

03 September 2013

Executive Cabinet

You are invited to attend a meeting of the Executive Cabinet to be held in Council Chamber, Town Hall, Chorley on Thursday, 12th September 2013 commencing at 6.00 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 5 - 14)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 15 August 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 have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

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

5. **Chorley's Credit Union – Budget Investment Update (Pages 15 - 20)**

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

ITEM OF EXECUTIVE MEMBER (LDF AND PLANNING) (INTRODUCED BY COUNCILLOR DENNIS EDGERLEY)

6. **Community Infrastructure Levy – Instalments Policy (Pages 21 - 24)**

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

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

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 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)

8. **Key Partnerships Monitoring Report (Pages 25 - 32)**

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

9. **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

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS

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

PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS

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

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Executive Cabinet

Minutes of meeting held on Thursday, 15 August 2013

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

Also in attendance

Lead Members: Councillors June Molyneaux and Julia Berry

Other Members: Councillors Eric Bell, Henry Counce, John Dalton, Harold Heaton, Paul Leadbetter, Marion Lowe, Mick Muncaster and John Walker

Officers: Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Susan Guinness (Head of Shared Financial Services), Simon Clark (Head of Health, Environment & Neighbourhoods), Sarah James (Partnerships Manager), Victoria Willett (Performance Improvement Officer), Vanessa Fitzgerald (Policy and Engagement Assistant) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: None.

13.EC.64 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Terry Brown.

13.EC.65 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 20 June 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.66 DECLARATIONS OF ANY INTERESTS

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

13.EC.67 PUBLIC QUESTIONS

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

13.EC.68 REFURBISHMENT WORKS 98-102 MARKET STREET

The Executive Leader presented a report which set out the tender procedure being used and requested authority for the use of the criteria intended to award the contract.

The bids would be assessed on the scoring matrix of 80% cost and 20% quality. This was the usual split for this type of contract.

The Leader advised there had been 11 expressions of interest in taking a lease of the one of the premises, including the kiosk. They were from a variety of businesses, represented the aspirations for the town centre and included businesses that would contribute to bringing customers into the town and the town centre offer.

Decision made

1. **Approval granted to the tender process for the award of the contract.**
2. **Approval granted to the award criteria detailed at paragraph 24.**
3. **Approval granted that the award of the contract be delegated to the Executive Leader.**

Reason(s) for decision

1. 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.
2. The Criteria are those suitable for this type of contract.

Alternative option(s) considered and rejected

1. 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.
2. 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.

13.EC.69 INDIVIDUAL ELECTORAL REGISTRATION

The Executive Member (Resources, Policy and Performance) presented a report which outlined the details surrounding the introduction of Individual Electoral Registration (IER) and the processes and timescales involved in the transition.

People who failed 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.

In response to a query it was noted that following implementation, there would be other associated costs in respect of the maintenance of systems; scanning equipment, printing and postage costs but there would be no additional funding to cover these.

A dry run of electoral registers against the Department for Work and Pensions (DWP) data base had recently been undertaken which allowed the Council to identify particular issues it would face in creating a full and accurate local register, and would be used to identify any resource implications. 83.4% of the data had matched which was currently the highest match figure in Lancashire.

Decision made

1. **To note the report.**
2. **Approval granted to the Executive Member (Resources, Policy and Performance) to use 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.**

Reason(s) for decision

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

Alternative option(s) considered and rejected

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.

13.EC.70 REVENUE BUDGET MONITORING 2013/14 REPORT 1 (END OF JUNE 2013)

The Executive Member (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 2013/14.

The Council expected to make overall target savings of £200,000 in 2013/14 from management of the establishment. A total saving of £50,000 had 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 progressed and more vacancies occur but if the remaining target was not achieved, budget efficiencies would need to be identified elsewhere to ensure the target for the year was achieved.

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 show that the General Fund balance would be around £2.095m. This would reduce to around £2.019m should the recommendations outlined in the report be approved. This would put 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.

In response to a query it was noted that this related to where money would be sourced from, if required, relating to Regeneration Projects. It was estimated that £20,000 might be required to cover business rates for the empty retail units. Further details on this budget would be set out in future monitoring reports.

Decision made

- 1. Recommendation supported that Council 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.**
- 2. Recommendation supported that Council 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.**
- 3. Recommendation supported that Council 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.**

Reason(s) for decision

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

13.EC.71 CAPITAL PROGRAMME MONITORING 2013-14 - 2015-16

The Executive Member (Resources, Policy and Performance) presented a report which updated 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. The report also presented an updated analysis of the receipt and use of developers' contributions for the financing of capital projects between 2013/14 and 2015/16.

Few changes were required to the 2013/14 Capital Programme at this stage. A net increase in the programme of £102,720 was proposed in the report. The provisional budgets for 2014/15 and 2015/16 were each reduced by £50,120 because of the estimated reduction in DFGs funded by housing associations.

Decision made

- 1. Recommendation supported that Council approve the amendments to the Capital Programme for 2013/14, as presented in column (2) of Appendix 1.**
- 2. Recommendation supported that Council approve the amendments to the provisional budgets for 2014/15 and 2015/16, as presented in columns (5) and (8) of Appendix 1.**

Reason(s) for decision

1. 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.
2. Provisional budgets for 2014/15 and 2015/16 should be updated to reflect the resources estimated to be available.

Alternative option(s) considered and rejected

None.

13.EC.72 CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER ONE 2013/14

The monitoring report was presented by the Executive Member (Resources, Policy and Performance) and set 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.

One project was rated amber; Trial re-opening of Market Street. Lancashire County Council have taken responsibility for finalising the design and delivering the scheme. The anticipated completion date was October 2013.

A postal Resident Survey 2013 had been undertaken with 1,234 responses having been received. Ten of the eleven indicators performed above target or within the 5% tolerance, and all of the indicators had either maintained or improved performance when compared to 2008. The % of residents who feel that the Council provides value for money had increased from 41.4% in 2008 to 51.1%. In the current economic climate this was a positive result.

On the Corporate Strategy measures four indicators 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.

In response to queries further updates were given in relation to the Working Together With Families project and the Friday Street Health Centre.

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.73 CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER ONE 2013/14

The monitoring report was presented by the Executive Member (Resources, Policy and Performance). This was the first in a new format of partnership performance reports which set out the priorities and performance of the Chorley Partnership for the first quarter of 2013/2014, from 1 April to 30 June 2013.

The report presented how successful partnership groups had been delivering against priorities in that quarter. This was a move away from using performance indicators towards placing some contextual information regarding the work that had been delivered and what impact and outcomes this had achieved.

Overall progress against priorities was excellent, of the nineteen priorities identified across the partnership, seventeen were rated as green and two were rated as not started.

Members discussed the priorities of Domestic Violence and Violent Crime, and Child Sexual Exploitation.

Decision made

To note the report.

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

13.EC.74 ENERGY UTILITY CONTRACTS

The Executive Member (Resources, Policy and Performance) explained that the report updated Members on the process of appointing a new electricity supplier for the Council.

The Executive Member had recently approved the continued use of the Yorkshire Purchasing Organisation for the procurement of the Council's energy utility suppliers. The scoring matrix for the consideration of any bids made within the YPO Framework had also been approved.

Members noted that YPO were a Public Sector Buying Organisation who procured energy on behalf of in excess of 80 Public Sector Bodies. Chorley Council had used YPO since 1998.

Decision made

Approval granted for authority to 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.

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

13.EC.75 RESURFACING OF THREE TOWN CENTRE CAR PARKS

The Executive Member (Resources, Policy and Performance) presented a report which sought approval for the award procedure and evaluation criteria for the contract for resurfacing and improvements to the Portland Street, Flat Iron and short stay Fleet Street car parks.

The report also sought approval for the car park behind the former McDonald's site to become a pay and display car park (total 70 spaces) with a small number of free spaces. This car park would be tarmaced and vehicle access would remain via Fleet Street.

Members discussed the need to carry out this work at minimal disruption to shoppers and traders. It was clarified that black tarmac would be used and that the current red brick work would be made good.

Decision made

- 1. Approval granted to the procurement approach of advertising tenders through the Chest e-tendering system using an open invitation to five contractors from Lancashire County Council's (LCC) approved list plus LCC themselves.**
- 2. Approval granted to tenders being evaluated to establish the most economically advantageous tender based on 80% cost, 20% quality.**
- 3. Approval granted to the car park behind the former McDonald's site becoming a short stay pay and display car park but also to include 10 spaces free for the first 30 minutes.**

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 would fail to comply with the Council Procurement rules.

13.EC.76 PARK AND OPEN SPACES MEMORIAL POLICY

The Executive Member for People explained that the report provided an update following consultation on the Parks and Open Spaces Memorial policy and sought approval for the adoption of the policy.

Seven consultation responses had been received which were set out in the appendix to the report. In light of the consultation, the draft policy had been amended.

Members noted this was a sensitive area and that the Policy would bring clarity for officers and residents.

Decision made

Approval granted that the consultation and responses be noted and that the amended policy be formally adopted with immediate effect.

Reason(s) for decision

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

Alternative option(s) considered and rejected

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

13.EC.77 END OF YEAR CORE FUNDING REPORT 2012/13

The Executive Member for People presented a report which updated Members on the performance of the core funding recipients during 2012/13.

At the Executive Cabinet meeting in March 2013, the core funding allocation for 2013/14 was agreed. The recipients were now in the process of delivering, and were subject to quarterly monitoring. This was proportional based on the value of the grant, and increased to detailed quarterly monitoring reports for the larger contracts.

It was noted that organisations who had been unsuccessful in gaining funding could request an appointment to discuss their application.

Decision made

To note the report.

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

13.EC.78 CLAYTON BROOK VILLAGE HALL – COMMUNITY MANAGEMENT

The Executive Member for People presented a report which set out a request from Clayton Brook Community House to progress the transfer of Clayton Brook Village Hall into community management.

The community management of Council assets was an established policy, with community centres in community management at Fairview and Tatton. There are also a number of playing pitches and open spaces that were in community management with local organisations.

This work with Clayton Brook Community House would need to consider whether the existing group was the appropriate organisation to take on the community management and to consider representation from the broadest possible cross section of the local community.

Decision made

1. **Approval granted that officers be instructed to work with Clayton Brook Community House to pursue the option of community management at Clayton Brook Village Hall.**
2. **Approval granted that a condition of community management be 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.

Reason(s) for decision

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 option(s) considered and rejected

Not to consider transferring the Village Hall into community management.

13.EC.79 ALLOCATION OF SAGAR HOUSE SECTION 106 EQUIPPED PLAY SPACE CONTRIBUTION

A report was presented by the Executive Member for People which set out 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.

The report requested that the remaining Section 106 balance be spent on a Council owned site in or near to Eccleston which was recommended for improvement in quality.

In response to a query Members noted Eccleston Parish Council were providing the land, had worked up the proposals and tender process, would submit the necessary planning application, would project manage the installation of the ball court and would provide the on-going maintenance and insurance of the ball court.

Decision made

Approval granted to the requests.

Reason(s) for decision

1. There are currently no all-weather facilities in Eccleston. The ball court will be a first for the village.
2. Drapers Avenue is the principal Neighbourhood Park/Recreation Ground in Eccleston. 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.
3. 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 option(s) considered and rejected

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

13.EC.80 LAND DRAINAGE ACT 1991 - REVIEW OF LAND DRAINAGE POLICY

The Executive Member for Places presented a report which advised Members of a review of the Councils Land Drainage policy and sought approval for amendments to the policy for the purposes of clarity.

In the light of officer activity in this area a review of the policy had been undertaken to clarify areas of uncertainty and ensure the policy was consistently applied given the

limited resources, capacity and capability the Council had in terms of land drainage issues.

Members discussed the broad principles on which the policy was based.

Decision made

- 1. Approval granted for the retention of the priority basis on which Council resources were deployed to assist householders/landowners with land drainage investigations.**
- 2. Approval granted to the principles in paragraphs 9 to 12 in the application of the Land Drainage policy.**

Reason(s) for decision

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 option(s) considered and rejected

None.

Executive Leader

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	12 September 2013

CHORLEY'S CREDIT UNION – BUDGET INVESTMENT UPDATE

PURPOSE OF REPORT

1. This report is provided to update Members on the progress of the budget investment item to develop a Credit Union. It also provides the proposed governance arrangements for on-going monitoring, which are presented for approval by the Executive.

RECOMMENDATION

2. It is recommended that the governance arrangements at paragraph 14 and 15 are implemented to monitor the progress of Chorley's Credit Union towards self sustainability.

EXECUTIVE SUMMARY OF REPORT

3. This report provides some background to the development of Chorley's Credit Union, and gives Members an update on the progress made since February 2013. As the Chorley's Credit Union is now fully operational from a town centre premises, it proposes governance arrangements which will enable the Council to monitor the delivery of the Credit Union.

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

(If the recommendations are accepted)

4. The recommendation is proposed to enable the Council to monitor the delivery of the £150,000 investment made into Chorley's Credit Union and to ensure that it is self-sustainable by the end of the three year investment period.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. Not to implement governance arrangements would mean that the Council does not have the ability to clearly manage and monitor progress of the Credit Union.

CORPORATE PRIORITIES

6. This report relates to the following Strategic Objectives:

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

BACKGROUND TO CHORLEY’S CREDIT UNION

- 7. Credit Unions enable people to save as well as offering low cost loans. They are owned and run by members and provide annual dividends back to its members, as well as providing a safe and ethical place to borrow from. This is particularly important considering the changes taking place within the welfare system and the impact we know this will have on our residents.
- 8. By supporting the Credit Union, we can enable residents to get support with opening bank accounts, budgeting and preparing for the effect of welfare changes. It is a form of early intervention that will save all public bodies money in the long term, by preventing residents from accumulating large debts from pay day loan companies or from going into arrears.
- 9. Chorley Council decided to invest in developing a Credit Union for the borough. On 28th February 2013, the Council agreed to invest £150,000 (£50,000 per year for three years) which will underwrite the set up costs to enable this intervention to be sustainable in the long term.
- 10. Following this three year investment, the Credit Union will have generated enough income through loans and savings to enable the business to be self-sustaining and cover their running costs.

PROGRESS MADE

- 11. Since the budget investment was made in February, Chorley Council have worked with the Board and officers of Unify Credit Union to develop Chorley’s Credit Union. Unify are a well-established credit union, already working in Wigan and Leigh, and have established themselves in Chorley with in kind support from the Council. They have the infrastructure and expertise to deliver this service for the benefit of Chorley’s communities.
- 12. The following actions have been delivered;
 - a. Chorley’s Credit Union is now fully operational in a town centre location. The Market Street base opened on 4th August 2013 and is now open to customers six days a week.
 - b. Officers have worked with the Credit Union to set up the service as a viable alternative to other lenders within the town. This has included support with branding and marketing as well as revamping their publicity material.
 - c. The three year business development plan has been developed which demonstrates the performance the Credit Union must achieve in years one, two and three to become self sustainable. The contractual arrangements have been completed based on this development plan.
 - d. Work is underway to develop links to other partner agencies within the borough. Discussions are on-going with the Lancashire Teaching Hospitals to make it the

preferred Credit Union for their employees. Some housing providers are starting to engage in the process, with Contour Homes and Accent offering to provide small financial contributions.

GOVERNANCE ARRANGEMENTS

13. As Chorley's Credit Union starts to deliver the benefits as set out in the business development plan, there is a need to agree the governance arrangements through which we can monitor the financial support the Council has provided for the service. This will ensure that the Credit Union is working towards being self sustainable by year three (2016/2017).
14. It is proposed that a committee is set up to monitor the progress of delivery -'Chorley's Credit Union Governance Group' will be established. The remit of this group will be to monitor progress against the contract and the business development plan. The representation will be;
 - a. Chorley Council, Chief Executive
 - b. Chorley Council, Executive Member for Resources, Policy and Performance
 - c. Unify Credit Union, General Manager
 - d. Unify Credit Union, Board representative
 - e. Contour Homes officer representative
 - f. Accent officer representative
15. The representation of this group includes representatives from the two housing providers who have made financial contributions to the set-up of the Credit Union, Contour Homes and Accent at a total contribution of £3000 each over three years. In return for this contribution they will receive preferential benefits for their tenants.
16. The group will meet on a quarterly basis, with meeting dates scheduled to following the completion of the quarterly monitoring reports provided by Unify. They will commence from the end of quarter two with meetings scheduled for October, January and May for year one.
17. Based on the monitoring information provided by Unify, the governance group will confirm that they are able to receive the next years funding allocation.

MONITORING INFORMATION

18. The contract signed with Unify contains monitoring information which will track performance in the following areas;
 - The number of members joining from within Chorley (number)
 - The number of saver loans granted to those members (number)
 - The number of smart loans granted to those members (number)
 - The value of saver loans granted to those members (£)
 - The value of smart loans granted to those members (£)
 - The value of income generated by all loans (£)
 - The amount of savings generated by members (£)

- The dividend (equivalent of interest) paid (%)
- Overall financial benefit – comparison between interest payable on credit union loans compared to that of typical pay day lender (£)
- Numbers of local volunteers (number)

19. The targets that have been set against these indicators reflect the business that the Credit Union needs to turnover in order to be sustainable within three years. These projected figures are detailed in the following table.

	Year 1	Year 2	Year 3	TOTAL
New Savers	315	370	450	1135
Number of Saver Loans	230	410	506	1146
Value of Saver Loans	£74,000	£175,250	£288,000	£537,250
Interest on Saver Loans	£3,177	£12,045	£25,191	£40,413
Value of Savings	£55,775	£130,950	£240,275	£427,000
New Smart Loan Members	416	416	416	1248
Number of Smart Loans	624	1040	1456	3120
Value of Smart Loans	£249,600	£416,000	£582,400	£1,248,000
Interest on Smart Loans	£23,013	£69,835	£119,081	£211,929
Value of Savings from Smart Loan Members	£23,456	£66,720	£109,984	£200,160
Total Anticipated Income	£26,190	£81,880	£144,272	£252,342

20. The products in this table relate to the Saver Loan and Smart Loan. The Saver Loan is offered to members after 10 weeks of savings for loans up to £10,000, and interest is charged at 12.7% APR. The Smart Loans are issued to members with no savings history for loans up to £500 and interest is charged at 26.8% APR.

21. The typical periods of repayment for a loan are 12 months for the Smart Loans and up to 3 years for the Saver Loans. The delinquency rates for loans that are not repaid are between 5% - 6% across the whole Credit Union, and they have stringent processes in place to ensure that loans are recovered.

22. This is the information that the Chorley’s Credit Union Governance Group will monitor on a quarterly basis.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

24. The report sets out the Councils' arrangements in terms of financing the project, which was approved at budget Council in March 2013. The Governance arrangements are key to ensure that the journey towards self-sufficiency is achieved.

COMMENTS OF THE MONITORING OFFICER

25. Given the support and involvement of Chorley with the Credit Union governance arrangements of this type are appropriate.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
General Fund Revenue and Capital Budget and Council Tax 2013/14 Report	28 th February 2013	http://democracy.chorley.gov.uk/mglssueHistoryHome.aspx?IId=29392	Council Website

Report Author	Ext	Date	Doc ID
Sarah James	5779	12 th August 2013	Chorley's Credit Union – Budget Investment Update

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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for LDF and Planning)	Executive Cabinet	12 September 2013

COMMUNITY INFRASTRUCTURE LEVY – INSTALMENTS POLICY

PURPOSE OF REPORT

- To adopt an instalments policy associated with the implementation of CIL.

RECOMMENDATION(S)

- That the Instalments Policy as set out in Appendix 1 of this report be adopted by the authority with CIL charging commencing from 1st September 2013.

EXECUTIVE SUMMARY OF REPORT

- This report discusses and recommends an instalments policy be adopted and implemented in accordance with Regulation 69(b) of the CIL (Amendment) Regulations 2011 on the 1st September 2013 which will align with the commencement of CIL charging.

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

REASONS FOR RECOMMENDATION(S)

- The DCLG CIL Regulations 2013 allow a charging authority to set its own payment deadlines and/or offer the option of paying by instalments. If it wishes to do this it must publish an instalments policy on its website. The majority of authorities that have adopted CIL have adopted such a policy. The policy will support developers bringing forward new schemes.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None

CORPORATE PRIORITIES

6. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	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

- 7. The Central Lancashire Authorities of Preston, South Ribble and Chorley have worked jointly to progress the Community Infrastructure Levy through the prescribed consultation stages to adoption. Although working collaboratively during this process, each authority is adopting its own Charging Schedule which sets out the charging rates for its own particular area.
- 8. Members will recall that the Community Infrastructure Levy (CIL) is a new charge on some forms of built development; it allows a charging authority to levy a charge on owners or developers carrying out built development so that they contribute to the costs of providing the infrastructure needed to support development of the area. It will fund infrastructure projects such as transport, education, leisure and health which are set out in a published list known as a Regulation 123 list. The levy will be charged at a rate of pounds per square metre, based upon net additional internal floorspace of any given development for uses identified in the Charging Schedule
- 9. Although CIL will replace Section 106 in terms of ‘off site infrastructure’ associated with new built developments, S106 will still apply particularly in relation to larger schemes to mitigate the impacts of that specific development subject to the following tests:
 - a) Necessary to make the development acceptable
 - b) Directly related to the development
 - c) Fairly and reasonably related in scale and kind to the development
- 10. Section 106 will also continue to apply to the securing of Affordable Housing.

INSTALMENTS POLICY

- 11. Regulation 69(b) of the CIL (Amendment) Regulations 2011 allows for an instalments policy to be applied to all development which is liable to CIL.
- 12. This must be published on the website and made available for inspection at its principal offices.
- 13. The instalments policy included in Appendix 1 is taken from Regulation 70 CIL (Amendment) Regulations 2011. Should the Council wish to vary this policy in the future in can do so by giving at least 28 days notice before the new policy takes effect.
- 14. There are four amount thresholds and different repayment periods ranging from less than £10,000 to over £40,000 and from a 60 day period to over 240. The larger the threshold, the more the number of instalments and the longer the time period in which to make the payments. This is in order to ensure the viability of the proposed development and not put undue financial burden on the developer.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. The policy is key to ensuring that full recovery of monies due under CIL are billed and collected appropriately.

COMMENTS OF THE MONITORING OFFICER

17. Such a policy is permitted by the legislation.

LESLEY-ANN FENTON
 DIRECTOR OF PARTNERSHIPS, PLANNING & POLICY

Background Papers			
Document	Date	File	Place of Inspection
Community Infrastructure Levy Charging Schedules of Chorley Borough Council, Preston City Council and South Ribble Borough Council			Central Lancashire Website

Report Author	Ext	Date	Doc ID
PMcAnespie	5286	23/8/13	***

**Chorley Council
Community Infrastructure Levy
Instalments Policy**

In accordance with Regulation 69(b) of the CIL (Amendment) Regulations 2011 Chorley Council (The Charging Authority) will apply the following Instalment Policy to all development which is liable to CIL.

CHORLEY COUNCIL INSTALMENTS POLICY		
Total CIL Liability	Number of Instalments and amount Payable	Payment Period
Amount less than £10,000	1	100% payable within 60 days of commencement notice
Between £10,000 & £20,000	2 EQUAL INSTALMENTS	1 st instalment 50% within 60 days 2 nd instalment 50% within 120 days
Between £20,000 & £40,000	3 EQUAL INSTALMENTS	1 st instalment 33.3% within 60 days 2 nd instalment 33.3% within 120 days 3 rd instalment 33.3% within 180 days
Amount over £40,000	4 EQUAL INSTALMENTS	1 st instalment 25% within 60 days 2 nd instalment 25% within 120 days 3 rd instalment 25% within 180 days 4 th instalment 25% within 240 days

This instalments policy takes effect from 1ST September 2013

1. Where an Outline Permission permits development to be implemented in phases each phase of the development is a separate development and will be collected in accordance with this instalments.
2. Notwithstanding this Instalment Policy there is nothing to prevent the person who has assumed liability to pay CIL, to pay the outstanding amount in whole or in part in advance of the timescale specified in the policy.
3. Where an amount payable in accordance with this policy is not received in full on or before the day on which it is due the unpaid balance becomes payable in full immediately in accordance with Reg 70 (8).

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

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