

15 January 2014

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 December 2013 commencing at 6.00 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes** (Pages 5 - 12)

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 21 November 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. **Changing Places toilet proposal** (Pages 13 - 16)

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

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

6. **Review of Chorley Council Core Funding and Process for 2014/15** (Pages 17 - 26)

To receive and consider the report of the Chief Executive (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 Paragraphs 1 and 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. **Insourcing Property Services - proposal** (Pages 27 - 32)

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

9. **Approval to purchase one large (15t) and two compact Mechanical Sweepers**
(Pages 33 - 36)

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

10. **ICT Team - Restructure** (Pages 37 - 48)

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

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

11. **Approval for work to Astley Farmhouse** (Pages 49 - 58)

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

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

12. **Update on the Waste Management Contract** (Pages 59 - 62)

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

13. **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, 21 November 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: Councillors June Molyneaux, Danny Gee, Jean Cronshaw and Matthew Crow

Other Members: Councillors Eric Bell, Henry Counce, John Dalton, Alison Hansford, Harold Heaton, Keith Iddon, Paul Leadbetter, Marion Lowe and John Walker

Officers: Gary Hall (Chief Executive), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment and Neighbourhoods), Chris Sinnott (Head of Policy and Communications), Jennifer Moore (Head of Planning), Mark Chambers (Principal Management Accountant), Lesley Miller (Environment and Neighbourhood Manager) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: None.

13.EC.103 APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

13.EC.104 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 24 October 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.105 DECLARATIONS OF ANY INTERESTS

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

13.EC.106 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.107 REVENUE AND CAPITAL BUDGET MONITORING 2013/14 REPORT 2 (END OF SEPTEMBER 2013)

The Executive Member for Resources, Policy and Performance presented the report.

The projected revenue outturn currently showed a forecast underspend of £78k against budget. The £40k virement previously reported from revenue to fund capital works at Bengal Street had been reversed due to the envisaged revenue savings having been re-phased to 2014/15 and the availability of alternative capital resources.

In year underspends from within Customer, ICT and Transactional Services had been redirected to fund £150k of the upfront costs of ERVS this financial year.

There was a forecast capital expenditure in year of £4.276m, proposed re-phasing of £8.307m into future years and £391k falling out of the programme.

The Council expected to make overall target savings of £200k in 2013/14 from management of the establishment. A total saving of £150k had been achieved in the first half of the year.

Further savings should be made as the year progressed and more vacancies occurred but if the remaining target was not achieved, budget efficiencies would 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 September showed that the General Fund balance would be £2.102m.

Members discussed the improvements to Cotswold House and supported the continued improvements. The Executive Leader noted the importance of completing the improvements in a phased manner to retain continuity for the residents of Cotswold House.

Members noted that the Credit Union was exceeding the set targets for the number of customers borrowing. The Credit Union was looking into new areas of loans and to improve their online presence.

Decision made

1. **That the forecast position for the 2013/14 revenue budget and capital investment programme be noted.**
2. **That the forecast position on the Council's reserves be noted.**
3. **Request Council approve the use of funds held on the Council's balance sheet, in the Council's role as trustee of The Avondale Library Trust, to contribute £24k to the Home Start Children's Play Area.**
4. **Request Council approve the transfer of £50k from the Hut Lane earmarked reserve to the Local Development Framework reserve to cover the additional budget requirement in 2013/14 as detailed in paragraph 36.**
5. **Request Council approve an £80k budget transfer of Council resources – carried over from the former Regional Housing Pot and currently within the disabled adaptations capital programme – to fund improvements at Cotswold House.**
6. **Request Council approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2013/14.**

Reason(s) for decision

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

13.EC.108 CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER TWO 2013/14

The Executive Member for Resources, Policy and Performance presented the report which followed the new format of partnership performance reports.

It set out the priorities and performance of the Chorley Partnership for the second quarter of 2013/2014, the priorities of the partnership groups and how successfully they have been delivering against those priorities. This was a move away from using performance indicators towards providing 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 eighteen priorities identified across the partnership, fifteen were rated as green, one was amber and two were rated as not started.

Decision made

That the report be noted.

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.109 CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER TWO 2013/14

The Executive Member for Resources, Policy and Performance presented the report which set out performance against the Corporate Strategy and key performance indicators for the second quarter of 2013/14.

Performance was assessed based on the delivery of key projects, against the measures in the 2012/13 – 2015/16 Corporate Strategy and key service delivery measures. Overall performance of key projects was excellent, with the majority of the projects complete, on track or scheduled to start in quarter 3.

One project, develop a youth ambassador scheme, had been rated amber due to issues relating to timescales in delivering initial actions however work was now underway to bring this project back on track. This scheme had a wider remit than one bearing the same name which was run by Runshaw College.

Overall performance of the Corporate Strategy and key service measures remained strong. 73% of the Corporate Strategy measures and 71% of the key service measures were performing above target, within the 5% tolerance or had been presented for base lining purposes.

The Corporate Strategy measures performing below target were; the percentage of 16-18 year olds who are not in education, employment or training (NEET), the percentage of domestic violence detections and the percentage of customers dissatisfied with the way they were treated by the council. Action plans had been developed to outline what action would be taken to improve performance.

In response to a query it was noted that a jobs and careers fair hosted by the Council earlier that day had been a success. Pupils from five Chorley high schools attended the event in the morning and in the afternoon it was open to the public. The free event brought together large employers from across the borough along with volunteering and advice services as well as key players in further education and apprenticeships. This was just one of the ways the Council was tackling the issues of NEETs.

Members discussed the target in relation to domestic violence and noted that the target was aspirational, but it had been achieved previously. Mechanisms were in place to make sure that officers followed the correct procedures to ensure that the chances of achieving detection were positive. The Council would be led by the Police on this.

The key service delivery measures performing below target were: the time taken to process Housing benefit/Council Tax benefit new claims and change events, and the percentage of major planning applications determined within 13 weeks. The performance achieved for October and November would improve the statistic on the percentage of major planning applications. Action plans had been included within the report to outline what actions were being taken to improve performance.

Decision made

That the report be noted.

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.110 SPORTS VILLAGE FEASIBILITY STUDY - REVIEW

The Executive Member for People advised that a review of the 2007 Sports Village Feasibility Study had been undertaken which included actions proposed for the future.

The review highlighted that sports clubs/organisations that have land want to keep it and enhance it, rather than pool resources in one site and clubs that were looking to lease land did not require the land to be on a single site.

Members noted that there was an appetite amongst clubs, organisations and schools to work in partnership, on a site by site basis, to enhance the sporting offer in the Borough and that external funding for a large single site project was extremely limited.

The review had opened up a number of opportunities for the Council to work with stakeholders on individual projects/developments. These would continue and reports would be brought to Executive Cabinet if any of them progress.

Decision made

1. **That the review of the feasibility study be noted, and that there was no prospect of a Sports Village, as originally envisaged, being delivered at this point in time.**
2. **That various early discussions were taking place with partners to develop sports facilities in the Borough and that officers would bring reports to Executive Cabinet, as appropriate, when any decisions were required that involve the Council's input, e.g. funding, land etc.**

Reason(s) for decision

Although there are no plans to initiate a Sports Village project, as originally envisaged, there are opportunities to work with a variety of partners to enhance the sporting offer in the Borough. At this stage Executive Cabinet are asked to note these potential developments and that if any of them progress, and require the Council's input, separate reports will be brought to the Executive.

Alternative option(s) considered and rejected

One option would have been not to revisit the Sports Village feasibility study. Members agreed, at the policy setting Council meeting, that the review of the previous study would be a corporate project.

13.EC.111 PRIVATE RENTED SECTOR HOUSING - POLICY FOR ENFORCEMENT OF STANDARDS

The Executive Member for Places advised that Neighbourhood Environmental Health Officers had begun a proactive inspection programme to assess, and where necessary, take action to improve standards of accommodation in Chorley's private rented sector housing stock.

The proactive approach arose out of an Overview and Scrutiny report on the issue in April 2012. The resource to undertake a proactive programme was identified and work had started to build a database of private rented sector properties and commence inspections. In addition, the Overview and Scrutiny report recommended that a policy be developed to support the proactive programme to ensure consistency

of approach and to allow all stakeholders to understand the Councils proactive approach.

Members noted that the policy identified a number of sources of intelligence and information in relation to Chorley's private rented sector housing stock and, in particular, the engagement and support of tenants was seen as a key component. However, a pilot survey of properties in an area known to contain a high density of private rented sector properties yielded a very poor response from tenants. Further work with the Councils Communications Team, local housing charities and the Councils Housing Options Team would be undertaken to engage with tenants in the sector. Members were requested to make officers aware of properties they knew were privately rented through their role as a Councillor.

It was noted that measures which would improve the overall standard of private sector housing had far reaching benefits, for both the tenant and also surrounding community. Working in partnership with private landlords was key as the lower end of the private rented sector provided a valuable supply of housing for customers who could not access social housing for a variety of reasons and who otherwise would be homeless. Improving the standard of the housing with full landlord consent would be the ideal scenario, with enforcement action as the last resort where appropriate.

The Government had recently received the Communities and Local Government Select Committee Report into the private rented housing sector. The overall perspective of that report was that increased supply in the private rented housing sector was to be welcomed. There were a number of issues that the Government indicated might be introduced which could, in due course, be relevant to the proposed policy. The proposed policy would therefore be subject to review.

Decision made

Approve the policy document at Appendix 1 relating to the proactive inspection of private rented sector housing.

Reason(s) for decision

A local private rented sector housing standards inspection policy will ensure a consistent approach to developing a proactive inspection programme and allow all stakeholders to understand the Councils approach.

Alternative option(s) considered and rejected

It would be possible to operate a proactive inspection programme with no underlying policy and rely solely on legislative and national guidance. However developing a local policy ensures our approach is tailored to local needs and available resources whilst recognising national and legislative guidance.

13.EC.112 CHORLEY LOCAL PLAN 2012-2026 - INSPECTOR'S PARTIAL REPORT

The Executive Member for LDF and Planning informed Members of the progress of the Chorley Local Plan 2012-2026.

The report highlighted some of the main changes that had been considered necessary by the Inspector, following the examination hearing, to make the Chorley Local Plan sound.

The Council was currently awaiting the results of a Central Lancashire Gypsy and Traveller and Travelling Showpeople study which would be consulted on in January 2014.

A reconvened Examination would consider the results of this study and this was currently programmed to be held in April 2014. Should the Inspector consider further modifications necessary these would be consulted upon following the Examination

allowing a final report to be produced in August and the Local Plan to be adopted in September 2014.

The Inspector stated in her partial report that because of the very advanced stage in the examination process that the main modifications had reached, significant weight should be attached to all policies and proposals of the Plan that were amended accordingly.

The Park Hall/Camelot site had not been allocated, but the Inspector had stated that as it is a previously developed site, it could come forward as a windfall site in the Green Belt, provided that any proposal for its redevelopment satisfied other relevant policies of the Plan. The Inspector had also proposed an extension to the boundary of the Park Hall/Camelot previously developed site.

On areas of separation the Inspector changed the Policy to “Areas of Separation are also designated Green Belt” from Here development will be restricted, including all forms of development considered appropriate in the Green Belt. The two Areas of Separation as shown on the Policies Map are between Chorley and Euxton and Chorley and Whittle-le-Woods.

The Council had not included an allowance for slippage or for windfall sites (sites that come forward over the plan period that have not yet been identified) in the submitted Local Plan. However, during the examination hearings the Inspector suggested that the Council take account of slippage, suggesting initially that an allowance of up to 20% would normally be considered. She also suggested that a windfall allowance could be included. Further evidence was submitted and based upon this evidence the Inspector had accepted that the following was appropriate in the Chorley context:

- A slippage rate of 5% on large allocated housing sites
- A slippage rate of 20% on the small non-allocated existing housing commitments (sites that have planning permission, but which have not been allocated)
- A windfall allowance of 451 dwellings over the plan period

In addition, the Inspector recommended that the Council review/amend Policy HS2: Phasing of Housing Development to make it more ‘flexible’ and highlight that the schedule was purely indicative only. This was considered necessary as its approach reflected an outdated plan, manage and monitor approach to planning policy and not the positive approach of the Framework that sought to boost significantly the supply of housing.

It was noted that the site at Cowling Mill had not been allocated as it fell within Flood zone 3.

Members discussed the windfall allowance and

Decision made

- 1. Approval granted to accept the Inspector’s modifications and to vary the plan accordingly.**
- 2. That it is now a significant material consideration for Development Management purposes when determining applications be noted.**
- 3. That the removal of Policy HW8: Hot Food Takeaways and the commencement of a review of the Access to Healthy Food SPD be specifically noted.**

Reason(s) for decision

To allow the Chorley Local Plan 2012-2026 Partial Report to be used for Development Management Purposes.

Alternative option(s) considered and rejected

None.

13.EC.113 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.114 APPROVAL FOR THE CONTRACT AWARD PROCEDURE AND EVALUATION CRITERIA FOR CAR PARK ENFORCEMENT AND CASH COLLECTION

The Executive Member for Resources, Policy and Performance presented the report which sought approval for the award procedure and evaluation criteria for the contract for the supply of enforcement and cash collection on Council owned pay and display car parks.

Decision made

1. **Approval granted to the joint procurement of this contract with other Lancashire District Councils.**
2. **The tender to be advertised on the Chest e-tendering system using an open invitation to contractors who will be required to complete a prequalification questionnaire (PQQ).**
3. **Those contractors who successfully pass the PQQ stage to be invited to tender.**
4. **Tenders to be evaluated to establish the most economically advantageous tender. The tender evaluation criteria are likely to be 70% cost, 30% quality subject to agreement of the other Districts involved in the joint procurement exercise.**

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.

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 December 2013

CHANGING PLACES TOILET PROPOSAL

PURPOSE OF REPORT

1. To seek authority to site a Changing Places Toilet within the Town Hall reception area.

RECOMMENDATION(S)

2. That the Executive authorise the building of a Changing Places Toilet within the Town Hall reception area.
3. That budget provision is agreed at £50'000.00 to build the toilet facility and remodel the reception area.

EXECUTIVE SUMMARY OF REPORT

4. Earlier this year, the local branch officers of the Changing Places Toilet Campaign met with the Council and the Council are a supporter of their campaign to promote the provision of toilets that are accessible to all including those who cannot use standard accessible toilets.
5. The Council became aware that LCC were providing grants for the provision of such facilities and Chorley Council secured funding of up to £50'000.00.
6. Chorley Council considered the provision in Council owned buildings identified the reception area of the Town Hall as having the necessary space and accessibility to the public, as being a suitable location.
7. The Council have undertaken some design work, which is appended to this report, and have had the cost of delivery estimated at £35'000.00. This is well within the budget set by LCC.

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

(If the recommendations are accepted)

- 8. The provision of this facility will enhance the quality of life for people who are unable to use standard accessible toilets. There will be little cost to the Council and the on-going maintenance and cleaning will be absorbed in to Council budgets. It is also in line with the intention of the Council to increase the use of Council buildings and accessibility by the public.

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	X	An ambitious council that does more to meet the needs of residents and the local area	

BACKGROUND

- 11. The Changing Places campaign is on behalf of those people who cannot use standard accessible toilets. This includes people with profound and multiple learning disabilities and their carers. The campaign calls for installation of Changing Places toilets with enough space and the right equipment, including a height adjustable changing bench and a hoist.
- 12. The local branch of this campaign met with the officers earlier this year and since then we have supported them to campaign for changing places toilets in Chorley.

13. Currently there are facilities at All Seasons Leisure Centre and at the Arts Partnership, though none that are publically available in the town centre. To this end we have been assessing our own buildings and lobbying town centre developments such as ASDA to include a facility.
14. In their last budget, Lancashire County Council announced some funding for such facilities across the county. We have been quick to secure some funding for Chorley. They will provide up to £50,000 for the adaptations required to install a changing places toilet. It is intended to use this funding to build a facility within the Town Hall.
15. A feasibility study was undertaken of both the town hall and the Union Street offices to find a suitable place to install the facility. The Union Street offices were not a viable option owing to the amount of space required for the facility, therefore, the Town Hall reception has been considered.
16. The proposal is to change some of the underused space in the Town Hall reception to include a changing places facility. This would reduce the size of the reception and waiting area, but would still provide sufficient space for the needs of the reception.
17. The facility would be accessible to the public when the Town Hall is open as it will be able to be accessed through the main front doors without enabling people to enter the rest of the building.
18. The attached plans show the proposal in more detail. This shows the reception counter moved towards the window on Market Street, and the seating area included by the window. The changing places facility will take up the space from the interior wall of the building. It will meet the requirements for such a facility in terms of size and equipment.
19. The budget for the works is £35,000 excluding VAT and Fees. All of this is within the £50,000 budget offered by Lancashire County Council.
20. Timescales for this work are currently being worked up, but it is likely that following a procurement exercise, work will aim to start in March 2014 with delivery completed by the summer.

IMPLICATIONS OF REPORT

21. 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

22. Whilst there are financial implications in connection with the development of the facility these will be met from the grant funding from LCC. The additional cost of maintaining the toilet will be met from council budgets.

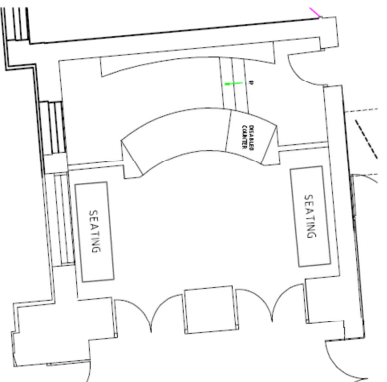
COMMENTS OF THE MONITORING OFFICER

23. None.

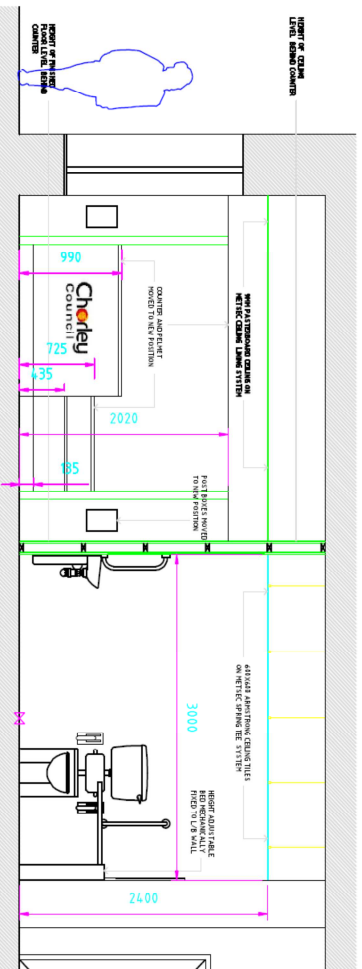
CHRIS MOISTER
HEAD OF GOVERNANCE

There are no background papers to this report.

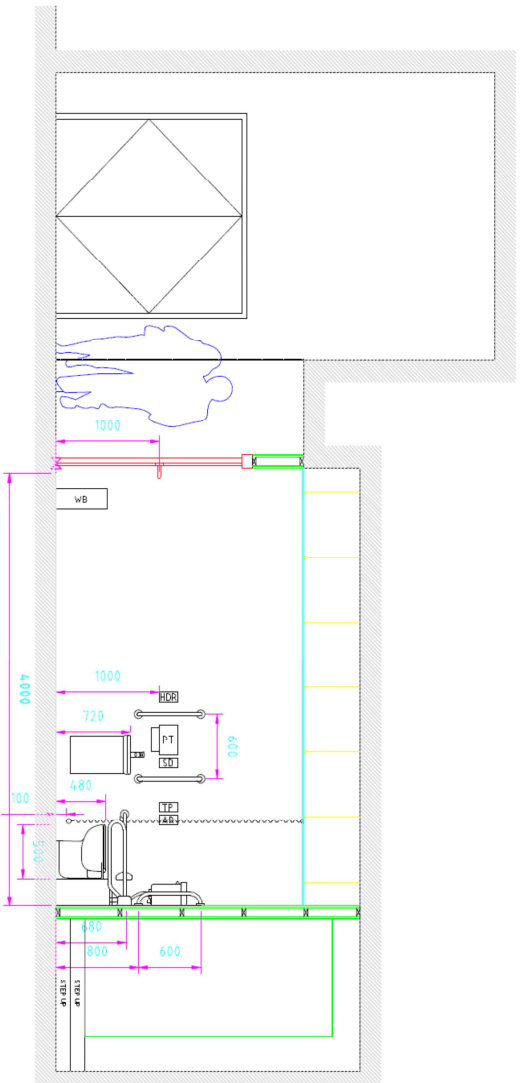
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Chris Moister	5160		***



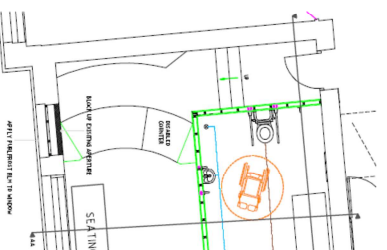
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PLAN AS PROPOSED SCALE

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for People)	Executive Cabinet	12 December 2013

REVIEW OF CORE FUNDING AND PROCESS FOR 2014/15

PURPOSE OF REPORT

1. This report is presented to provide the Executive Cabinet with the findings of a review of the core funding budget process. It provides recommendations to improve the process for allocation, to be implemented from the 2014/15 financial year.

RECOMMENDATIONS

2. It is recommended that the Executive Cabinet agree;
 - a. To change the process of allocating the core funding budget to a commissioning model as outlined in paragraph 14
 - b. To distribute the budget in the service areas as outlined in paragraph 21 and 26
 - c. To give the Executive Member for Resources, Policy and Performance and the Executive Member for People the delegated authority to approve the preferred provider for each service following a commissioning process

EXECUTIVE SUMMARY OF REPORT

3. This report provides a summary of the review of the current core funding process; how the funding is allocated and what is achieved through this budget. The review makes a number of conclusions to assist in improving the process. The report goes on to propose changes to the system from 2014/15 onwards, including adopting a commissioning model supplemented with small community funding allocation for small groups. It makes a number of recommendations, which if approved, would alter the process from the 2014/15 budget onwards.

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 RECOMMENDATIONS

- 4. The recommendations are proposed to maximise the impact of the core funding budget to ensure that it is allocated where needs are greatest. Providing a similar level of budget is allocated at Council, the recommendations ensure that the same level of investment will be made in the voluntary, community and faith sector but with greater influence by the Council to choose the services provided by the investment. This will ensure these services complement the current offer provided in the borough.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 5. The alternative option would be to make no changes to the current process. This has been rejected on the basis that the Council currently has little ability to direct the funding to the areas where the needs are greatest and to ensure services complement current provision.

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	
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. Core funding is allocated to voluntary, community and faith sector organisations within Chorley. In 2012/13, there were 25 contracts/grants that were approved to a total cost of £105,738. In addition, the contract for advice services was approved at a cost of £75,000 making a total of £180,738.
- 8. The current process for allocating and managing the core funding budget was approved in 2011/12 following a previous review.
- 9. In order to ensure that the Council are achieving the maximum impact with the core funding budget, as well as supporting the voluntary community and faith sector, a review has been undertaken. This has resulted in a number of recommendations for improvement.

REVIEW OF CORE FUNDING

- 10. The review considered the current process for allocating the core funding budget. It reviewed where the budget has been spent in the last five years and which groups have benefited from the funding. It also considered any issues with the current system and what opportunities there may be for improvement. The full review can be viewed in the background papers.
- 11. The current system includes three types of funding; large core funding, project funding and small community grants.
- 12. In addition, there is one service which sits outside of the current system – the provision of advice services. This makes up a large proportion of the core funding allocation and to ensure that the service was monitored effectively, it has been subject to a more in depth tender and contract monitoring process. This change has been in place since 2012/13 and it has given the Council a greater level of control on the requirements from this service.

The advantage of undertaking a more contract led approach with this service from 2012/13 has given us the experience to open a commissioning process out to the majority of the spend in this budget.

13. The review makes a number of conclusions;
 - a. Ensuring funding meets needs - Currently, Chorley Council has limited control over which areas the budget goes towards. The impact of the allocations is dependent on who chooses to apply, and what they choose to apply for. There is an evaluation process in place and the applicants are required to indicate how well their service contributes towards meeting the sustainable community strategy priorities, and they are assessed on this. However, if we were to specify the areas of need and commission services to meet that need, it would give a far greater level of control over where the impact of the funding was made. If the process changed from being an open application process to a commissioning model, the Council would be able to look at what the needs and priorities were for Chorley and agree what outcomes they wanted to see. We could then develop specifications for the services to be delivered and request tenders from vcf organisations who are able to deliver these specifications.
 - b. Issues with the project funding - Of the three categories, the project funding has been the least well utilised. This is due to the quality of the project applications that have been received, and as such the amount of money spent in this area has decreased year on year. This may be because organisations prefer to focus on the large core funding as this is how they deliver the services, or because organisations tend to go to other funding sources e.g. lottery funding for this sort of financial support.
 - c. Lengths of contracts - The core funding contracts / grants are currently one year contracts. However, it is worth exploring the feasibility and advantages of moving to longer term (three year contracts) as this would provide greater sustainability and security for the sector and the services they provide.

PROPOSED PROCESS FOR 2014/15

14. Based on the conclusions within the review, it is recommended that we move towards a commissioning model. The commissioning model will enable Members to decide which are the areas of greatest need within Chorley, and prepare invites to tender for organisations to deliver services to meet these needs. This would be supplemented by support for small organisations through a small community funding process.
15. The benefit of this approach is to direct funding towards services that meet the needs of the community, whilst continuing to support the whole of the vcf sector. This is done both through the combination of commissioning and small community funding, and through the Council's on-going commitment to support the VCFS Network.
16. The VCFS Network has a two year contract for 2013/14 - 2014/15 to support the sustainability and development of the sector. This will continue, and we will work with the VCFS Network to support organisations throughout these changes if implemented. This will include supporting organisations to become 'commission ready' and tender to deliver services, but also to support smaller organisations who may not want to follow this process of commissioning to achieve funding and sustainability in another way.

17. If these recommendations are agreed, the following next steps will apply;

Action	Outline timescale
Communication with the current contract recipients and the VCFS Network regarding changes to funding allocation process	December - January
Develop 'invitation to tender' documentation for the eight commissions as listed below and advertise on the chest	January
Evaluation of tenders received and decisions on preferred provider to be taken by Executive Member for Resources, Policy and Performance and Executive Member for People	February - March
Contracts to be developed and signed for service delivery to begin on 1 st April	March
Process for application of small community funding to be open – during March and during September	March and September

SERVICE AREAS TO BE COMMISSIONED FOR 2014/15 – 2016/17

18. If these recommendations are agreed, the services to be commissioned also need to be agreed. To assist in this process, some analysis has been undertaken of the current levels of need within Chorley. This is attached as an appendix.

19. This analysis shows the need for services to be commissioned to support the following vulnerable groups;

- a. Activities and support for older people
- b. Activities and support for young people
- c. Advice services
- d. Community safety (night time economy and town centre)
- e. Support for families with young children
- f. Support for vulnerable adults (those at risk of homelessness)
- g. Support for vulnerable adults (women and domestic violence)

20. It is recommended that these services are commissioned and provided with three year contracts. This would provide greater sustainability and security for the sector. The contracts will include annual breaks which will enable the Council to terminate the contract if performance was not as expected or the need for the service had changed.

DISTRIBUTION OF CORE FUNDING BUDGET IN 2014/15

21. These proposals are based on the assumption that the same amount of the Council's budget will be set aside for vcf core funding allocation (£175k). This will be confirmed at budget Council.

22. It is recommended that 85% of the annual budget is allocated between a number of services to be commissioned;

Service to be commissioned from 2014/15 – 2016/17	Overview	Maximum proportion of commissioned services budget
Advice Services	Provision of generalist advice services focusing on debt, welfare and housing	50%
Support for families with	Early intervention support for families	15%

young children		
Support for vulnerable adults (specifically women and domestic violence)	Support for women affected by domestic violence including counselling and courses	10%
Activities and support for older people	Provision of activities, food and courses for older people and carers and transport to activities	7.5%
Activities for young people	Provision of arts based activities for children and young people	7.5%
Community Safety	Provision of night time support in the town centre and deprived areas to reduce crime and anti-social behaviour	5%
Support for vulnerable adults (specifically those at risk of homelessness)	Support for those at risk including prevention, relief and mediation	5%
Total		100%

23. The percentage allocations denote the maximum proportion of the commissioned services budget that will be ringfenced for each service. These have been based on both the levels of need as indicated in the appendix, but also an understanding of the approximate current costs to provide such services.

24. The remaining budget (equivalent to around 15% of annual budget) will be allocated to;

- a. an annual commission, and
- b. small community funding

a) Annual Commission

25. It is proposed that a portion of the budget is set aside each year for the Council to identify any new or emerging needs in Chorley and to have a budget set aside to invite a vcf organisation to tender for that work. This would supplement the three year contracts as recommended for the main services, whilst allowing some flexibility within the system.

26. For 2014/15, it is proposed that the annual commission is in the area of support for vulnerable people (sustainability and offer of emergency provision i.e. food banks).

b) Small Community Funding

27. The remainder of the funding will be allocated through a small community funding process. This will consist of two schemes;

- a. Councillor Community Grants – This will consist of a budget of £250 per Member. They will be able to allocate this funding to vcf groups following the existing procedures. Total proportion of budget – £11,750
- b. Small Community Grants – This will consist of an open application process for small community groups to apply for grants of up to £500. The applications will be open twice a year in March and September, with decisions on funding to be made by the Executive Member for People. The portion of the budget allocated is based on the average spend each year in this section of core funding over the last five years. Total proportion of budget - £5,000.

28. The total budget will be proportioned in the following way;

Process	Budget (£)
Commissioned Services	148,750
Annual Commission	9,500
Small Community Funding	
a) Councillor Community Grants	11,750
b) Small Community Funding	5,000
Total	175,000

29. This is the anticipated split of the budget, which will have some limited flexibility to in order to meet all demand.

IMPLICATIONS OF REPORT

30. 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

31. The report sets out the new commissioning process and how funding will be allocated. The distribution will be contained within the budget allocation set and agreed by Council.

COMMENTS OF THE MONITORING OFFICER

32. The grants scheme and commissioning process proposed is within the powers of the Council.

GARY HALL
CHIEF EXECUTIVE

Report Author	Ext	Date	Doc ID
Sarah James	5348	21 st November	Review of Core Funding

Background Papers			
Document	Date	File	Place of Inspection
Review of Core Funding	21 st November	Review of Core Funding	Policy and Comms

APPENDIX - IDENTIFICATION OF AREAS OF NEED

In order to identify the services to be commissioned, information has been brought together to consider what some of the needs are within Chorley. Information has been considered in the areas of deprivation, employment, welfare reform, health, community safety, vulnerable groups and activities. Analysis of this information concludes that commissioning services in eight areas would ensure that some of these needs were met.

Area	Description																			
Deprivation	<p>For Chorley, the last indices of deprivation, released in 2011 indicated that the number of areas that could be classified as being deprived overall and in terms of employment and income has increased. Areas that had been deprived in 2007 had become deprived at an even greater rate than other areas.</p> <p>There are now ten areas ranked in the bottom 20% nationally and all of these have dropped overall in the rankings. Changes to the welfare system will increase the existing gap between deprived and affluent areas as they will have an even bigger impact in these more deprived areas, identified below and these areas will require greater support than ever.</p> <table border="1" data-bbox="376 891 1297 1317"> <thead> <tr> <th data-bbox="376 891 671 936">Ward</th> <th data-bbox="671 891 1297 936">Description of bottom 20% area</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 936 671 1016" rowspan="2">Chorley South East</td> <td data-bbox="671 936 1297 976">Chorley Town Centre East</td> </tr> <tr> <td data-bbox="671 976 1297 1016">East of Pall Mall/West of Pilling Lane Area</td> </tr> <tr> <td data-bbox="376 1016 671 1097" rowspan="2">Chorley East</td> <td data-bbox="671 1016 1297 1057">Area Between Stump Lane & Lyons Lane</td> </tr> <tr> <td data-bbox="671 1057 1297 1097">Cowling/Eaves Lane South</td> </tr> <tr> <td data-bbox="376 1097 671 1133">Astley & Buckshaw</td> <td data-bbox="671 1097 1297 1133">Buckshaw Village & Astley Village North</td> </tr> <tr> <td data-bbox="376 1133 671 1169">Chorley South West</td> <td data-bbox="671 1133 1297 1169">Moor Road North/Eaves Green Road Area</td> </tr> <tr> <td data-bbox="376 1169 671 1249" rowspan="2">Clayton-le-Woods North</td> <td data-bbox="671 1169 1297 1209">Clayton Brook North West</td> </tr> <tr> <td data-bbox="671 1209 1297 1249">Clayton Brook North East</td> </tr> <tr> <td data-bbox="376 1249 671 1285">Chorley North East</td> <td data-bbox="671 1249 1297 1285">Thornhill Area</td> </tr> <tr> <td data-bbox="376 1285 671 1317">Coppull</td> <td data-bbox="671 1285 1297 1317">Coppull Central</td> </tr> </tbody> </table> <p>In terms of income deprivation, there are seven areas that are ranked in the bottom 20% nationally. Changes to the welfare system will increase the existing gap between deprived and affluent areas as they will have an even bigger impact in these more deprived areas, identified below and these areas will require greater support than ever.</p>	Ward	Description of bottom 20% area	Chorley South East	Chorley Town Centre East	East of Pall Mall/West of Pilling Lane Area	Chorley East	Area Between Stump Lane & Lyons Lane	Cowling/Eaves Lane South	Astley & Buckshaw	Buckshaw Village & Astley Village North	Chorley South West	Moor Road North/Eaves Green Road Area	Clayton-le-Woods North	Clayton Brook North West	Clayton Brook North East	Chorley North East	Thornhill Area	Coppull	Coppull Central
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Coppull	Coppull Central																			
Employment	<ul style="list-style-type: none"> 19.5% (12,900) in Chorley aged 16-64 are economically inactive, which has increased from 18.8% in Sept 2012. The unemployment rate of those economically active is at 5.4% of Chorley's working age population – this has reduced from 5.9% at December 2012 but reduced from 5.3% at March 2013. <p>Average weekly pay is £495 which is lower than the Great Britain average (£508).</p>																			
Impact of welfare reform	<p>Chorley has seen levels of people requesting advice and support due to low income and debt rising.</p> <table border="1" data-bbox="376 1823 1366 2098"> <thead> <tr> <th data-bbox="376 1823 587 1899">Measure</th> <th data-bbox="587 1823 1003 1899">Description</th> <th data-bbox="1003 1823 1174 1899">12/13 Qtr. 1</th> <th data-bbox="1174 1823 1366 1899">13/14 Qtr. 1</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 1899 587 2040" rowspan="2">Chorley Council Housing Options and Advice Service</td> <td data-bbox="587 1899 1003 2040">Number of new queries received by the housing options and advice service</td> <td data-bbox="1003 1899 1174 2040">151</td> <td data-bbox="1174 1899 1366 2040">252</td> </tr> <tr> <td data-bbox="587 2040 1003 2098">Waiting list applications made</td> <td data-bbox="1003 2040 1174 2098">570</td> <td data-bbox="1174 2040 1366 2098">471</td> </tr> </tbody> </table>	Measure	Description	12/13 Qtr. 1	13/14 Qtr. 1	Chorley Council Housing Options and Advice Service	Number of new queries received by the housing options and advice service	151	252	Waiting list applications made	570	471								
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Chorley Council Council Tax	Volumes of reminders sent at end of Sep	6,476	8,619
	Volumes of summonses issued at end Sep	1,660	2,239
Chorley Council Housing Benefit	Number of discretionary housing payment applications	29	93
	Number of discretionary housing payment awards	17	27
Lancashire West Citizens Advice Bureau	Number of contacts received in relation to welfare benefits	333	376
	Number of contact received in relation to debt advice	348	280
Living Waters Food Bank	Numbers of families receiving food parcels	7	173

With the exception of debt advice, these measures show that there have been increases in all areas with regards to families needing more support with regards to financial assistance

In addition, the impact of welfare reform can be seen to have affected Chorley's families;

Households required to pay council tax when previously not liable to pay	2775
Households paying increased proportion of council tax	1580
Number of households affected by the benefit cap	18
Range of household benefit cap weekly loss	£3 - £137
Number of households affected by under occupation	749
Number of people claiming DLA <i>(this figure includes all applications for under 16s who are not affected by PIP)</i>	1545

The Chorley Partnership vulnerable family's project found that the families most affected will be:

- Low income families receiving benefits, particularly disability/social care support.
- Very vulnerable young families with 3 or more children living in deprived wards
- Single non-dependent younger people aged 16-34 who may be vulnerable

Health	<ul style="list-style-type: none"> • The health of people in Chorley is varied compared with the England average. Deprivation is lower than average, however about 2,600 children live in poverty. • Life expectancy for women is lower than the England average. Life expectancy is 9.7 years lower for men and 7.1 years lower for women in the most deprived areas of Chorley than in the least deprived areas. • Over the last 10 years, all cause mortality rates have fallen. Early death rates from cancer and from heart disease and stroke have fallen. • In Year 6, 16.9% of children are classified as obese. Levels of breast feeding and smoking in pregnancy are worse than the England average.
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	<p>The level of GCSE attainment is better than the England average.</p> <ul style="list-style-type: none"> • The estimated level of adult physical activity is better than the England average. • Rates of hip fractures, road injuries and deaths and hospital stays for alcohol related harm are worse than the England average. • The rate of sexually transmitted infections is better than the England average.
<p>Community Safety</p>	<ul style="list-style-type: none"> • Feelings of safety at night have increased from 56.1% at 2008 to 68.5% at 2013 however this is still below the Council's target of 70%. The increase now needs to be sustained to ensure the target is reached. • Alcohol related violence has increased by 25.7% compared to the same time last year. At quarter 2 2012 the figure was 109 compared to 137 at quarter 2 2013. Positively anti social behaviour has seen a decrease of 6.2% compared to the same time last year thanks to targeted initiatives in this area.
<p>Vulnerable groups</p>	<p>Domestic violence</p> <ul style="list-style-type: none"> - Rate of domestic abuse detections is lower than the target. Quarter two – 64% (target 70%) - From Children's Social Care, the number of domestic violence referrals (including contacts) increased significantly in Chorley in 2012-13 (+65%) and this was higher than the increase reported by neighbouring authorities. - Having decreased in 2011-12, the number of referrals made to Children's Social Care in Chorley rose substantially (+23.5%) in 2012/13. However, within the Central Lancashire districts, Chorley had the fewest referrals. <p>Homeless preventions</p> <ul style="list-style-type: none"> - Number of new queries received by the housing options and advice service has increased from 151 in Q1 12/13 to 252 in Q1 13/14 <p>Number of homelessness preventions and reliefs continues to be higher than target in this year – target is 100 preventions by the end of Q2. Current performance is at 329 preventions.</p>
<p>Provision of activities</p>	<p>Older people</p> <ul style="list-style-type: none"> • Chorley has the most rapidly ageing population in the North West with 20.6% of the boroughs population estimated to be aged 65 or over by 2020. • Since April 2013, 15,143 older people have visited council leisure centres. • Research undertaken to look at social isolation in the borough showed that 37% of respondents would like to get involved in more activities <p>Young people</p> <ul style="list-style-type: none"> • Since April 2013, 150098 young people have attended council leisure centres and 1377 1 have taken part in Get Up and Go activities. • Research shows that children and young people prefer a range of activities, not just sport and physical activity. Analysis from the voluntary and statutory positive activity projects Sept 11 – Sept 12 showed that children and young people wanted to see provision that included arts and crafts, dance and music (approx. 45% of respondents)

In conclusion, commissioning services in these eight areas would ensure that some of these needs were met.

Area	Rationale
Activities and support for older people	Chorley has the most rapidly aging population in the north west – and this group of people have indicated that they would like to attend more activities in the recent consultation. Provision of activities can help to reduce social isolation, and the associated health and wellbeing benefits that can bring.
Activities and support for young people	The information shows that young people are getting involved in activities around the borough, but that this is primarily in a range of physical activities. The consultation undertaken by the youth service shows that children and young people want to see a provision that includes arts, crafts and music. This would supplement the Chorley Council provision offered by get up and go activities.
Support for vulnerable adults (specifically women and domestic violence)	The information shows that the rate of domestic abuse detections is lower than the target. Support for these vulnerable adults is needed to ensure that domestic abuse victims are able to get help in a safe environment.
Support for vulnerable adults (specifically those at risk of homelessness)	There are specific increases in homelessness preventions and reliefs and advice regarding housing support. This may be connected to the welfare reform changes seen in the information (e.g. under occupancy). The provision of a service to support people in this specific area would help to prevent homelessness and more costly interventions if the situation reaches crisis point.
Family Support	The information regarding the people likely to be most affected by welfare reform and the recent increase in referrals to social care demonstrate the need for family support. In particular, early intervention support for families to ensure that they don't find themselves in crisis and require more costly interventions.
Advice Services	The information regarding the impact of welfare reform demonstrates the need for advice services in Chorley. This combined with the increases in deprivation and particularly in income deprivation shows that there may be an even greater need for advice and support than previously.
Community Safety (night time economy and town centre)	The information shows that feelings of safety at night and alcohol related violence both require targeted intervention to ensure that people both feel safe and are supported at night time, particularly in the town centre.
Support for vulnerable people (sustainability of emergency provision i.e. food banks)	The information regarding the impact of welfare reform, and in particular the huge increase in demand for food banks demonstrates a need to ensure that there is emergency provision within Chorley that is able to cope with demand.

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