate Strategy measures and key service delivery indicators is good. 79% of the Corporate Strategy measures and 80% of the key service measures are performing above target or within the 5% tolerance.
7. The Corporate Strategy measures performing below target are; the percentage of 16-18 year olds who are not in education, employment or training (NEET), the percentage of domestic violence detections, the percentage of residents who feel that Chorley Council provide value for money, and the percentage of customers dissatisfied with the way they were treated by the Council. Action plans have been developed to outline what action will be taken to improve performance.

8. The key service delivery measure performing below target is the time taken to process Housing benefit /Council Tax benefit new claims and change event. Again, an action plan is included within the report that outlines what actions are being taken to improve performance.

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

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

(If the recommendations are accepted)

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

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

10. None

**CORPORATE PRIORITIES**

11. This report relates to the following Strategic Objectives:

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

**BACKGROUND**

12. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council’s four priorities. The Corporate Strategy also continues to align to the priorities set out in Chorley’s sustainable community strategy, delivery of which is taken forward by the Chorley Partnership.
13. This report includes an update on the key projects and targets set out in the 2012/13 – 2015/16 Corporate Strategy.

**PERFORMANCE OF KEY PROJECTS**

14. Following the refresh of the Corporate Strategy in November 2012, there are 20 key projects for 2012/13 – 2015/16. At the end of the first quarter overall performance of key projects is excellent. 19 of the 20 projects (95%) are either on track or scheduled to start later in the year.

15. At the end of the fourth quarter, eighteen projects (90%) were rated green, meaning that they are progressing according to timescale and plan:
- Develop volunteering in the borough
  - Implement improvements to neighbourhood working
  - Launch the civic pride campaign
  - Establish a process to deliver WTWF's
  - Produce an inward investment plan
  - Implement a joint employment initiative with Runshaw College
  - Develop a Town Centre masterplan
  - Implement a programme to support the expansion of local businesses
  - Tackling fuel poverty (Phase 2)
  - Establish a Chorley Council Youth Council
  - Deliver a project to improve the productivity of council services
  - Migrate services into the front office
  - Chorley sports village
  - Deliver affordable homes through the use of Council assets
  - Develop and deliver a scheme to improve housing standards
  - Produce a development plan for Astley Park
  - Introduce local solutions to address homelessness
  - Support the development of Friday Street Health Centre
16. One project (5%) had not started by the end of the first quarter, as it is scheduled to start later in the year in order to balance out project work with core business and manage staff capacity.
- Improving access to services
17. One project (5%) is currently rated as 'amber', which is early warning that there may be a problem with this project.

Project Title		Project Status
Trial re-opening of Market Street		Amber
<b>Explanation</b>	Lancashire County Council has taken responsibility for finalising the design and delivering the scheme. LCC have instructed Jacobs Consulting to carry out a further safety audit, and following the redesign of any amended scheme additional consultation may be required.	
<b>Action Required</b>	The safety audit will take place in July. If all is approved, whilst a formal programme is awaited, it is anticipated that the project will progress as planned with contract tendering in August, experimental order awarded in late September and anticipated completion date of October 2013. If following the audit substantial change to the design is recommended then further consultation may be required impacting on project timescales.	

**RESIDENT SURVEY 2013**

- 18. A postal survey was undertaken between May and June to gather the views of residents about; satisfaction with the council overall, how residents contact the council and views on Chorley town centre. The survey was a random postal survey sent to around 6,000 households across the borough. A total of 1,234 responses were received and these have been weighted to make the results representative of the borough population.
- 19. Based on the design of the survey, the most reliable comparison is with the 2008 Place Survey, so that is the one which has been used.
- 20. One element of the questionnaire asked residents for their views of the local area, the council and the services that it provides. Many of these questions form the basis for key measures of performance of the corporate strategy; the table below shows the results for all of these indicators.

Indicator	Target	Outturn	Symbol	2008 results	Trend
% of people satisfied with their neighbourhood as a place to live.	85%	83.9%	●	83.8%	→
% of people who regularly participate in volunteering	25%	24%	●	22.8%	↑
% of people who feel that they cannot influence decision making in their local area	Less than 50%	31%	★	N/A	N/A
% of the population satisfied with street cleanliness	65%	67.5%	★	55%	↑
% of the population feeling safe during the day.	90%	91.1%	★	91.1%	→
% of the population feeling safe during the night	70%	68.5%	●	56.1%	↑
% of the population satisfied with parks and open spaces	75%	72%	●	72%	→
% of residents satisfied with the way the council runs things.	65%	73.2%	★	50%	↑
% of residents who feel that the Council provides value for money.	55%	51.1%	▲	41.4%	↑
Satisfaction with waste and recycling collection	75%	83.1%	★	67%	↑
Satisfaction with sports and leisure facilities	53%	52.1%	●	53%	→

- 21. Ten (91%) of the eleven indicators performed above target or within the 5% tolerance, and all of the indicators have either maintained or improved performance when compared to 2008.

**PERFORMANCE OF CORPORATE STRATEGY MEASURES**

23. At the end of the first quarter, it is possible to report on 19 of the key performance indicators within the Corporate Strategy. 12 indicators (63%) were performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.
24. The following indicators are performing better than target:
- % of people who feel they cannot influence decision making in their local area
  - Overall employment rate
  - Satisfaction with street cleanliness % of working age people on out of work benefits
  - Number of long term empty properties in the borough
  - % of the population feeling safe during the day
  - The number of visits to Council's leisure centres
  - Number of young people taking part in 'Get Up and Go' activities
  - Number of Homelessness Preventions and Reliefs
  - % residents satisfied with the way the council runs things
25. Three indicators are baseline indicators in order to establish a meaningful target:
- Average length of stay (town centre)
  - Number of jobs created through targeted interventions
  - Number of jobs created through inward investment
26. Three indicators (16%) are performing slightly below target, but are within the 5% tolerance threshold:
- % people satisfied with their neighbourhood as a place to live
  - % of people who regularly participate in volunteering
  - % of the population feeling safe at night
27. Four indicators (21%) performed below target; the percentage of 16-18 year olds who are not in education, employment or training (NEET), the percentage of domestic violence detections, the percentage of residents who feel that Chorley Council provide value for money, and the percentage of customers dissatisfied with the way they were treated by the Council,.
28. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance. A brief analysis of trend has also been provided to give some context to the performance value:

Performance Indicator		Target	Performance
<b>% of 16-18 year olds who are not in education, employment or training (NEET)</b>		<b>5%</b>	<b>6.1%</b>
<b>Reason below target</b>	<p>The counting methodology has changed for 2013/14. LCC has a statutory responsibility to track young people and ascertain their destination on an ongoing basis, if however they are unsuccessful in contacting them then their destination will be updated to "Not Known". From 2013/14 onwards, the Department for Education have announced that NEET young people will no longer become "not known" even if contact with them is lost. They will stay NEET until confirmation that they have moved into another destination is received. Therefore, the 8% not knowns who were previously EET have been counted back into the NEET numbers.</p> <p>Also between May and September there is generally a peak in performance due to College leavers, and it is anticipated that performance will improve by the end of quarter two.</p>		
<b>Action required</b>	<p>Positive activities continue by the Children's Trust. The NEET Task and Finish Group have developed new content on the Young Peoples Service website specifically aimed at young people in Chorley to help them with employment, education and training options. Supporting material has also been produced such as posters to promote the new facility locally.</p> <p>The project to implement a joint employment initiative with Runshaw College aims to reduce the NEET figure, this commenced delivery in quarter one. Initial set up of the project is complete and Runshaw College are now undertaking work to promote the fund to employers and young people. Work and promotion of the scheme will increase in advance of the September in-take.</p>		
<b>Trend</b>	<p>Quarter one 2012/13 was 5.2%, and the year end figure for 2012/13 was 5.3%. Performance at year end was better than the Lancashire County Council target of 6.2% which has been set at a more challenging level of 5.2% for 2013/14.</p>		

Performance Indicator		Target	Performance
<b>% of domestic violence detections</b>		<b>70%</b>	<b>66%</b>
<b>Reason below target</b>	<p>There are several factors influencing the level of detections including the time available for officers to carry out investigation in order to achieve a detection and also insufficient evidence, which could be due to none cooperation of the victim.</p>		
<b>Action required</b>	<p>Ensure that investigating officers are following the Domestic Violence investigation procedure. This process is to be reinforced and communicated at team briefings and tasking meetings.</p>		
<b>Trend</b>	<p>Quarter one 2012/13 was 76%, and the year end figure for 2012/13 was 70.5%.</p>		

Performance Indicator		Target	Performance
<b>% residents who feel that Chorley Council provide value for money</b>		<b>55%</b>	<b>51.1%</b>
<b>Reason below target</b>	The target set in the corporate strategy for residents who feel that the council provides value for money was set using the last available information, which was from a survey of citizens' panel members in 2010. There is research that shows that people who feel more informed, such as members of a Citizens' Panel, are more likely to believe the council delivers value for money. The latest results are best compared to the Place Survey undertaken in 2008, which was a randomised postal survey.		
<b>Action required</b>	The council continues to have plans in place to meet the budget reductions in the coming years. These are set out in the medium term financial strategy. Research suggests that people feel that they get better value for money when they feel better informed about what the council does. Work on engaging and informing residents about services will continue.		
<b>Trend</b>	The latest results are 10% better than the response received in 2008 (51% compared to 41% in 2008).		

Performance Indicator		Target	Performance
<b>% of customers dissatisfied with the way they were treated by the Council</b>		<b>20%</b>	<b>27.4%</b>
<b>Reason below target</b>	The main reason for dissatisfaction identified by customers continues to be that they did not receive a response or did not receive a response in a timely manner. This is often in relation to more complex enquiries where officers need to consult with other agencies to determine an accurate response. The issue has been addressed at Information Exchange for Heads of Service to take back and disseminate to their managers and teams. This is in combination with a number of new measures including reports on call backs and correspondence to provide more visibility over the customer contact process.		
<b>Action required</b>	Service heads and managers have been challenged to make significant improvements over the coming weeks to ensure that customers are kept informed of progress. New technology currently in testing is soon to be made available via the website which will give customers the ability to track the progress of their query online.		
<b>Trend</b>	In comparison at the end of quarter one 2012/13 dissatisfaction was 30.5%.		

**PERFORMANCE OF KEY SERVICE DELIVERY MEASURES**

29. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are five indicators that can be reported at the end of the fourth quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.
30. The following are performing better than target:
  - Processing of planning applications as measured against targets for 'minor' application

- Processing of planning applications as measured against targets for 'other' application types
- Number of families in temporary accommodation

31. One indicator is performing slightly below target, but within the 5% tolerance threshold:

- Processing of planning applications as measured against targets for 'major' application types

32. There is currently one indicator that is performing worse than target. This indicator relates to the time taken to process housing and council tax benefit new claims and change events. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator		Target	Performance
<b>Time Taken to process HB/CT benefit new claims and change events</b>		10 days	12.53 days
<b>Reason below target</b>	The first quarter is always the busiest period for the Benefit processing team as the annual billing process generates high volumes of claims and queries.  In addition, Welfare Reform changes have placed additional demand on the service, increasing the numbers of outstanding queries and creating high volumes of discretionary housing applications.		
<b>Actions required</b>	One of the processes is being automated using the facility available on Academy software. This will free up resources to be used on clearing outstanding manual work. Service managers will continue to closely monitor demand and it is anticipated that performance will be on track during quarter two.		

**IMPLICATIONS OF REPORT**

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

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

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.


Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	25 July 2013	First Quarter Performance Report 2012/13



















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

 Performance is better than target


 Worse than target but within threshold


 Worse than target, outside threshold






Indicator Name	Polarity	Target Value	Performance Value	Symbol	Trend
% people satisfied with their neighbourhood as a place to live	Bigger is better	85%	83.9%		→
% of people who regularly participate in volunteering	Bigger is better	25%	24%		↑
% of people who feel they cannot influence decision making in their local area	Smaller is better	50%	31%		N/A
Average length of stay (town centre)		Baseline	1-2 hours		N/A
Overall employment rate	Bigger is better	80%	80.1%		↑
Number of jobs created through targeted interventions		Baseline	35		N/A
Number of jobs created through inward investment		Baseline	20		N/A
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5%	6.1%		↓
Satisfaction with street cleanliness	Bigger is better	65%	67.5%		↑
Number of long term empty properties in the borough	Smaller is better	240	237		↑
% of the population feeling safe during the day	Bigger is better	90%	91.1%		→
% of the population feeling safe at night	Bigger is better	70%	68.5%		↑
% of domestic violence detections	Bigger is better	70%	66%		↓
The number of visits to Council's leisure centres	Bigger is better	250000	267374		↑
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	3750	6858		↓
Number of Homelessness Preventions and Reliefs	Bigger is better	50	148		↑
% residents satisfied with the way the council runs things	Bigger is better	65%	73.2%		↑
% residents who feel that Chorley Council provide value for money	Bigger is better	55%	51.1%		↑
% of customers dissatisfied with the service they received from the council	Smaller is Better	20%	27.4%		↑

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

 Performance is better than target

 Worse than target but within threshold

 Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol	Trend
NI 181 YTD Time Taken to process HB/CT benefit new claims and change events	Smaller is better	10Days	12.53Days		↓
(NI 157a) Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	66.67%		↓
(NI 157b) Processing of planning applications as measured against targets for 'minor'	Bigger is better	65%	76.92%		↑
(NI 157c) Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	82.64%		↑
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	25	14		↓



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

## **CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER ONE 2013/14**

### **PURPOSE OF REPORT**

1. To update the Executive on the performance of the Chorley Partnership during the first quarter of 2013/2014, from 1 April to 30 June 2013.

### **RECOMMENDATION(S)**

2. That the report be noted.

### **EXECUTIVE SUMMARY OF REPORT**

3. This report is the first in a new format of partnership performance reports. It sets out the priorities and performance of the Chorley Partnership for the first quarter of 2013/2014, from 1 April to 30 June 2013.
4. The report presents to Members the priorities of the partnership groups and how successfully they have been delivering against those priorities in that quarter. This is a move away from using performance indicators towards placing some contextual information regarding the work that has been delivered and what impact and outcomes this has achieved.
5. Overall progress against priorities is excellent, of the nineteen priorities identified across the partnership, seventeen are rated as green and two are rated as not started.

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

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

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

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

7. None.

**CORPORATE PRIORITIES**

8. 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	✓

**PRIORITIES FOR PARTNERSHIP WORKING FOR 2013/14**

9. During the quarter one report, it is useful to present the priorities for 2013/14 and how the groups agreed these priorities. This section of the report considers the priorities of each group, the decision making process and agreed method of delivery.

**CHORLEY PARTNERSHIP EXECUTIVE**

**Chorley Partnership Executive Priorities for 2013/14**

- 10. The Partnership Executive will focus on one main priority for 2013/14, to mitigate the impact of welfare reforms on vulnerable people.
- 11. This was agreed by the Partnership Executive following their priority setting meeting held in November. At this meeting, they considered a state of the borough assessment and shared information about the challenges of the year ahead. It was agreed to focus on welfare reforms considering the changes that were planned during 2013/14 and the cross cutting nature of the work.
- 12. The Partnership Executive also agreed to reconfigure the way they managed their business as usual. It was agreed that better links into the sub groups would enable them both to challenge and support the work of partners at that level. An integrated delivery plan was developed and agreed by the Partnership Executive in April. The first performance report (Quarter One 2013/14) enabled them to challenge the sub groups, for example the Community Safety Partnership on reoffending, and to raise issues at a more strategic level, for example the role of the county wide health and wellbeing board.

**Chorley Children’s Trust**

<b>Chorley Children Trust Priorities for 2013/14</b>	
<b>Priorities</b>	<ol style="list-style-type: none"> <li>1. Things to do and places to go for children, young people and families</li> <li>2. Identify and respond to the emotional and social wellbeing of children and young people</li> <li>3. Prevention &amp; Early Intervention Support for Children, Young People and Families</li> <li>4. Reducing Young People Not in Education, Employment or Training</li> </ol>
<b>Decision making process</b>	<p>These priorities were chosen by the Trust during a panel meeting in February at which they reviewed progress against last year’s action plan, and considered the current information available to them regarding the children and young people in Chorley. This included JSNA data which informed them of how well performing Chorley was in specific areas. The priorities were agreed at a full Trust meeting.</p>
<b>Delivery</b>	<p>The Children’s Trust has an action plan which they will use to ensure that they deliver on these priorities. Progress against this action plan is reported quarterly at the Trust.</p>

**Chorley and South Ribble Community Safety Partnership**

<b>Chorley and South Ribble Community Safety Partnership Priorities for 2013/14</b>	
<b>Priorities</b>	<ol style="list-style-type: none"> <li>1. Domestic Violence and Violent Crime</li> <li>2. Reduce Anti-Social Behaviour</li> <li>3. Child Sexual Exploitation</li> <li>4. Reoffending - Young Offenders</li> <li>5. Acquisitive Crime (Burglary dwelling and vehicle crime)</li> <li>6. Killed and Seriously Injured (road traffic)</li> </ol>
<b>Decision making process</b>	<p>These priorities were chosen by the Partnership based on the 2013/2014 strategic assessment. This considers the current intelligence on crime and community safety issues and proposes what the priorities should be going forward. New priorities for this year are acquisitive crime (burglary dwelling and vehicle crime) and killed and seriously injured (road traffic). The priorities were agreed at the full partnership meeting.</p>
<b>Delivery</b>	<p>A partnership action plan has been developed and each priority has a lead agency and professional. There are fifteen actions contained within the plan to deliver the priorities. The quarterly performance reports show progress against these priority projects, key performance indicators and identified threats.</p>

**Chorley and South Ribble Health and Wellbeing Partnership**

<b>Chorley and South Ribble Health and Wellbeing Partnership Priorities for 2013/14</b>	
<b>Priorities</b>	<ol style="list-style-type: none"> <li>1. Accessibility – ensure high quality health services and interventions are readily available to our citizens</li> <li>2. Independence – provide services, interventions and support that enables of citizens to live independently in the community</li> <li>3. Activity – provide the infrastructure and incentives for citizens to undertake activities that promote good health and wellbeing</li> </ol>
<b>Decision making process</b>	<p>The partnership plan has been developed to be delivered over a five year period (2013 – 2018). The priorities have been chosen by the group based on the understanding of local health profiles and the projected work programmes of the Clinical Commissioning Group and other agencies. The priorities were then agreed at a full partnership meeting.</p>
<b>Delivery</b>	<p>Progress against the plan is discussed at every meeting, and agencies have taken a lead on actions within the plan.</p>

**Chorley Economic Development Group**

<b>Chorley Economic Development Group Priorities for 2013/14</b>	
<b>Priorities</b>	<ol style="list-style-type: none"> <li>1. Thriving town centre</li> <li>2. Promote and increase inward investment</li> <li>3. Business support to new and existing businesses</li> <li>4. Supporting young people through education, training and fostering entrepreneurship</li> <li>5. Reducing the gap in our most deprived communities</li> </ol>
<b>Decision making process</b>	<p>These priorities form the Economic Development Strategy, which has been developed based on local economic intelligence. The overall vision for the economic development strategy is ten years, to be achieved by 2022; however the actions identified for each of the priority areas cover a two year period from 2012 -2014. This has been agreed by the group.</p>
<b>Delivery</b>	<p>In order to monitor the progress in delivering against the priority areas, key long term outcomes and measures have been identified, and progress is provided against these at group meetings.</p>

**WHAT HAS BEEN ACHIEVED IN QUARTER ONE?****CHORLEY PARTNERSHIP EXECUTIVE**

13. During the first quarter of 2013/2014, the partnership have;
  - a. Developed the Annual Report. This has brought together the achievements of the partnership over the past year, but also has refreshed the challenges for partnership working looking forward. One of the challenges was the increasing rate of alcohol misuse in under 18's and it was agreed to devolve this to the Children's Trust for action.
  - b. Developed a new form of performance monitoring for the partnership. This enabled the Executive to discuss and find solutions to three issues raised by the sub groups;
    - i. Relationship between county wide Health and Wellbeing Board and local health and wellbeing partnerships (Lancashire County Council Public Health attended the meeting to be held to account on this issue and have agreed an on-going dialogue on progress)
    - ii. Involvement of Job Centre Plus in the Chorley Works Project (DWP representative agreed involvement where possible)
    - iii. Engagement of Schools in the Schools Enterprise Challenge (agreed to be raised at Children's Trust)
  
14. The priority for the Executive for 2013/14 is to mitigate the impact of the welfare reforms on vulnerable people. In the first quarter, they have delivered the following;
  - a. A launch event for the credit union was held in May to share progress and gain commitment from partners across the partnership
  - b. Discussions are underway with Lancashire Teaching Hospitals Trust to look at the possibility of extending the Credit Union to their employees (7000 staff)
  - c. 56 families have received financial capability training from Citizens Advice Bureaux in a project funded by Chorley Council and registered social landlords.
  - d. A pilot Welfare Reform Roadshow was held in Tatton Community Centre in May which was well attended by a range of partners
  - e. The Welfare Reform Partnership which has attendance from a number of key local partners including RSL's and advice providers has developed a service directory for use for partners to refer customers for support
  - f. Lancashire County Council, Age UK Lancashire and Chorley Council are looking at the meals on wheels / befriending provision in the borough
  
15. They are delivering a project which has assessed the increased demands on services across partner agencies following changes to welfare reform. There is a substantial amount of evidence which shows that the impact is far reaching on our communities. The project is now considering what solution could be put in place to support these people and the first point of contact, looking at a central resource across Chorley to support people in a consistent and cost effective way.

**SUB GROUP PERFORMANCE AGAINST PRORITIES**

16. The following tables show the delivery of the sub groups against their priorities. It indicates if progress is green (progressing according to plan), amber (the priority has a problem with achieving the aims and action is being taken to resolve this), red (the priority has a problem with achieving the aims and requires action to achieve its objectives) and not started. It provides an update on the outputs of the work in the first quarter, and where possible provides a performance indicator to demonstrate progress against targets. There is work being done with the sub groups to attempt to match an indicator to every priority.

<b>Chorley &amp; South Ribble Health &amp; Wellbeing Partnership</b>		
<b>Priority</b>	<b>Status</b>	<b>Performance</b>
<b>Accessibility – ensure high quality health services and interventions are readily available to our citizens</b>	Green	Health impact assessment training has been undertaken and plans are in place to assess the adopted Central Lancashire Core Strategy (CLCS) and planning policies. A health impact assessment has been produced on the CLCS to look at hot food takeaway provision near schools. Discussions are underway to consider how to address new large scale development health infrastructure requirements. Chorley and South Ribble Partnership Executives are to look at forming a joint multi agency group in the next quarter.
<b>Independence – provide services, interventions and support that enables of citizens to live independently in the community</b>	Green	Performance information is being collected on health and wellbeing to form an information sharing programme down to a neighbourhood level. The working together with families programme is on-going as is the time credits programme. Discussions are being had at a county level linked into health, housing and disabled facilities grant.
<b>Activity – provide the infrastructure and incentives for citizens to undertake activities that promote good health and wellbeing</b>	Green	There is a programme of events scheduled including free swimming sessions provided at All Seasons, a health event calendar developed to promote a specific health issue each month during 2013/14, a health literacy project in progress in Chorley Town East, sport and activity for all event programmed and establishing a health hub in Chorley East (Tatton Community Centre).

<b>Chorley Children’s Trust</b>		
<b>Priority</b>	<b>Status</b>	<b>Performance</b>
<b>Things to do and places to go for children, young people and families</b>	Green	A programme of activities for children and young people aged 0-11 and 11-18 has been developed. The activities are online on the Chorley Council website and a specific booklet is being produced for 11-18 for distribution in targeted areas. Mapping of activities has been done down to a ward level. The Making It Happen Youth Ambassador project is ready to be launched and the Youth Council have taken up a regular presence at the trust meetings.
<b>Identify and respond to the emotional and social wellbeing of children and young people</b>	Not started	Services for young carers have been examined in light of a recent decommissioning and the Trust is working with the Barnardos young carers project to ensure that young carers are directed towards this service. The main bulk of this priority, to consider the data available in this area, has not yet started.
<b>Prevention &amp; Early Intervention Support for Children, Young People and Families</b>	Green	A range of prevention and early intervention initiatives are in place including the familywise project which is delivered by child action North West. These commissions end in September at which point new contracts will be tendered for. There are also a number of small grants that have been made and delivered.
<b>Reducing Young People Not in Education, Employment or Training</b>	Green	Numbers of NEET young people have reduced and the NEET Strategy group continues to meet to ensure that momentum is kept up with delivering initiatives to support these young people.
		<i>Chorley NEET June 2013 (June 2012 5.2%) 6.1%</i>

<b>Chorley &amp; South Ribble Community Safety Partnership</b>		
<b>Priority</b>	<b>Status</b>	<b>Performance</b>
<b>Domestic Violence and Violent Crime</b>	Green	Of the five actions for this priority in 2013/14, three are rated as green and two have not started. Projects have been initiated in reduce repeat offending in non-statutory perpetrators and improving multi agency communication.
<b>Child Sexual Exploitation</b>	Amber	Of the three actions for this priority in 2013/14, two are rated as green and one is rated as amber - this regards school safeguarding leads having access to level 2 Child Sexual Exploitation training by Lancashire Constabulary Public Protection Unit. Due to very recent changes within the Police Public Protection Unit, a level 2 training is unlikely to be available in the near future however there are on-going discussions and developments have been made in creating a 'short session' which can be delivered in a multi-agency capacity of which safeguarding leads at schools will be the priority.
<b>Reduce Anti-Social Behaviour</b>	Green	Both actions are green and projects are underway to reduce the number of ASB incidents especially in vulnerable groups and locations and reduce crime and ASB associated with fire setting during key periods. <i>Anti-Social Behaviour quarter one 2013/14 (compared to quarter one 2012/13) -12.1%</i>
<b>Reoffending - Young Offenders</b>	Not started	There are three actions, one of which is green and two are not started. This is because the actions relate to the youth offending conditional cautions and this will not be introduced into Lancashire until autumn at the earliest. Once implementation plans have been agreed actions can commence.
<b>Acquisitive Crime (Burglary dwelling and vehicle crime)</b>	Green	Three actions have been identified, two of which are green and one is not started. Operations are in progress aiming to reduce thefts by insecurity and disrupting cross boarder criminals. <i>Burglary Dwelling quarter one 2013/14 (compared to quarter one 2012/13) -32.4%</i>
<b>Killed and Seriously Injured</b>	Green	Of the three actions, all are green. Work is on-going to increase participation in the promotion of road safety messages.

<b>Economic Development Partnership</b>		
<b>Priority</b>	<b>Status</b>	<b>Performance</b>
<b>Thriving town centre</b>	Green	The Town Centre Masterplan is in development, and other projects have begun, such as the remodelled town centre grants programme and the new car park pricing trial.
<b>Promote and increase inward investment</b>	Green	The Inward Investment Plan has been developed and work has been undertaken to look at bringing forward employment land for inward investment and investigating a grant / reward scheme <i>Number of jobs created through Inward Investment (quarter one 2013/14) 20</i>
<b>Business support to new and existing businesses</b>	Green	Business Advisors are in place for start-up and existing businesses. Support for businesses includes a programme of workshops, the Choose Chorley Business Network and a number of grant programmes
<b>Supporting young people through education, training and fostering entrepreneurship</b>	Green	Delivery of the Partnership NEET project with the Children's Trust has been completed and the Apprenticeship Programme and the Joint Employment Support Initiative with Runshaw College have been developed
<b>Reducing the gap in our most deprived communities</b>	Green	Work is on-going to develop the Credit Union, to further develop the time credits volunteering programme in Chorley, and a host of initiatives with regards to welfare reforms are on-going.



**IMPLICATIONS OF REPORT**

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

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

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Sarah James	5779	18 <sup>th</sup> July 2013	Chorley Partnership 1st Quarter Report

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Report of	Meeting	Date
Head of Governance (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

**CONTRACT AWARD – ENERGY UTILITY CONTRACTS**

**PURPOSE OF REPORT**

- To update members on the process of appointing a new electricity supplier for the Council.

**RECOMMENDATION(S)**

- That authority be delegated to the Executive Member for Resources, Policy and Performance to award a contract for the supply of electricity to Council buildings for the period April 2015 – March 2019 to the preferred contract proposed by the YPO.

**EXECUTIVE SUMMARY OF REPORT**

- The Executive Member for Resources Policy and Performance has recently approved the continued use of the Yorkshire Purchasing Organisation for the procurement of the Council’s energy utility suppliers.
- At the same time the Executive Member approved a scoring matrix for the consideration of any bids made within the YPO Framework.
- The bids are being assessed and it is envisaged that the YPO will recommend to this Council a preferred (winning) bidder in mid to late August.
- In order to facilitate the award of the contract Executive Cabinet are asked to delegate authority to the Executive Member for Resources Policy and Performance, to award the contract to the preferred bidder.
- In the event the preferred bidder is identified before the Cabinet meeting on 15 August, an addendum report will be brought confirming the preferred bidder and seeking authority to award the contract.

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 8. The award will provide a continued utility services provision for the council.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 9. None

**CORPORATE PRIORITIES**

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

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

**BACKGROUND**

- 11. The Council currently utilises energy framework agreements put in place by YPO (Yorkshire Purchasing Organisation) for its energy requirements and has done so for a number of years.
- 12. Approval was first given in 1998 to allow YPO to act as Agent for Chorley Council for the procurement of its energy requirements. As this historical approval is now in excess of 10 years old and in view of the up and coming tender exercise for electricity which will equate to in excess of £600,000 worth of spend, it is timely to re-affirm Member approval to continue to use YPO as Chorley’s Agent for the procurement of its energy requirements.
- 13. YPO are a Public Sector Buying Organisation who procure energy on behalf of in excess of 80 Public Sector Bodies.
- 14. YPO procure energy on a flexible basis i.e. purchasing varying tranches of energy throughout the year to take advantage of fluctuations in energy prices and to mitigate the risk of buying all its energy requirements on a fixed date when energy prices might be high, as outlined below:

Energy markets are extremely volatile and prices can vary significantly on a daily basis thus making it extremely difficult to control costs and manage budget. One way of mitigating this risk is to adopt a flexible, aggregated, risk managed approach to energy procurement. Adopting a flexible approach to energy procurement allows the purchase of raw energy to be fixed over a number of trades from the wholesale market.

The benefits of adopting this method of procurement over the traditional fixed price, fixed term are:-

- The purchaser is not solely reliant on the supplier's view of the market
- All costs that make up the delivered price are fully transparent
- Flexible purchasing allows for the adoption of a risk management strategy
- A single procurement from the market may tie you to an unfavourable price

- 15. YPO will shortly be going out to tender for electricity for the period April 2015 to March 2019.
- 16. The evaluation criteria to be used as part of the tendering exercise will be:
 

Cost	35%
Customer Service	20%

Trading Support	15%
Account Management	15%
Billing	5%
Validation of Pricing	5%
Metering	5%

17. It is anticipated that tenders will be evaluated in August 2013 and contract documentation will be sent out shortly thereafter for sign off by Chorley Council and other Public Sector Bodies participating in the tender exercise to allow YPO to procure electricity on a flexible basis from April 2014 ready for a contract start date of April 2015.

**IMPLICATIONS OF REPORT**

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

19. The costs of the procurement exercise and contract will be met from existing and future set budgets.

**COMMENTS OF THE MONITORING OFFICER**

20. The scoring matrix adopted is appropriate to this type of contract. The proposed recommendations concerning the award of the contract are acceptable.

Chris Moister  
Head of Governance

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister	5160	6 August 2013	

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Report of	Meeting	Date
Director of People & Places (Introduced by the Executive Member for People)	Executive Cabinet	15 August 2013

## **PARKS AND OPEN SPACES MEMORIAL POLICY**

### **PURPOSE OF REPORT**

1. To provide an update following consultation on the Parks and Open Spaces Memorial policy and seek approval for the adoption of the policy.

### **RECOMMENDATION(S)**

2. That the consultation and responses are noted and that the amended policy is formally adopted with immediate effect.

### **EXECUTIVE SUMMARY OF REPORT**

3. The report details the consultation that has taken place on the draft policy agreed as Executive Cabinet 18<sup>th</sup> October 2012.
4. The report details the consultation feedback and policy changes and the revised policy recommended for approval.

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

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

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

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

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

**CORPORATE PRIORITIES**

8. 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**

9. The Council has for many years received a number of requests for memorial items in the parks and open spaces.
10. Many of the appropriate locations within the various sites are now taken and as a result very few spaces remain. Requests for memorials, which are often emotionally sensitive, can be difficult for staff to manage, especially when they are not in keeping with the site and there is no policy in place to provide guidance.
11. A policy is needed to clarify the Council's position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage on-going memorial maintenance.
12. Following approval of the draft policy for consultation on 18<sup>th</sup> October 2012, consultation has now taken place.

**CONSULTATION**

13. The public consultation period started in December 2012 until the end of January 2013.
14. The draft document and consultation was sent out to key stakeholders and discussed at group meetings such as Astley Advisory Group and Yarrow Valley Advisory Group.
15. Press releases, social media and the Council's website were used to promote the consultation.
16. A total of 7 responses were received as detailed in Appendix 1.
17. The majority of the responses are broadly in favour and supportive of the policy. However, requests for greater flexibility of memorial requests, including non-military items have been made for Astley Park.
18. The feedback regarding Yarrow Valley includes concerns regarding the number of benches and a request to allow memorial trees. The number of benches at Yarrow Valley will be managed appropriately and memorial trees are not included in the policy as the significant existing tree stock is already difficult to manage.
19. The request regarding Whittle-le-Woods has been passed to and dealt with by the Parish Council.



20. In light of the consultation, the draft policy has been amended as follows:

- Slight change to phrasing in paragraph one and change to front cover.
- Provision for military and non-military related memorial requests in Astley Park in separately defined areas. From the Memorial Arch to Pets Corner only applications from military or ex-military personnel will be considered to reflect the parks war memorial status. Non-military related applications will only be considered for other areas of the park from Pets Corner to the Hallgate and Ackhurst Lodge entrances.
- Rewording of the exceptional circumstances to allow for greater flexibility and consideration of both other and exceptional circumstances.

21. The amended policy is attached in Appendix 2. Following approval the policy will be implemented with immediate effect.

**IMPLICATIONS OF REPORT**

22. 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**

23. There are no financial implications associated with this report.

**COMMENTS OF THE MONITORING OFFICER**

24. The policy will provide consistency and clarity for officers and residents and will assist the Council in discharging their functions.

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

25. The policy should not pose any issues for the Council in meeting the objectives of its equality scheme and statutory responsibilities.

JAMIE CARSON  
DIRECTOR OF PEOPLE FOR PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	17-07-2013	EC 15-08-2013 POS Memorial Policy

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**APPENDIX 1 - MEMORIAL POLICY – PARKS & OPEN SPACES**

**CONSULTATION RESPONSES**

Any personal information has been removed from the comments

<p style="text-align: center;"><b><u>Individual</u></b></p>
<p>I read with interest the Council's proposals in respect of memorials, outlined in a draft policy document on the Council's website. May I endorse the Council's proposal in respect of just allowing benches for military / ex-military personnel in Astley Park, respecting and reflecting the park's position as the town's War Memorial?</p>
<p>Just wondering whether the dog in the picture could be erased - it does not appear to be under control as per dog control order re footpath, or does that not apply to parks. Otherwise agree Astley Park memorials be restricted to war personnel.</p>
<p>It doesn't seem fluid enough to me, and I would wish to see lines such as - 'Chorley BC will try and facilitate every request made, but for example, we cannot have 100s of benches and no places to put them, so rather than decline a specific request CBC will try to suggest changing the memorial to some other aspect of work (gates, walls, trees, fences etc.) that is to be undertaken in that area or nearby. It is of course up to the donor whether they wish to accept this suggestion or not'.</p>
<p><b>INTRODUCTION</b>                      1. (Line 3) change 'will' into 'may' as sounds less resistant, and add after every request...in the format asked. However CBC would like to honour every request if able and thus will suggest to the donor alternatives (e.g. a wall, tree, fence, bridge etc., i.e. work which is in keeping with the advancement of the area) where the original idea cannot be accepted.'                      5. <b>ASTLEY PARK Other Memorial Items.</b> Delete 'no other memorial items are accepted within Astley Park' as this is not good or positive to say even if true. Input something along the lines of 'other memorials will be considered on merit and may be subject to alternative suggestions where the original request cannot be done.'</p>
<p>You will understand that my belief is that in these expensive days with financial cut-backs everywhere CBC cannot afford to be too rigid and must take every opportunity to have any scheduled work subsidised where possible, especially where such a transaction suits both parties. I know that this inevitably means more work for CBC staff in coming up with suggestions and negotiating etc., with the donor, but any Manager and well run dept. must make the utmost of every possible advantage coming their way. As a resident and tax payer I would expect nothing less!</p>

I have been reading in the Citizen and norley Guardian respectively regards requests for memorials to loved ones.

[REDACTED] wife of the late [REDACTED] who passed away on [REDACTED] would also like to request that I also can place my husbands ashes and a boulder with a commemorative plaque in the grounds of whittle memorial.

As my husband came from whittle I would kindly ask your committee and yourself if I and my family and close friends could place the boulder along with his ashes amongst the shrubbery facing the road in grounds of the memorial.

I intend to place the ashes and boulder on his anniversary [REDACTED] I have communicated by telephone with the whittle councillor [REDACTED], he advised he will put my request to your committee members.

I truly hope that this will not create a problem. I and my family will see to the upkeep of the memorial.

I await your permission with anticipation



<p><i>"The document seems fair in all but one area - Astley Park. Whilst I accept the connection with the war memorial, restricting the park to memorials connected with the armed forces is not, in my view, acceptable. There are many people who have grown up playing football, tennis, bowls, walking, cycling, etc., in the park - along with countless other memories of grandparents taking children for walks and feeding the ducks. Unless the park is to be turned over to nothing but a war memorial then I can't see how this restriction helps the people of Chorley - the park is used all year round, the war memorial is only one feature. A loss of life in the service of our country should be honoured and respected, but that loss of life means nothing if it restricts the rights of people back home. Memorials in Astley Park should be allowed for anyone, regardless of calling or background, whose memory is linked, by those left behind, with the park."</i></p>	
	<p><b><u>Group / Organisation</u></b></p>
<p>Lower Burgh Meadows Conservation Group</p>	<p>The opinions of all members were :</p> <p>Regarding Benches, Are we going to see mass quantities of benches put in place which would deter from the natural look of the surroundings?</p> <p>Memorial Trees: Our group would encourage the planting of Memorial trees, native source, native grown in any area that does not in the long turn through heavily shading, lose the wild flower content of that area, i.e. beech tree planted to the north side of the small lodge.</p> <p>Ideas regarding memorial trees: Where old trees have fallen, leaving open spaces plant trees with a maturity height of 30ish feet, this would most certainly save on maintenance. Plant trees that produce good Nectar source and berries for wildlife.</p> <p>My idea: Kissing gate into the field where the sculptured deer is, take 20 yards off the field, create woodchip path and then you would have 20 by 100 yards to plant up.</p>
<p>Lancashire County Council</p>	<p>Thank you for giving me the opportunity to comment on your proposed policy. I think this is an excellent way of accommodating memorials within areas you have control over. I support the policy and welcome the district council's initiative particularly as it serves to provide an alternative to memorials being placed on the highway. Highway memorials can prove to be distracting to motorists and cause hazard to pedestrians and requests would be much safer and more appropriately located in recreational or reverential areas.</p>

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# Memorial Policy

Parks & Open Spaces



## 1. INTRODUCTION

- 1.1 Across the borough the Council manages a variety of public open spaces that receive frequent requests for memorials. The most popular sites have very few spaces remaining and while on-going development work will create new locations it may not be possible to accept every request.
- 1.2 In order to offer the most appropriate memorial opportunities across the Council sites and retain the true character of these areas of public open space, a policy is needed to determine the forms of memorial that are appropriate.
- 1.3 On specific sites existing agreements are in place regarding memorial maintenance. This policy will replace those agreements going forward.
- 1.4 The policy for Council-owned sites is detailed below.

## 2. YARROW VALLEY COUNTRY PARK

### Benches

- 2.1 Remaining locations for memorial benches are available from the Parks & Open spaces team. Due to the nature of the site only steel benches are acceptable and must be of a previously agreed design. Any purchased benches will become the responsibility of the Council and be maintained in line with other benches on site. If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench.

### Other Memorial Items

- 2.2 Applications for other forms of memorial (e.g. carvings and sculptures) will be considered on an individual basis by the Parks & Open Spaces team. Any such items of memoria must be in keeping with the location and add value to Yarrow Valley Country Park. Potential locations for these are available through the Parks & Open spaces team. However, memorial trees are no longer permitted due to the difficulty in managing the significant existing tree stock.

## 3. ASTLEY PARK

### Benches

- 3.1 From the Memorial Arch to Pets Corner only applications from military or ex-military personnel will be considered to reflect the parks war memorial status. Non-military related applications will only be considered for other areas of the park from Pets Corner to the Hallgate and Ackhurst Lodge entrances. Plaques may be attached to existing benches, or additional benches may be purchased to complement the existing provision. Any purchased benches will become the responsibility of the Council and be maintained in line with the other benches on site. If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench.

### Other Memorial Items

- 3.2 No other memorial items are accepted within Astley Park.



## 4. CHORLEY & ADLINGTON CEMETERIES

- 4.1 Remaining locations for memorial benches are available from the Parks & Open Spaces team. Due to the nature of the site a standard timber bench is available and can be purchased through the cemetery office. Any purchased benches will become the responsibility of the Council and be maintained in line with the other benches on site. If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench.

### Other Memorial Items

- 4.2 Applications for other forms of memorial (e.g. carvings and sculptures) will be considered on an individual basis by the Parks & Open Spaces team. Any such memorial item must be in keeping with the existing features of the cemetery and locations for these are available through the Parks & Open Spaces team.

## 5. NATURE RESERVES

### Benches

- 5.1 The siting of memorial benches will be considered on a site-by-site basis. Benches must be of a robust nature and be in keeping with the site. Any purchased benches will become the responsibility of the Council and be maintained in line with the other benches on site. If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench.

### Other Memorial Items

- 5.2 Applications for other forms of memorial (e.g. carvings and sculptures) will be considered on an individual basis by the Parks & Open Spaces team. Any such memorial item must be in keeping with the location and add value to it.

## 6. OTHER COUNCIL-OWNED SITES

- 6.1 Any requests for memorial items outside of the sites listed will be considered by the Parks and Open Spaces team on an individual basis, taking into account the following criteria;
- Requested item e.g. bench / tree / other
  - Appropriate for site - design
  - Appropriate for site - material
  - Existing site provision
  - Likely impact
- 6.2 Only requests that are able to fully meet the criteria will be considered.

## **7. OTHER & EXCEPTIONAL CIRCUMSTANCES**

- 7.1 The Council recognises that there may be other or exceptional circumstances that may require the Policy to be deviated from. These requests will be considered on a case by case basis and applicants will need to demonstrate the reasons for an alternative memorial type or location. They would then be considered by the Executive Cabinet prior to a decision being taken at a Council meeting.



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for People)	Executive Cabinet	15 August 2013

## **END OF YEAR CORE FUNDING REPORT 2012/13**

### **PURPOSE OF REPORT**

1. To update the Executive on the performance of the core funding recipients during 2012/13.

### **RECOMMENDATION**

2. That the report be noted.

### **EXECUTIVE SUMMARY OF REPORT**

3. In 2012/13 19 organisations were funded through the Core Funding Process, with 21 grants and funding awarded, totalling £107,996.
4. The attached report highlights the performance of the core funding recipients in achieving their outputs. In summary:
  - Out of the ten large core funding contract recipients nine (90%) are rated green which means they completed on track. One was reported as amber due to minor issues however the service still managed to achieve the aims as set out in the Core Funding contract and further information is provided within the report.
  - Out of the four core funding projects, 100% were completed on time.
  - Out of the seven small community funding grant recipients six (86%) are rated green which means they completed on track, with one reported as amber due to a reduced amount of funding being awarded and again further information is provided within the report.
5. At the Executive Cabinet meeting in March 2013, the core funding allocation for 2013/14 was agreed by members. These recipients are now in the process of delivering, and are subject to quarterly monitoring. This monitoring is proportional based on the value of the grant, and increases to detailed quarterly monitoring reports for the larger contracts.
6. For 2014/15, it has been recognised that to ensure that this funding is directed to where needs are greatest, there is a requirement to review the current process. At the moment, applications are assessed on a number of factors including value for money and their ability to deliver the Sustainable Community Strategy. Over the next year, we will review this process to make recommendations as to how any funding to this sector can be aligned to a more effective commissioning model. This will ensure that any funding spent within this sector achieves outcomes in the areas of greatest need. A new process will be agreed and adopted in time for the next application round in January 2014.

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

**REASONS FOR RECOMMENDATION**

**(If the recommendations are accepted)**

7. To facilitate the on-going analysis and management of the Council’s Core funding process.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

8. None.

**CORPORATE PRIORITIES**

9. This report relates to the following Strategic Objectives:

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

**IMPLICATIONS OF REPORT**

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

11. There are no comments.

**COMMENTS OF THE MONITORING OFFICER**

12. There are no comments.

GARY HALL  
CHIEF EXECUTIVE

There is one background paper attached to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	25/07/13	Core Funding End Report 12/13

# Core Funding

End Report 2012/13



## Core Funding 2012/13

In 2012/13 **19 organisations** were funded through the core funding process, with **21 grants and contracts** awarded.

A total of **£107,996** was awarded broken down into three categories:

### Large Core Funding - **£88,869**

This is funding of £2,000 or more to enable voluntary, community and faith organisations to provide services within Chorley.

### Project Funding - **£8,300**

This is funding with no set limit to enable voluntary, community and faith sector organisations to deliver specific, one off projects which will help us to deliver the priorities of the Sustainable Community Strategy.

### Small Community Funding - **£10,827**

This is funding of less than £2,000 and is a contribution towards supporting small voluntary, community and faith groups or organisations with running costs.

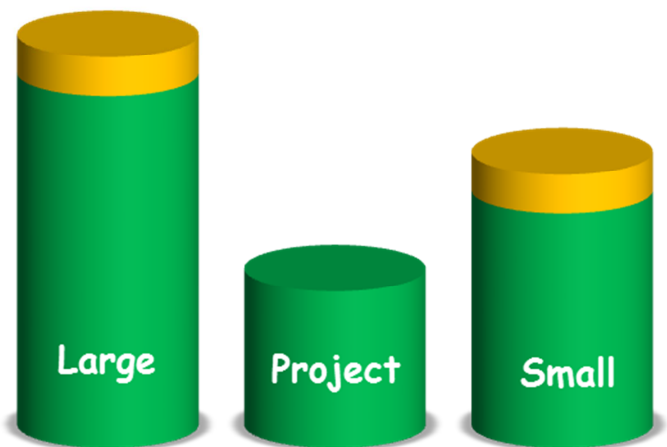
## Performance 2012/13

This report highlights the performance of the core funding recipients in achieving their outputs. In summary:

Out of the ten **large core funding** contracts nine are rated green which means they completed on track. The one which was rated as amber was due to minor issues however the service still managed to achieve the aims as set out in the core funding contract and exceeded the majority of outputs and targets for 2012/13.

**Core funding projects**  
all four were completed on time.

Six out of the seven **small community funding** grant recipients are rated green which means they completed on track. The one which was rated as amber was due to a reduced amount of funding being awarded.



## Large Core Funding

In terms of outputs, all contracts were on track and some even exceeded targets such as Homestart, Chorley Lifestyle Centre and Chorley Street Pastors.

The Arts Partnership	£7,000	Green
Homestart Chorley and South Ribble	£20,000	Green
Chorley Lifestyle Centre	£10,000	Green
Chorley Street Pastors	£7,000	Green
Chorley Women's Centre	£4,641	Green
Circle Counselling	£10,728	Green
Chorley and South Ribble Crossroads Care	£4,050	Green
Central Lancs Dial a Ride	£4,000	Green
Saheliyaan Asian Women's Forum	£10,000	Green
Genesis Care	£11,450	Amber

More detail on each of the funding recipients is provided in the report.



## Project Funding

In terms of outputs, overall performance is excellent with all projects complete.

The Arts Partnership PROJECT: Young Leaders	£1,500	Green
MACY PROJECT: Making Macy Matter	£5,000	Green
Adlington and District in Bloom Action Group PROJECT: Improvements to War Memorial grounds, and Memorial Garden	£300	Green
Disability and Equality North West PROJECT: Reach	£1,500	Green

More detail on each of the funding recipients is provided in the report.

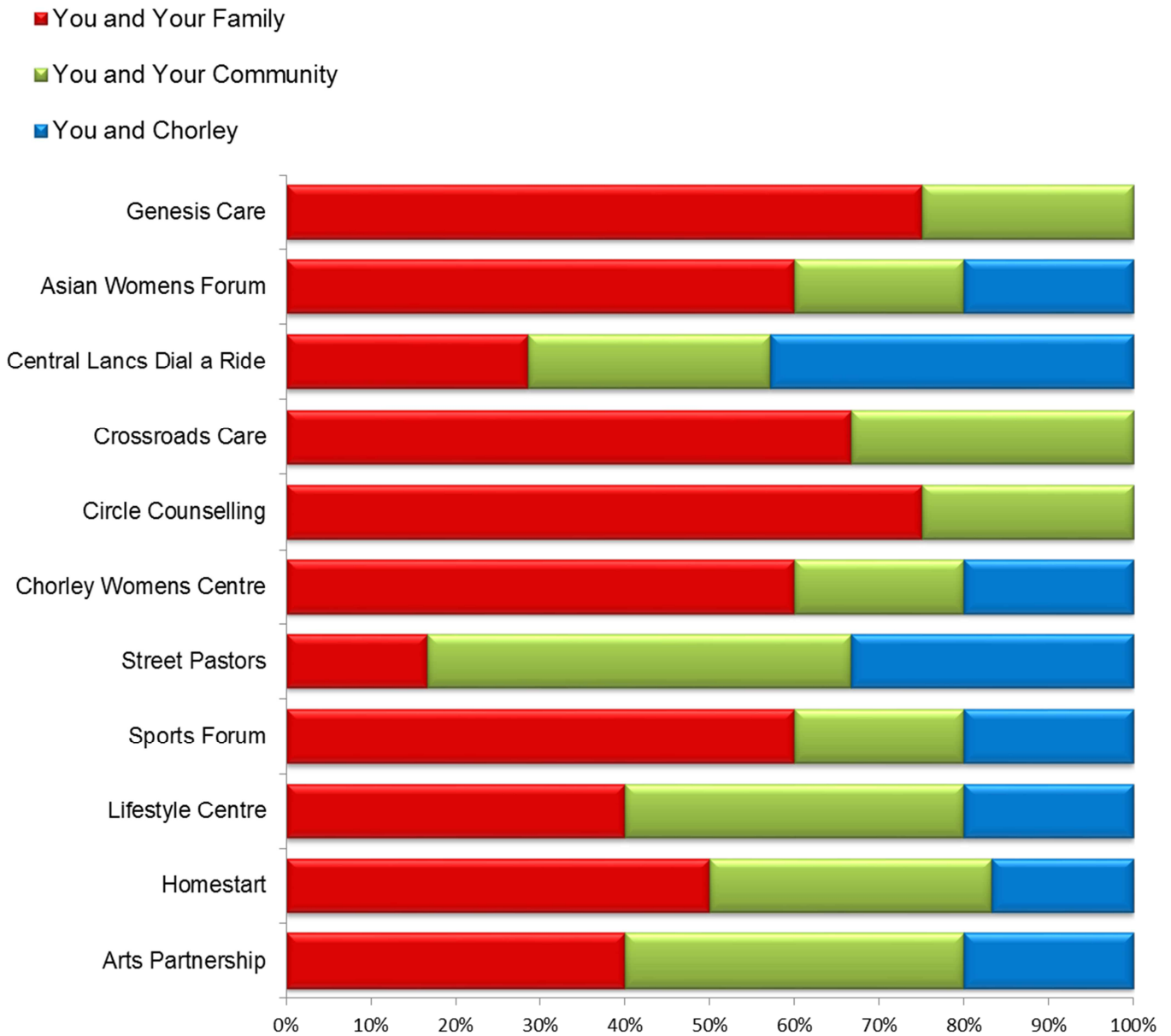
## Small Community Funding

All services achieved their aims, and more detail on each of the funding recipients is provided in the report.

Chorley Pensioners	£460	Green
You're Amazing	£1,889	Green
Sambafrica	£1,586	Green
MACY (Music and Arts for Creative Youth)	£1,800	Green
Villages in Partnership	£1,227	Green
Chorley and District Sports Forum	£2,000	Amber
Chorley Contemporary Crafters	£1,865	Green

## Sustainable Community Strategy Priorities

All applicants are asked which of the Sustainable Community Strategy priorities their organisation contributes to. These indicate which of the three themes each organisation helped to deliver.



# Large Core Funding

## The Arts Partnership

Status: **Green**

**Overview:** The Arts Partnership provides opportunities for young people (but not exclusively) to take part in all aspects of the arts; by providing workshops projects and accredited outcomes. They have developed many programmes to work with young people in Chorley’s varied areas, tackling issues such as anti social behaviour, disability and rural isolation. They are able to engage young people and work with them not only to develop their skills on arts based projects but to increase self-confidence and social skills which are important for them to become part of their community, by encouraging and supporting them in attaining their goals. The Arts Partnership also looks after a community centre based in Chorley Town Centre which gives everyone an accessible affordable venue for almost any project/meeting.

### Performance and Achievements

#### Outputs

	Target	Actual
Initial contact with new young people on art based activities	80	150
Maintain regular contact on activities with young people	30	38
Ensure 25% of young people have a disability or challenging behaviour	20	14*
Work with adults with disabilities on art/drama/music activities	50	63
Work with new groups to use the centre	4	5

\*Anticipated amount is slightly less as some of the young people are in the process of diagnosis

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	130	400+
Total number of volunteers		7

The Arts Partnership achieved its aims as set out in the Core Funding Contract and was on track throughout 2012/13 exceeding its targets and outputs.

Over 400 people have accessed the community centre (and projects), and at least 45-50 of those are now regularly attending sessions/events.

In 2012 The Arts Partnership provided 38 weeks of after school music, art, dance and drama to over 30 children and young people with a variety of needs and abilities at its MADD sessions, as well as providing drama workshops for adults with disabilities. They also worked with Rathbones, the Young People’s Service and children from the Bridge supported housing. Live music events for older people were provided which attracted over 500 people.

## HomeStart Chorley and South Ribble

Status: **Green**

**Overview:** HomeStart enables parents to build better lives for their children by offering practical help, support and friendship to families who have at least one child under five years of age and who may need support for a variety of reasons. This might be because of illnesses, disability, bereavement, isolation, domestic abuse, multiple births, post natal illness, or people who may just be finding parenting a struggle. Support is offered through either the home visiting service, structured Family Support Groups, Positive Parenting Courses and Cookery Workshops, or a combination of these.

### Performance and Achievements

#### Outputs

		Target	Actual
Delivery of two volunteer preparation courses (Q1 & Q3)		2	3
Offer support to	Families	150	152
	Children	330	337
Run two Family Support Groups weekly – term time only		76	76

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	480	489
Total number of volunteers	70	71

HomeStart has achieved its aims as set out in the Core Funding Contract, and was on track throughout 2012/13 meeting its targets and outputs. Since April 2012 they have received 94 new referrals in the Chorley area and supported a total of 152 families. They have two Family Support Groups running in the Chorley area one at the Home-Start office base and one at Clayton Brook Village Hall.

They currently have 71 volunteers and during this year have recruited 39 new volunteers. Twenty volunteers have been awarded a Level Two certificate in ‘Developing the Children’s & Young People’s Workforce’, while three volunteers are undertaking Level 3 training.

They have run several Family Fun sessions in partnership with the Council during summer 2012 and October and February half term holidays, the playtime in Astley Park event, as well as several school holiday activities. Some feedback from families has been:

*“Home-Start building is wonderful with some very caring and enthusiastic volunteers.”*

*“Once again thanks to Home-Start for organising another super day at the Zoo. Even the rain did not dampen our spirits and the Home-Start girls were still smiling at 5pm.”*

## Chorley Lifestyle Centre (Age UK Lancashire)

Status: **Green**

**Overview:** The Lifestyle Centre is based on Gillibrand Street in Chorley and organises events for older people. The range of activities focuses on enabling older people to live healthier and have more involved lives and includes:

- Computer lessons
- Art classes
- Keep Fit
- Games Morning
- Lunch club
- Special Christmas dinners and Entertainment in December
- Bingo
- Gardening course
- Mobile phone

They also hold a Tuesday and Thursday drop in café and organise day trips.

### Performance and Achievements

Outputs	Target	Actual
Number of activities /classes delivered	208	231
Number of lunch clubs held at the Centre	23	26
Number of meals sold	5215	5409
Number of trips out	6	7
Numbers of beneficiaries	Target	Actual
Total number of people benefiting	310	357
Total number of volunteers	15	16

The Lifestyle Centre achieved its aims as set out in the Core Funding Contract, and was on track throughout 2012/13 exceeding the outputs and targets.

Over the year they have set up a new ‘singing group’, offered family history lessons and delivered specialist IT sessions in addition to their regular programme of chair-based exercises, art classes, computer lessons and games mornings. Lancashire College have facilitated gardening sessions and digital camera courses at the centre. This year the following day trips were organised; 2 visits to the Bourne Poacher, Rivington Barn, Liverpool, Conishead Priory Buddhist Temple, Carlisle and Llandudno. Also at Christmas the centre provided free Christmas dinners for one week. Weekly footcare service clinics are also held at the centre.

The centre is also involved in the Lancashire Time Credits scheme and some of the volunteers spent their time credits on a trip to the Lake District.

## Chorley Street Pastors

**Status:** *Green*

**Overview:** Chorley Street Pastors is a group of local church members who work with the Police and Council to engage with members of the public in the evening on the streets and in night time venues. They provide support when necessary to vulnerable people ensuring they get home safely, accompanying them to hospital, calming situations etc in Chorley town centre, Clayton Brook, Coppull and Buttermere.

The Street Pastors work in partnership with the local police to create peace and stability in the town centre, the main focus being to help reduce underage drinking. The police have been an active partner in training and the development of operating protocols.

The funding provided contributes to the overall cost of providing the service. When combined with the other match funding received, it provides running costs for the town centre base, coordinators salary, uniforms, ongoing training (including sending delegates to national conferences), and marketing and liaison costs to the ascension trust.

### Performance and Achievements

#### Outputs

	Target	Actual
Deliver & train new volunteers to a high standard within Street Pastors	10	11
Engage with contacts	2614	3941
Anti-social incidents - number people requiring support	65	51*
Collection of broken glass and other objects	703	1422

\*This is a reduction which is encouraging

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	2699	3708
Total number of volunteers	41	41

Chorley Street Pastors have achieved their aims under the Core Funding Contract, and were on track throughout 2012/13 exceeding the outputs and targets. They continue to patrol the streets of Clayton Brook, Buttermere, Coppull and Chorley every Friday night using volunteer Street Pastors, they experience a high rate of achievement of their outputs, and feedback from local people, Police and the Community Safety Partnership continues to be positive. Extra patrols were provided to cover Chorley Town Centre over Christmas on Boxing Night and New Year's Eve from midnight until 6am. In 2012/13 they recruited and trained a further intake of Street Pastors, bringing the total up to 40.

## Chorley Women's Centre

Status: **Green**

**Overview:** Chorley Women's Centre opens 3 days a week, offering drop in sessions, a library of books and DVDs, and self-help groups; as well as running courses on relaxation stress management, assertiveness, relationships and other topics to promote self-awareness and mental health. The centre offers free counselling to women and specialist counselling to those who have been sexually abused (including men). They also provide pregnancy and Chlamydia testing. They are able to give information and signpost women to other local services and voluntary groups. The centre supports the women of Chorley and surrounding districts and indirectly their families. Apart from one part time coordinator the service is run by volunteers who help to keep the centre open and provide a welcoming and friendly setting.

### Performance and Achievements

#### Outputs

	Target	Actual
Attendance at drop in sessions / number of phone calls received	1120	1116
Number of library / DVD's borrowed	204	206
Attendance on courses	332	302
Provision of counselling and relaxation sessions	994	1136

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	3000	2943
Total number of volunteers	15	12

Chorley Women's Centre achieved its aims under the Core Funding Contract, and has met most of the outputs and targets for 2012/13.

Many attendances are due to G. P and other service referrals particularly in relation to personal problems, loss, anxiety / stress and depression. These women gain support and information from trained volunteers.

Some of the comments from Women helped by the Women's Centre include:

*"You helped me through a very bad time and now I'm reunited with my family. Thank you!"*

*"I don't know what I would do without the help and support I received and continue to receive..... in a very difficult time. Thank you so much"*

*"Thank you so much for all the help and support I've received over the past six months..... I'm very much looking forward to a lovely bright future with my husband and my three gorgeous babies. Thank you x"*

*"Thank you so very much! I would have been lost without you!! Thank you x"*

## Circle Counselling

Status: **Green**

**Overview:** Circle Counselling provides advocacy and counselling to women who have experienced domestic abuse, and is based within Chorley Women’s Centre. They take referrals and provide a specialist counselling service for the victims of Domestic abuse, providing advocacy and advice.

They have close links with the IDVA (Independent Domestic Violence Advisor) in the area, receiving referrals from them and the local Refuge’s. They provide advocacy to support these women in building a new life for themselves and their children. This can include issues like the criminal justice process, personal safety, housing, schooling and access to further health care services. They also work closely with other organisations such as Chorley Women’s Centre and Victim Support, and receive referrals from the police following a MARAC (Multi-Agency Risk Assessment Conference), GP’s and health visitors.

### Performance and Achievements

#### Outputs

	Target	Actual
Number of sessions	456	486
Hours of service provided	504	531.5
Referrals (Approx. 5 per month)	60	59

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	180	88
Total number of volunteers	4	5

Circle Counselling achieved its aims under the Core Funding Contract, and has met most of the outputs and targets for 2012/13. Circle have offered 486 counselling sessions to women who have experienced domestic abuse and increased their opening times to help those who work and those with child care issues. The service have seen a number of women move on from the refuge to be housed and settle their children in the local schools, this requires confidence and is a huge step in re-building their lives.

The service originally offered each client six sessions but is now offering them up to a maximum of 12. This decision was made as the best results of self development and improved confidence are achieved by the longer term clients; this has therefore resulted in a reduced number of anticipated beneficiaries.

Feedback received about the service includes:

*"Please could you tell [NAME]. Today is first day I came out and felt bit better"*

*"Please will you thank [NAME] for me and tell her thanks for everything, she did an excellent job"*

*"I just wanted to get in touch to thank you... for your support today. Feeling worn out but in a good way. I'm more settled just knowing that someone believes me!"*



## Chorley and South Ribble Crossroads Care

Status: **Green**

**Overview:** Chorley and South Ribble Crossroads Care is a voluntary organisation providing a support service to carers of children and adults who have care needs. The service supports carers to carry out their caring role through the provision of a respite service. Crossroads provides a range of care and support to the 'cared for' person during the respite period. Services are provided to all age groups with differing needs and disabilities throughout the Chorley area.

The funding enables them to continue their friendship circle for carers of people with dementia, by supporting carers and looking after the cared for. They hold meetings for the carers as well as days out.

### Performance and Achievements

#### Outputs

	Target	Actual
Hours of meetings including 6 meetings at the Community Centre, 2 home meetings and two outings	38	36
Chorley carers taking part	36	38
Cared for in Chorley looked after by carer support workers	20	30

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	16	18
Total number of volunteers	4	5

Crossroads Care has achieved its aims under the Core Funding Contract, and has met most of the outputs and targets for 2012/13. Carers have continued to participate in the circle throughout the year and numbers have increased.

[CLIENT A] is a lady aged 80 who cares for her husband with dementia. She heard about the Friendship Circle from the Alzheimer’s Society and joined the group in the autumn last year. *“I felt socially isolated that there was ‘nothing’ but now I feel that I belong. I have made new friends and joined them for lunches in the fortnight between the circle meetings. The Circle has given me a better quality of life.”*

[CLIENT B] is now a widow. *“Having carers from Chorley & South Ribble Crossroads Care when caring for my husband was a life saver as these were people who supported carers and at the time there was little support out there. When I joined the Friendship Circle they were a group of strangers all with their own frets and worries, but with a common need; someone to listen to and pick each other up when feeling low.”*

*“There are four of us now who have lost our husbands and we all help each other in our grief. We know that there are more people out there that need support, advice and a shoulder to lean on. The four of us see our role as helping the current carers and giving back some of the support we had and still have from the friendship circle. The carers and ex carers now feel like an extended family. We are grateful to the helpers for their hard work not just for us and our families but for future carers.”*

## Central Lancs Dial a Ride

Status: **Green**

**Overview:** Central Lancs Dial a Ride provide a door to door accessible community transport service in the Chorley and South Ribble area. The funding is used to help with the running cost of their Evening and Weekend service which is provided for residents of Chorley who cannot access public transport and is not covered by the funding given by LCC. The service provides safe accessible transport for residents enabling them to go out in the evenings.

### Performance and Achievements

#### Outputs

	Target	Actual
Number of single passenger trips to enable people to go out	38	36
Number of return trips for shopping excursions to Chorley and its supermarkets	936	1619
Number of return trips to social events and visiting	569	1307
Number of return trips to get people to educational classes	81	192
Number of return trips included in the above by wheelchair users	80	98

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	3173	3118
Total number of volunteers	6	6

Central Lancs Dial a Ride has achieved its aims under the Core Funding Contract, was on track throughout 2012/13 and has met most of the outputs and targets for 2012/13 in some cases exceeding them. They have provided a service between 16.30 and 21.30 Monday to Friday and 9.00 to 17.30 Saturday, taking people shopping, to social events and evening classes. Some customers report that they can only get out and about because of the service provided by Dial a Ride.

As well as providing the Transport service, they have next of kin contacts for members and on a few occasions have had to report that the client was not answering the door when they should be there, only to find out later that they had been taken ill or in one case stuck in the bath for 16 hours.

## Saheliyaan Asian Women's Forum

Status: **Green**

**Overview:** Saheliyaan Asian Women's Forum aim to improve the quality of life for Black, Minority Ethnic (BME) women and families in Chorley and South Ribble by empowering & engaging them in social, learning and economic opportunities, and improving health and well-being. They work very closely with the public sector to raise the awareness of health and social care issues. Asian communities are very reluctant to take up public services because of cultural, religious, social and language barriers and of course the lack of awareness of services. There is also a common myth among them that public services are not culturally appropriate and also discriminate BME communities. Health inequality impacts on the community as a whole, in particular concerns older people. The Asian Women's Forum supports women from BME communities to break down the barriers to healthy living for them and their families, by promoting preventative approaches with regards to cancer and long term illness and campaigning against drugs and alcohol abuse and smoking. Although their core work is with women, they also have a men's group with whom they organise separate health and social events.

### Performance and Achievements

#### Outputs

	Target	Actual
Raise the confidence of women from BME communities through training courses (no of courses)	6	6
Training for volunteers and staff	4	4
Awareness of health issues to improve health and wellbeing of the isolated BME communities (no of events/awareness days)	4	5
Developing and delivering culturally appropriate and efficient services to customer's satisfaction	325	337

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	332	333
Total number of volunteers	10	11

Saheeliyaan Asian Women's Forum has achieved its aims under the Core Funding Contract, and was on track throughout 2012/13 achieving the outputs and targets. During 2012/13 the Asian elders set up a luncheon club together with some community members to help tackle isolation, and mental and physical well-being. The Asian Women's Forum also delivered a number of events, including:

- 6 health awareness events; cancer, stroke, vaccination and immunisation, healthy heart, mental health and well-being, diabetes awareness
- 1 community cohesion event
- 1 domestic violence awareness/support event

## Genesis Care

Status: **Amber**

**Overview:** Genesis Care is a person centred wellbeing service for vulnerable older people, such as those who have dementia or physical disabilities through a stroke who live in the borough of Chorley. Which is affordable to all. Funding was provided in 2012/13 to provide an additional day for the Wellbeing Service for older people.

### Performance and Achievements

#### Outputs

	Target	Actual
Increase attendance through the provision of additional days	650	413
Additional carers attending the support group	20	21
The recruitment of additional volunteers	8	9

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	100	102
Total number of volunteers	15	16

Genesis Care has achieved its aims under the Core Funding Contract, and was on track throughout 2012/13 and has met most of the outputs and targets, however due to the targets around attendance on Thursdays not being achieved Genesis awarded their overall status as amber.

The additional day, Thursday, is now well established with a register of 13 service users attending the centre on this day on a regular basis. Genesis have found that the service users who attend on this day have greater needs regarding the level of their dementia and this has meant that some service users were sign posted to an alternative day as they needed the stimulation of a more mixed client group . Over the twelve month period 35 service users registered for Thursdays. Unfortunately 8 of these service users have died, 5 have become residents in a care home, three decided to postpone attending the centre and two could not continue to access the service as their dementia required a more secure environment. Another factor affecting the numbers attending on Thursdays is that Community Transport (Dial-a Ride) are unable to accommodate requests for transport on that day. The service on Thursdays is still advertised as having vacancies and Genesis are trying to find a solution to the transport problem.

In 2012/13, in addition to the 2 Managers Genesis employs 3 part time support workers, 1 cook and 1 kitchen assistant. Volunteers include 2 different students from Albany High School every half term.

# Project Funding

## The Arts Partnership

### Project: Young Leaders

Status: **Green**

**Overview:** The Arts Partnership is an organisation which provides opportunities for young people (but not exclusively) to take part in all aspects of the arts; by providing workshops projects and accredited outcomes.

They have developed many programmes to work with young people in Chorley’s varied areas, tackling issues such as anti-social behaviour, disability and rural isolation. They are able to engage young people and work with them not only to develop their skills on arts based projects but to increase self-confidence and social skills which are important for them to become part of their community, by encouraging and supporting them in attaining their goals.

The project was to provide training for a group of young people aged 15-17 to become leaders, this in turn would enable the Arts Partnership to expand the group participation at their Music, Art, Dance and Drama (MADD) sessions.

### Performance and Achievements

#### Outputs

	Target	Actual
Work with young people aged 15 years + to become young leaders	8	13
Hold weekly planning meetings for the young leaders	36	37
Undertake a feedback session and a final assessment of the young leaders	1	1

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	48	43
Total number of volunteers		5

The Arts Partnership has achieved its aims under the Core Funding Contract, was on track throughout 2012/13 exceeding its targets and outputs. 13 young people have taken part on the AQA Young Leaders’ vocational award. All have been successful and are now helping out as assistants at the regular MADD sessions, this has enabled the Arts Partnership to expand their group and they now have over 40 young people attending weekly sessions. More of the young people have expressed an interest in taking part on future training programmes and the young leaders are happy to undertake more training where possible.

# MACY (Music and Arts for Creative Youth)

## Project: Making MUSIC Matter

Status: **Green**

**Overview:** MACY is a community group run by volunteer adults and young people whose aim is to identify and develop young people’s talent for music arts dance and drama within Chorley.

They provide opportunities such as project workshops, events, and accreditation through the Arts Awards for young people to express and develop their talents for their own professional aspirations, enjoyment and for the enjoyment of the community as a whole. They provide opportunities for those young people who are unable to afford commercial provider rates with discounted or free sessions.

### Performance and Achievements

Outputs	Target	Actual
Young people engaged in music making workshops	70	64
Sign post to voluntary opportunities, employment, further education or training	17	17
Showcase events	8	5
Young People attending showcase events including live nights	800	611
Young People achieving at least their Bronze Arts Award	17	29
Young People aged 18 – 25 NEET or having recently set up home or attending university with little or no disposable income	20	13
New Music Commissions or Music Products inc CD's and EP's	24	41

Numbers of beneficiaries	Target	Actual
Total number of people benefiting	870	675
Total number of volunteers	15	22

MACY has achieved its aims under the core funding contract, and has met most of the outputs and targets for 2012/13.

The project provided a comprehensive programme of music workshops and activities based around Rock School, Vocal Groups and Street Style Music during weekday evenings and at weekends for young people aged between 11 and 25.

This included song writing and arranging, stage craft, music production and provided an insight into potential career opportunities or further education in the industry, and covered a cross section of popular music styles.

## Adlington and District in Bloom Action Group

### Project: Improvements to Adlington and District War Memorial grounds, and the Leonard Fairclough Memorial Garden

Status: **Green**

**Overview:** The purpose of the Adlington & District in Bloom Action Group is to improve the amenity spaces of Adlington, Anderton & Heath Charnock by providing & maintaining floral displays & keeping the public areas of the villages tidy & litter free.

The project was to remove the remainder of the overgrown shrubbery from the grounds of the War Memorial and plant replacement shrubs and perennials, thereby opening up the area making it a more inviting place to rest and reflect.

### Performance and Achievements

#### Outputs

	Target	Actual
Two amenity areas improved & made more attractive by this project, providing quality open spaces	2	2
Increased use by members of the community & visitors	500+	250+
Healthy exercise for volunteers	15	15
Pride in the area	Yes	Yes

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	8000+	2000+
Total number of volunteers	15	15

The Adlington and District in Bloom Action Group has achieved its aims under the Core Funding Contract, and has met most of the outputs and targets for 2012/13. Due to bad weather over summer 2012 the project was scaled back, this has also resulted in reduced numbers of beneficiaries and members of the community using the areas. The majority of new planting has now taken place which has improved both gardens, and residents will be able to benefit in Summer 2013.

Some very large trees were removed from the Leonard Fairclough Memorial Garden. Small trees, shrubs & perennials were provided to replace these trees to make the garden more attractive & welcoming to residents & visitors.

## Disability Equality North West

**Project: REACH 2012**

**Status: Green**

**Overview:** 'Reach' is an annual programme of Disability Awareness Events taking place across Chorley & South Ribble. It is planned and managed by a multi-agency group, including representatives from Chorley, South Ribble and Lancashire County Councils, Central Lancashire PCT, Lancashire Constabulary and local voluntary sector organisations.

This project was to hold an Information Day on 10 August in Chorley Town Centre, with stalls staffed by local statutory, voluntary and private sector organisations, offering information and advice for disabled people and carers.

### Performance and Achievements

#### Outputs

	Target	Actual
Information Day in Chorley Town Centre on 10 August 2012	1	1
Organisations offering services for Disabled People taking stalls in Chorley Town Centre on the Information Day	35	27
People actively attending the Information Day (ie take leaflets, interact with stallholders)	1000	1000+
Volunteers involved in planning and delivering the event	20	20

#### Numbers of beneficiaries

	Target	Actual
Total number of people benefiting	500 - 750	1000+
Total number of volunteers	20	20

The REACH project has achieved its aims under the core funding contract, and has met most of the outputs and targets for 2012/13. The event generated a positive overall response and approximately 1,000 people actively attended. At the 10 August event, all of the 27 stalls were booked up and there were no free spaces left due to the constraints of space allowed, hence the actual of 27 rather than the target of 35.



## Small Community Funding

### Chorley Pensioners

**Status:** Green

**Overview:** Chorley Pensioners seek to improve conditions for the elderly in Chorley. The funding provides financial support for their meetings. They hold regular meetings with speakers, tea and coffee, this enables the elderly to get out of their houses and meet with others.

**Performance and Achievements:** The Chorley Pensioners has achieved its aims under the core funding contract for 2012/13. The funding enabled the group to hold 10 meetings with speakers. The group also held a Christmas lunch at Shaw Hill with transport provided by Dial a Ride, and produced two quarterly newsletters.

### You're Amazing

**Status:** Green

**Overview:** You're Amazing is a community interest company who deliver development, support and coaching programmes for young women across Chorley, Wigan and Lancashire. They are based in the Homestart premises on Market Street.

**Performance and Achievements:** You're Amazing has achieved its aims under the core funding contract for 2012/13. Over the year they have grown their capacity by securing additional funding to develop their pilot programmes, recruit volunteers and also recruit a sessional member of staff. They have designed and delivered personal development programmes for local women, provided one to one support, hosted several crafts & engagements workshops to reduce isolation, and created a young women's drop in.

Throughout the programmes, You're Amazing has seen increase in confidence, self-esteem, life goals and decision making from all participants. Four participants on the Butterflies programme have started their own businesses and another three are looking for support in starting businesses. 12 participants have become volunteers locally, four within the organisation, two participants have returned to college and five have progressed into work.

### SambAfriq

**Status:** Green

**Overview:** SambAfriq is a community band based in Chorley who play a mix of Samba and African drums and percussion. The group entertain at Festivals, Carnivals, Fetes and Fairs to bring about enjoyment in the community, including Chorley's Big Drum Day.

**Performance and Achievements:** SambAfriq has achieved its aims under the core funding contract for 2012/13. The funding enabled them to replace and mend a lot of instruments. They also purchased some new equipment and 20 waterproofs.

## MACY (Music and Arts for Creative Youth)

**Status:** Green

**Overview:** MACY is a community group run by volunteer adults and young people whose aim is to identify and develop young people's talent for music arts dance and drama within Chorley and surrounding areas.

They provide opportunities such as project workshops, events, and accreditation through the Arts Awards for young people to express and develop their talents for their own professional aspirations, enjoyment and for the enjoyment of the community as a whole. They provide opportunities for those young people who are unable to afford commercial provider rates with discounted or free sessions.

**Performance and Achievements:** MACY has achieved its aims under the core funding contract for 2012/13. The funding enabled them to increase membership, including vetting procedures, training and development and Arts Award Advisor Training. The group also developed their safeguarding policies and promoted the group with a better website, posters and flyers.

## Villages in Partnership

**Status:** Green

**Overview:** Based in Croston, Villages in Partnership's aim is to improve life for residents of the villages in South Lancashire. They provide many services which benefit the local community such as helping groups apply for funding for projects, hosting community coffee mornings and hot pot lunches. They are responsible for the Croston Heritage Trail booklet which contains a map of the trail and a full guide to the history of Croston including points of historical interest. The funding was to enable them to reprint the guide.

**Performance and Achievements:** Villages in Partnership has achieved its aims under the core funding contract for 2012/13. 5,000 copies of the leaflet were printed in October, and the group delivered them to various locations in Croston, so that the leaflet can now be picked up by any resident or visitor.

## Chorley Sports Forum

**Status:** Amber

**Overview:** Chorley and District Sports Forum is a voluntary community group whose aim is to support and promote the provision and development of sport within the borough of Chorley. The forum awards grants to individuals and clubs across the borough, as well as helping to organise the annual sports awards. The funding was awarded to deliver an Olympic themed sports awards in 2012.

**Performance and Achievements:** Chorley Sports Forum has achieved its aims under the core funding contract, which was to deliver the Olympic themed sports awards.

The Sports Forum however reported that it had not fully achieved the aims due to the reduced amount of money awarded by Chorley Council. Work is on-going to support the group in 2013/14.

## Chorley Contemporary Crafters

**Status:** *Green*

**Overview:** Chorley Contemporary Crafters support and promote the development of contemporary art and craft initiatives in Chorley and its surrounding areas. They providing regular social and creative network meetings for members, and facilitate local contemporary craft events and exhibitions. The funding enabled the group to set up a wide range of free craft activities to families to learn new skills and develop creativity, encouraging them to enjoy crafts they may not otherwise have the opportunity to try.

**Performance and Achievements:** Chorley Contemporary Crafters has achieved its aims under the core funding contract for 2012/13. They provided free family craft workshops at Create (the Farmhouse, Astley Park) every Thursday-Sunday from 18 October until 23 December. Working in conjunction with Duke Street SureStart Children's Centre, they provided three workshop sessions aimed at low-income families including a family Decoupage workshop at Cotswold House.

The group managed to achieve their aims using only 65% of the budget, therefore Chorley Council has allowed them to extend their contract until September 2013, in order to facilitate more workshops using the remainder of the budget.

## Looking Forward - Core Funding 2013/14

In 2013/14 funding has been provided for the following:

### Large Core Funding 2013/14

Organisation	Amount Awarded	Funded in 12/13	Brief Overview
Chorley Street Pastors	£7,000	Yes	The funding will contribute to the overall cost of providing the service. To provide running costs for town centre base, coordinators salary, uniforms, presentations, on-going training, including sending delegates to national conferences. Showcase events, marketing materials and license fee costs to Ascension Trust.
HomeStart	£20,000	Yes	The funding will contribute to the overall core costs of running the service.
Age UK - Lifestyle Centre	£10,000	Yes	The funding will provide a contribution to the running costs of the Lifestyle Centre including the cost of a co-ordinator.
Groundwork	£5,000	No	Groundwork is an independent registered charity operating across the west of Lancashire who helps people and organisations to improve their local environment. The funding would provide support towards the costs of their Chorley young person employment and skills programme
Circle Counselling	£10,728	Yes	The funding will pay for the co-ordinators role; receiving and organising referrals, risk assessing and sign posting, advocacy and advice, telephone support, administration and data collection, and fundraising.
Central Lancs Dial a Ride	£4,000	Yes	The funding will be used to help with the running cost of their Evening and Weekend service which is provided for residents of Chorley who cannot access public transport and is not covered by the funding given by LCC. The service provides safe accessible transport for residents enabling them to go out in the evenings.
Chorley Women's Centre	£4,641	Yes	The funding is for the general running costs including utility and phone bills, insurance and office expenses.
Genesis Care	£7,100	Yes	The funding would contribute to the overall cost of providing the service. Together with match funding received it would cover the cost of rent for accommodation, utilities, equipment and maintenance, staff & food costs, office expenses and activities .
Chorley & South Ribble Crossroads Care	£3,793	Yes	The funding will help to continue the Friendship Circle for carers of people with dementia, by funding the carer support workers.
The Arts Partnership	£7,000	Yes	The funding is for the Managers salary who oversees all the day to day running of both the centre (looking after the maintenance, hirers and cleanliness) and all the projects, funding etc of the Charity. This funding would pay towards the salary and they would continue to seek funding from other sources as well as from the projects and hirers of the centre.
Asian Women's Forum	£10,000	Yes	The funding will pay for a Luncheon Club, Community Events, Provision of courses in the community – for example confidence building courses such as English as a second language, learning new skills or hobbies, and Intergenerational Projects.

## Project Funding 2013/14

Organisation	Amount Awarded	Funded in 12/13	Brief Overview
Chorley Heritage Centre Support Group (CHCSG)	Use of the Lancastrian Suite	Yes	<p><b>Project: 'Heritage Chorley' event</b></p> <p>A 5-day event to be held in the Lancastrian Room, aimed at raising awareness of Chorley's rich heritage. The event will consist of exhibited artefacts and ephemera relating to the borough's industrial and cultural past, scheduled talks and presentations.</p>
Chorley & South Ribble Disability Forum	£1,500	Yes	<p><b>Project: REACH</b></p> <p>The project is to organise the REACH event which is an annual programme of Disability Awareness Events across Chorley and South Ribble. The funding is for the information day held in Chorley Town Centre and includes car park passes, stalls, publicity and flyers, lip speakers/interpreters, and a marquee.</p>
You're Amazing	£4,281	Yes	<p><b>Project: Life Changes (Drop In &amp; Coaching)</b></p> <p>This project is to provide a drop in service, this would provide a follow on to the 'Butterflies' project it enables those who have participated in 'Butterflies' to get additional support in achieving their goals, to seek further advice, 'catch up' and build a local peer support network. It would also enable past participants to volunteer and share their story.</p>
The Arts Partnership	£1,000 match funding - additional Early Intervention funding secured £3,650	No	<p><b>Project: Holiday Camps</b></p> <p>The project will provide holiday activities which will be art based, arts and crafts, music, drama (including reading skills and script writing), and dance for children in Chorley, offering week long 'camps'. The activities will work on hand eye coordination, communication, social interaction, particularly developing self-esteem and confidence building, the sessions will be inclusive, allowing children with mild to moderate disabilities to take part. The sessions are designed to help towards child care so that parents and carers will be able to continue work.</p>

## Small Community Funding 2013/14

Organisation	Amount Awarded	Funded in 12/13	Brief Overview
Aspire Clayton Brook	£1,340	Yes	The organisation was set up in Nov 2012 to provide activities for young people in and around the Clayton Brook area. The funding will pay for all the resources and equipment, eg CD player, bean bags, crafts, toys, sports equipment etc.
Music and Arts for Creative Youth (MACY)	£620	Yes	The funding will pay for room hire and refreshments, training costs, book keeping, and stationary.
Sambafrica	£500	Yes	The funding will help towards the on-going replacement and renewal of equipment, annual public liability insurance, web hosting and to subsidise rent.
Jennings Community Boxing Academy	£500	No	The aim of Jennings CBA is to provide a safe environment for youngsters to keep fit and learn about boxing, and in time produce some amateur boxers. The Academy is a not for profit community group with a constitution aimed at young people. The funding is for the general running costs including CRB checks, meeting expenses, book keeping, general office expenses, as well as training and development.
Help the Homeless (Chorley)	£2,000	No	The organisation prevents and relieves homelessness. The funding will pay towards the running costs of the service.
MS Society - Chorley and District branch	£275	No	The organisation provides support to people affected by MS in the Chorley & District area. The funding is to provide free transport to members, and to produce a regular newsletter.
Chorley Pensioners Association	£460	Yes	The funding will provide financial support for their meetings.
Chorley & South Ribble Disability Forum	£500	No	CSRDF focus on supporting disabled people and their wellbeing in Chorley and South Ribble, they hold monthly meetings and run the REACH event. The funding will enable the Forum to participate in the Council's Equality Forum and to access the committee rooms for their meetings.
Sports Forum	£2,000	Yes	The funding is to enable the Sports Forum to provide coach education and sport specific elite performance and development.

## The future of Core Funding – Making it Happen

This report recognises the valuable work being undertaken within our communities by voluntary, community and faith groups. It also showcases the vast array of organisations and projects that the Council currently fund.

However, it has been recognised that to ensure that this funding is directed to where needs are greatest, there is a requirement to review the current process. At the moment, applications are assessed on a number of factors including value for money and their ability to deliver the Sustainable Community Strategy. Over the next year, we will review this process to make recommendations as to how any funding to this sector can be aligned to a more effective commissioning model. This will ensure that any funding spent within this sector achieves outcomes in the areas of greatest need. A new process will be agreed and adopted in time for the next application round in January 2014.









Report of	Meeting	Date
Director of People & Places (Introduced by the Executive Member for People)	Executive Cabinet	15 August 2013

## **CLAYTON BROOK VILLAGE HALL – COMMUNITY MANAGEMENT**

### **PURPOSE OF REPORT**

1. To consider a request from Clayton Brook Community House to progress the transfer of Clayton Brook Village Hall into community management.

### **RECOMMENDATIONS**

2. The recommendations are;
  - a) That officers be instructed to work with Clayton Brook Community House to pursue the option of community management at Clayton Brook Village Hall.
  - b) That a condition of community management is that Clayton Brook Community House look at the best type of organisational structure to manage the facility and show how the representation on this organisation would draw from as broad a cross section in the local area as possible.

### **EXECUTIVE SUMMARY OF REPORT**

3. The Council have received a request from Clayton Brook Community House that Clayton Brook Village Hall be transferred into community management.
4. The community management of Council assets is an established policy. We have other community centres that are in Community Management at Fairview and Tatton. We also have a number of playing pitches and open spaces that are in Community Management with local organisations.
5. The recommendation is that we progress community management at Clayton Brook Village Hall, working closely with Clayton Brook Community House.
6. This work with Clayton Brook Community House would need to consider whether the existing group is the appropriate organisation to take on the community management and will also need to consider how representation, on whatever organisation is considered appropriate, has representation from the broadest possible cross section of the local community.

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 7. The recommendation, if approved is consistent with the Council’s policy of transferring assets into community management. This empowers the local community and gives them greater ownership, involvement and influence on decisions in their local community. There is also a potential financial saving with this delivery model.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 8. Not to consider transferring the Village Hall into community management.

**CORPORATE PRIORITIES**

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

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

**BACKGROUND**

- 10. Clayton Brook Community House have written to the Council requesting that Clayton Brook Village Hall be transferred into community management.
- 11. The community management of Council assets is an established policy. We have other community centres that are in community management at Fairview and Tatton. We also have a number of playing pitches and open spaces that are in community management with local organisations.
- 12. The recommendation is that we progress community management at Clayton Brook Village Hall, working closely with Clayton Brook Community House.
- 13. This work with Clayton Brook Community House would need to consider whether the existing group is the appropriate organisation to take on the community management and will also need to consider how representation, on whatever organisation is considered appropriate, has representation from the broadest possible cross section of the local community.
- 14. Clayton Brook Community House are a registered charity and have many years experience of managing a community asset. That said, we would encourage them to seek independent advice as to whether the management of a village hall would further their charitable aims. It could transpire that the advice is that another organisation is established to manage the village hall.
- 15. Assuming there is support to develop community management, a further report would be brought to Executive Cabinet to outline the proposals and seek approval to proceed.

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

17. The net cost of running the Village Hall is currently budget at £16,000 for 2013/14. Until the details of the community management scheme is agreed it is not possible to say whether any savings will be achieved. I will report back to the Executive on the financial implications once more details are available.

**COMMENTS OF THE MONITORING OFFICER**

18. Consideration will have to be given to any TUPE implications of the transfer of this service. Agreements to confer a right of exclusive occupation can easily be produced.

JAMIE CARSON  
 DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Carson	5815	25/07/13	***

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	15 August 2013

## **ALLOCATION OF SAGAR HOUSE S106 EQUIPPED PLAY SPACE CONTRIBUTION**

### **PURPOSE OF REPORT**

1. To consider a request from Eccleston Parish Council for a grant of £77,000 towards the provision of a multiuse ball court with associated landscaping, paths and lighting on the recreation ground at Drapers Avenue, Eccleston.
2. To agree that the remaining S106 balance (£8590) is to be spent on a Council owned site in or near to Eccleston which is recommended for improvement in quality.

### **RECOMMENDATION(S)**

3. That Members consider and approve the requests.

### **EXECUTIVE SUMMARY OF REPORT**

4. A S106 agreement was signed on 1 September 2010 for Sagar House (Pontins) in Eccleston. Schedule 4 refers to Equipped Play Space Contribution, this money is for the provision layout and equipping of an open space in accordance with the Council's Planning Policy. It doesn't specifically state the money has to be spent in Eccleston. The Council is in receipt of £92,890, £7,300 of which has already been allocated to Eccleston Parish Council for a swing. Drapers Avenue Recreation Ground is owned and managed by Eccleston Parish Council.
5. Eccleston Parish Council have been working with the Young People's Service, Football Club and Eccleston Open Space Committee who have identified a lack of provision for all weather sports in the parish. Consultation was undertaken with residents and the members of the youth club to draw up a specification of the ball court. The Parish Council went out to tender to provide an all-weather ball court (MUGA) on Drapers Avenue Eccleston. Five quotes were obtained and the lowest accepted. A company called Lightmain have been chosen subject to allocating the funding and obtaining planning permission. Eccleston Parish Council have approached Chorley Council to ask if £77,000 could be granted to them in order to deliver the project.

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

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 6. There are currently no all-weather facilities in Ecclestone. The ball court will be a first for the village.
- 7. Drapers Avenue is the principal Neighbourhood Park/Recreation Ground in Ecclestone. It caters for all age groups and has buildings which house the young people’s service, scout hut and football club. It has adequate parking and amenities to serve the community. The MUGA will be very well used in this prime location.
- 8. There is a clear need and desire for the ball court, as shown by the involvement of the young people of the village through the whole process from inception to completion.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 9. To use the S016 funding for an alternative location in the Borough.

**CORPORATE PRIORITIES**

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

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

**BACKGROUND**

- 11. Drapers Avenue Recreation Ground is owned and managed by Ecclestone Parish Council. Ecclestone Parish Council were approached by the Young People’s Service, young people of the village and the football club in September 2013 to ask if they could have an all-weather ball court (MUGA) on Drapers Avenue Recreation Ground Ecclestone. Reasons for the request are:
  - a. During last summer holidays Chorley Council GUAG were holding activities on Drapers Avenue, the field was waterlogged for the majority of the time resulting in limited opportunity to play outside.
  - b. It would be possible to play a variety of sports on the MUGA including football, netball, basketball, dodge ball, tennis and handball.
  - c. It would be a safe place to play when dark outside, instead of playing on the streets or car park causing anti-social behaviours and annoying local residents.
  - d. It would be of use to the whole community
  - e. It would be a focus and meeting place for young people
  - f. The associated health and wellbeing benefits of being able to play out all year round
- 12. The young people put together a petition to prove the sincerity of the request throughout the community. They researched and visited ball courts at various sites across the area to decide what surface, size, lighting, line markings, fencing they would require and drew up a full specification.
- 13. The Parish Council agreed to go out to tender using the specification put together by the youth group. The location of the ball court was discussed with Chorley Council Officers within Parks and Open Spaces and Planning, local residents of Drapers Avenue and Ecclestone village residents. It is sited away from residential properties; lighting will be on a timer and will be directed at the ball court with minimum light pollution. The MUGA will be 28m x 14m with fencing to all four sides to a height of 3m. The surface will be tarmac. Steel fencing will be powder coated green. See plans appended to this document.

14. 5 competitive quotes were obtained and evaluated by the Parish Council and the preferred contractor/supplier chosen. The total cost of the all-weather ball court is £77,000. Eccleston Parish Council are not able to put in any match funding towards this facility but they are providing the land, have worked up the proposals and tender process, will submit the necessary planning application, will project manage the installation of the ball court and will provide the on-going maintenance and insurance of the ball court.
15. Referring to the Draft Chorley Council Play Area Strategy and KKP Open Spaces Study, Eccleston has three play areas. A small site on The Hawthorns providing springy animals for 2 – 6 year olds owned by Eccleston Parish Council, a small multi unit play area for 4 – 8 year olds on Middlewood Close owned by Chorley Council and the large neighbourhood park at Drapers Avenue which caters for all ages from 2 year old– adult. All sites are recommended to be protected. From the quantity assessment for Eccleston, the settlement is found to have a surplus of provision for children and young people and all of the settlement is within a 10 minutes’ walk of a children’s play area. Therefore no new play areas are required but existing sites can be improved if funding allows.

**IMPLICATIONS OF REPORT**

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

17. The use of the £92,890 S106 contribution is reflected in this Council’s budgets as follows: £7,300 has been transferred to the revenue budget to finance the swing; and the balance of £85,590 is within the 2013/14 Capital Programme budget for S106-funded Play, Recreation and Public Open Space projects. Should members agree to the request from Eccleston Parish Council for a £77,000 grant towards provision of a multiuse ball court, it would be shown as a separate project in future capital programme monitoring reports. If the £8,590 balance of the Sagar House contribution is to be used to fund low value improvements to an existing Council-owned site, it could be transferred to the revenue budget in a later monitoring report.

**COMMENTS OF THE MONITORING OFFICER**

18. There are no legal restrictions on making this grant.

JAMIE CARSON  
DIRECTOR OF PEOPLE AND PLACES

Background Papers			
Document	Date	File	Place of Inspection
10/00866/REMAJ – Pointins Ltd, Sagar House, Langton Brow, Eccleston, Chorley	14 Dec 2010	<a href="http://democracy.chorley.gov.uk/mgAi.aspx?ID=20441">http://democracy.chorley.gov.uk/mgAi.aspx?ID=20441</a>	Website

Report Author	Ext	Date	Doc ID
Lindsey Blackstock	5218	11/08/13	001

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Our Ref: ECCLESTON/APR13/POSTAL/CH1941

03 May 2013

Mr. A. Platt, Clerk to the Council  
Eccleston Parish Council  
9 Ambleside Avenue  
Euxton, Chorley  
PR7 6NX

Dear Alan

### ECCLESTON PARISH COUNCIL MUGA

Lightmain would like to thank Eccleston Parish Council for the opportunity to tender for the above project and we are pleased to provide our quotation along with the following documents in support of our submission. As requested, we have also provided the information on CD in pdf format.

Completed Project Management document incorporating:

- Form of Tender
- Anti-Collusion Certificate

Design Proposals/Associated Graphics

Proposal for dealing with potential drainage issues

Proposed Programme of Work & Timescales

Health & Safety Plan & Method Statements (Appendix I)

Key Worker Information (Appendix II)

Guarantees/Warranties/Specifications/Maintenance (Appendix III)

Company Profile/Background Information (Appendix IV)

Please note that our prices reflect our **highest specification** and the use of the best quality materials which means that the facility will endure the rigorous usage for which it is intended long after other courts constructed from lower grade steel or chain link fencing have needed to be replaced. If, however, you are offered what seems to be an equivalent specification at a lower price, please allow us to detail any differences in specification and consider offering a similar solution that could match that price. We would recommend that before making a final decision on the choice of supplier that you compare sample MUGA fencing from each of the companies who have been invited to tender. We believe that the quality of our products and services are second to none.

Unlike some of our competitors who import lower grade steel product from the Far East and Eastern Europe, Lightmain's heavy duty MUGA's are made in Britain from materials sourced in Britain at our own fabrication facility in Rotherham and are top of the range for quality. The integrity of our steelwork carries a fair wear and tear warranty of 25 years.

We also have our own powder coating facility which means that with the extra processes Lightmain has introduced over and above standard powder coating processes that we can offer a 5 year warranty on the paint finish.

Manufacturing our own products also means that we are able to offer a bespoke service to suit our clients' specific needs.



Lightmain Company Limited, Hibbard Works, Station Road, Wath-upon-Deane, Rotherham, S63 7DG  
Tel: 01709 763410 Fax: 01709 763411 Email: sales@lightmain.co.uk Web: www.lightmain.co.uk  
Reg No. 2642562





Lightmain was awarded the MoD Defence Estates contract for MUGAs across military establishments following a rigorous selection process which involved 14 companies. Lightmain's success was primarily based on quality, durability of product and value for money. In addition, a Lightmain MUGA facility is used as an example of excellence by RoSPA for their 2 day operational training courses.

Please also note that our projects are installed by our own **directly employed staff** which means that we have total control over both the quality of the installation and the timescale for completion.

It may also be of interest to know that in recognising that our work brings us into contact with the young and vulnerable, all of our staff have been List 99 and CRB checked.

I hope that I have covered everything that you need for the moment, but, should you have any queries or require any additional information please do not hesitate to contact me.

Yours sincerely

**Trevor Lafferty**  
Managing Director  
**LIGHTMAIN COMPANY LIMITED**



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Reg No. 2642562





**ECCLESTON PARISH COUNCIL  
LIGHTMAIN REFERENCE CH/1941**

**GROUNDWORKS (As Item 4.1)** £25,270.00  
*We are able to offer a £2,000.00 discount for retaining spoil on site* £23,270.00

**SOAKAWAYS/DRAINAGE (As Item 4.2)** £ 4,000.00

**PATHS (As Item 4.3)** £ 2,000.00

**CABLEDUCT (As Item 4.4) included in Lighting costs**

**FENCING FOUNDATIONS (As Item 4.5) included in MUGA costs**

**MUGA (As Item 4.6) – Sample fencing will delivered 07.05.14  
28m x 14m x 3m high heavy duty MUGA consisting of:**

- 781 lin.m x 3m high Lightmain heavy duty true rebound fencing with straining posts to reduce noise/panel reverberation (See appended Appendix III for specifications/noise reduction measurement tests)
  - 2 no curved back DDA compliant open goals
  - Curved corners
  - 1 no chicane
  - Tennis/Volleyball net complete with post fixings £32,256.40
- Discount 10%** - Total (supplied and installed) £29,307.50



Optional integrated pod seating additional £1,800.00 each

**LIGHTING (As Item 4.7) consisting of:**

- 4 no unique Lightmain integrated mid-hinged 6.7m high columns
- 8 no x 400watt Halide sports floodlights
- Electrical distribution unit, photocell and timer arrangement
- Connection to existing community building
- Ducting as per tender spec (See Appendix III for specifications/photographs of previous installations)

*NB. This lighting spec provides the following output which exceeds the tender specification:*

- Average illuminance of 200 lux
  - Uniformity of 0.71
  - Maintenance factor of 0.8
- £17,400.00

**ELECTRICAL (As Item 4.8) included in Lighting costs**

**LINE MARKING (As Item 4.9)** £ 600.00

**ACCESSORIES (As Item 4.10)**

Tennis/Volleyball net included in MUGA costs

Plaque (left) incorporating Council crest and wording tbc £ 350.00

Plaque (right) incorporating Youth Centre logo and wording tbc £ 500.00

**TOTAL FOR PROJECT (assuming retention of spoil on site) £77,427.50**

*All prices are subject to VAT at rate prevailing at time of invoice*



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## DRAINAGE

In order to ensure that the new facility will adequately drain, Lightmain will carry out the following procedures:-

- Set the new ballcourt surface to a crossfall. Fall between 1:80 and 1:100
- Insert a perforated pipe (as per tender spec) to collect excess water
- Pipe to lead into a constructed soakaway pit which will incorporate in inspection chamber cover (for safety reasons)
- The specification of the tarmac will be an open graded construction which will allow any standing water to be absorbed through the surface

## ADDITIONAL BENEFITS OFFERED

- Discount of £2,000.00 on groundworks cost for retention of spoil on site
- 10% discount on standard MUGA costs
- Mid hinged lighting columns integrated into MUGA fenceline enabling easier mowing access around installation
- Optional extra of integrated pod seating at budget price
- Integrated tennis/volleyball facility providing additional play value

## ENVIRONMENTAL BENEFITS

During the construction phase, Lightmain ensures minimal impact to the environment by taking the following steps.

- Carry out a tree protection plan and confirm a suitable access route for vehicles
- Consider any existing features of the site prior to commencement
- Minimise any noise by co-ordinating deliveries and excavations within a 9 – 5 time period
- Source locally produced materials to ensure a low carbon footprint
- All of Lightmain's products are manufactured from UK sourced (Sheffield) steel and produced in our purpose built factory in Rotherham (South Yorkshire)
- Any excavations will be reused wherever possible on site to avoid unnecessary landfill waste



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**PROGRAMME OF WORKS**

ID	Description of Works	WEEK 1							WEEK 2							WEEK 3							WEEK 4						
		Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	Award of Contract by client																												
	Pre contract meeting to discuss works and specification																												
	Allowance of 6-8 weeks for planning award																												
	Pre start meeting on site																												
	Setting out & site establishment																												
	Site clearance and excavations including cable trenches and drainage																												
	Install MUGA pcc edge and MOT type 1 stone base																												
	Install base course tarmac																												
	Install pathways																												
	Install MUGA posts																												
	Complete electrical cabling works to supply																												
	Install wearing course tarmac																												
	Install MUGA panels and signage																												
	Complete electrical connection and test																												
	Remodel spoil on site																												
	Line markings																												
	Reinstatement and planting																												
	Post installation inspection																												
	Handover to Eccleston Parish Council																												
	Weekly site progress meetings																												

Extension to Proposed Programme of Works If Required & Weather Dependant

**Please Note:-**

All subject to weather conditions and site variations which may cause programme of works variations.  
Hours of work to be Mon - Fri 8.00am - 5.00pm Unless agreed with client

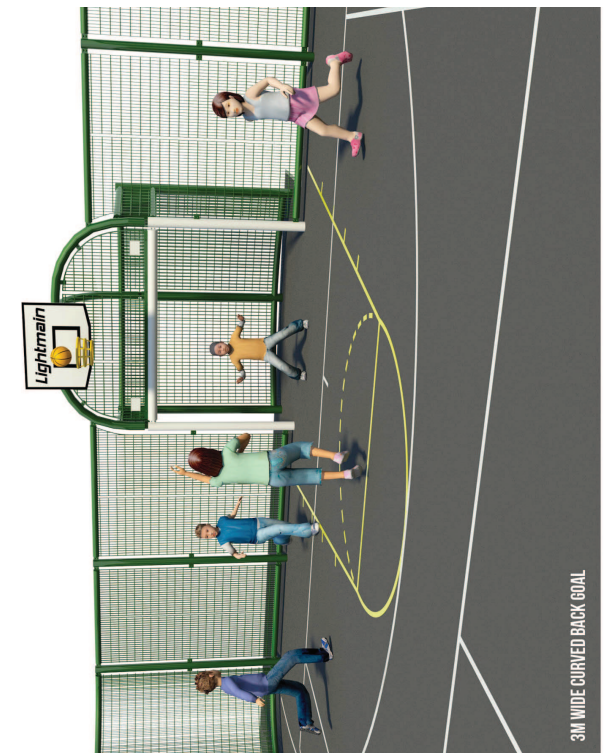


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# MULTI-USE GAMES AREA

## « ECCLESTON P.C MUGA



3M HIGH SINGLE LIFT PANELS

TENNIS NET

FOOTBALL AND BASKETBALL LINE MARKINGS

2X PLAQUES

CHICANE

FLOODLIGHTS

ROUNDED CORNERS

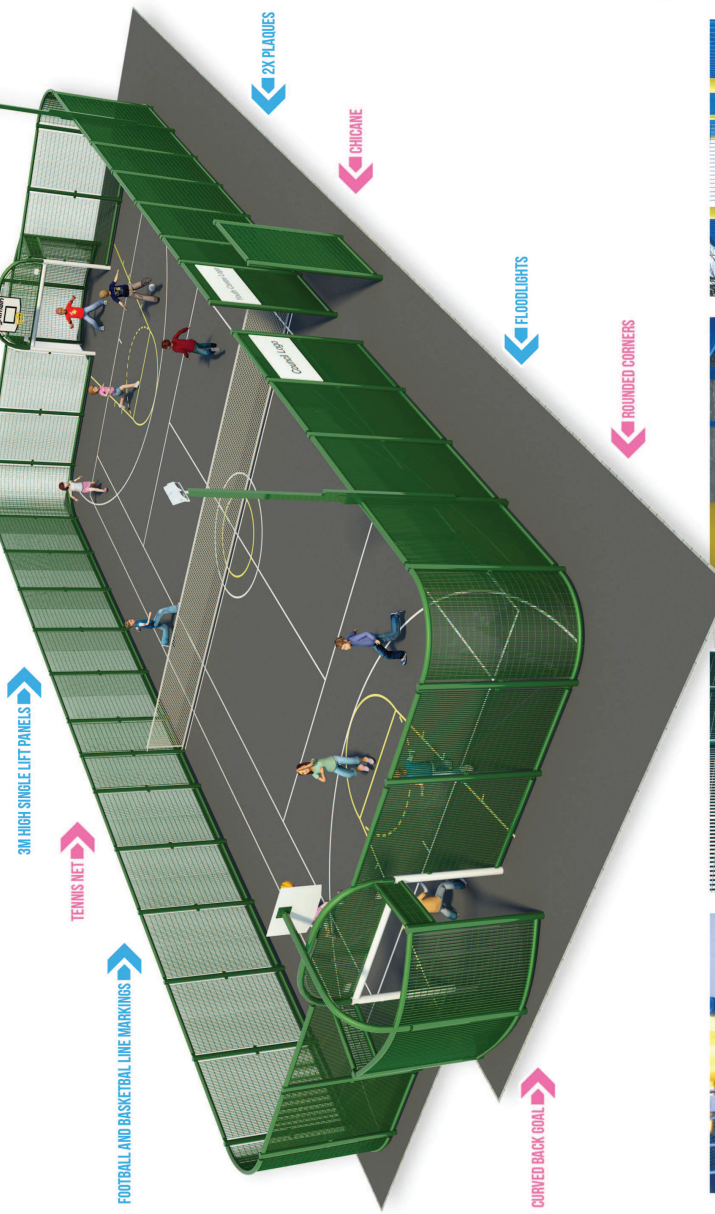
CURVED BACK GOAL

3M WIDE CURVED BACK GOAL



**Lightmain**  
Sports, Play, and Leisure

LIGHTMAIN LIMITED, Hibbard Works, Station Road, Wath upon Dearne Rotherham, S63 7DG  
Telephone: 01709 763410 Email: sales@lightmain.co.uk



Wheelchair accessible openings



No Feet or Hand entrapments



Anti climb mesh



Safe cap covers

### KEY FEATURES

- Wheelchair accessible goal back openings
- Noise reduction through full height panels
- Noise reduction through double fixings on panel points
- Aesthetically pleasing and safe cap covers
- No feet and hand entrapments or sharp edges due to rounded bars at top and bottom of each panel
- Safe panel mesh anti climb pattern

- Unique noise reducing strainer posts
- British manufacturing
- Any combination of RAL colour at no extra cost
- Most robust system on market
- Designed to meet EN15312 & EN1176
- Optimum rebound of panels due to horizontal bar pattern in mesh.
- Installed by lightmain's experienced team of installers

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places)	Executive Cabinet	15 August 2013

## **LAND DRAINAGE ACT 1991 – REVIEW OF LAND DRAINAGE POLICY**

### **PURPOSE OF REPORT**

1. To advise Members of a review of the Councils Land Drainage policy and seek approval for amendments to the policy for the purposes of clarity.

### **RECOMMENDATION(S)**

2. Members are asked to approve the retention of the priority basis on which Council resources are deployed to assist householders/landowners with land drainage investigations.
3. Members are asked to approve the principles in paragraphs 9 to 12 below in the application of the Land Drainage policy

### **EXECUTIVE SUMMARY OF REPORT**

4. In June 2007 the Council adopted the permissive powers contained in the Land Drainage Act 1991 and set out the circumstances under which land drainage investigations and associated powers would be deployed by the Council.
5. In the light of officer activity in this area a review of the policy has been undertaken to clarify areas of uncertainty and ensure the policy is consistently applied given the limited resources, capacity and capability the Council has in terms of land drainage issues.
6. In the vast majority of cases the issue of land drainage is a private matter to be resolved by the land owners or occupiers where the issue arises and ultimately the matter would need to be resolved through civil proceedings between the respective parties.
7. The current policy which is contained in the report to Executive Cabinet 28 June 2007 identifies several situations where insufficient land drainage provision or defective land drainage infrastructure (ditches, field drains etc.) could have an adverse impact. These are:

No	Definition
1	Internal flooding – domestic premises
2	Imminent threat of repeat internal flooding – domestic premises
3	Nuisance to highway network/environment
4	Other internal flooding – non domestic premises
5	Flooding to amenity areas in proximity to property
6	Flooding to amenity areas remote from property
7	Fields/farms
8	Footpaths/rights of way

8. The current policy determines that Council resources will only be deployed in situations 1 and 2.

9. It is proposed to retain this application of resources but based on the following broad principles:
  - a. Flooding to domestic premises means ingress of surface or flood water to living accommodation and does not extend to gardens, garages or other outbuildings.
  - b. There is a general principle that flood defence measures to land and property are the responsibility of the owner or occupier of that land and property.
  - c. Where flooding has occurred following a severe weather event then the policy would not apply, notwithstanding that the Council may direct resources in terms of an emergency planning response and assistance in a recovery phase during and following a severe weather event.
  - d. Where the cost of investigation work puts the Council at financial risk due to costs not being recoverable, an element of discretion will need to be applied. When the resource required to continue an investigation becomes disproportionate to the benefit of Council tax payers in general, then the Executive Member for Places would determine if that investigation should continue.
10. Therefore the policy would only be applicable to land where, under normal weather conditions and rainfall levels; there was ineffective, inadequate or defective land drainage so as to cause flooding as described in situations 1 and 2 above.
11. In all other cases the land/premises owner or occupier will be advised to seek a resolution as a private matter between the parties concerned.
12. In terms of Council land and assets that give rise to land drainage issues affecting third parties then the Councils Property Services resource would take appropriate action in all such situations

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

13. To ensure resources are effectively and proportionately used to seek a remedy where flooding to domestic properties can be attributed solely to land drainage deficiencies or defects or where an imminent risk of flooding occurs in such circumstances.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

14. None.

**CORPORATE PRIORITIES**

15. 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**

- 16. The purpose of Land Drainage Act 1991 and the Councils role as enforcer is not to provide a remedy to private land drainage issues, but to use statutory powers to identify a cause, specify a remedy and require the respective land owner or occupier to implement the remedy by formal means if necessary. The Act makes provision for the Council to undertake works in default and recover the costs.
- 17. In some circumstances land drainage engineering and associated hydrological survey/modelling skills are required to investigate the problem and specify a remedy. The Council does not have such capability and would need to 'buy in' such expertise.
- 18. The costs of any land drainage investigation work would not be recoverable and therefore dependant on the nature of the problem the Council must retain the discretion to deviate from the policy and withdraw from investigation work. Land owners/occupiers affected by such a decision would be advised to seek a private remedy and independent legal advice on the matter.

**IMPLICATIONS OF REPORT**

19. 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**

20. There is a small budget provision of around £1k for land drainage investigation work; therefore any requirement above this amount would have to be funded from alternative sources. The Council is able to recover the cost in respect of any investigation works under the current legislation.

**COMMENTS OF THE MONITORING OFFICER**

21. The legislation remains unchanged and the Council have no obligation under it to take action. The Act provides only the power to undertake works at their discretion (to be reasonably exercised). The policy assists in evidencing the reasonableness of the Council's actions.

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

22. In line with the Equality Scheme, an integrated impact assessment will be undertaken to identify any potential adverse impact of the change to the policy on groups identified as an equality strand in the equality scheme. If necessary, an action plan will be prepared to mitigate the adverse impact.

JAMIE CARSON  
DIRECTOR OF PEOPLE AND PLACES

<b>Background Papers</b>			
<b>Document</b>	<b>Date</b>	<b>File</b>	<b>Place of Inspection</b>
Land Drainage Act - Land Drainage Policy	25 June 2007	Modgov	Council Intranet

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Simon Clark	5732	July 2013	Landdrainage2013

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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