

Executive Cabinet

Minutes of meeting held on Thursday, 20 March 2014

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 Steve Murfitt, June Molyneaux, Christopher France, Danny Gee and Jean Cronshaw

Other Members: Councillors Eric Bell, Henry Counce, John Dalton, Harold Heaton, Paul Leadbetter, Roy Lees, Marion Lowe, Greg Morgan and John Walker

Officers: Gary Hall (Chief Executive), Jamie Carson (Director of People and Places), Simon Clark (Head of Health, Environment and Neighbourhoods), Kath Knowles (Housing Manager (Strategy)), Sarah James (Partnerships Manager), Victoria Willett (Policy and Partnership Officer), Alex Jackson (Senior Lawyer) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: One

14.EC.27 APOLOGIES FOR ABSENCE

No apologies for absence were received.

14.EC.28 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 13 February 2014 be confirmed as a correct record and signed by the Executive Leader.

14.EC.29 DECLARATIONS OF ANY INTERESTS

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

14.EC.30 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.

14.EC.31 LGA PEER CHALLENGE FEEDBACK

With the agreement of the Chair the items to be presented by the Executive Member for Resources, Policy and Performance were taken first.

The Executive Member for Resources, Policy and Performance presented shared the findings of the LGA peer challenge which took place in January.

The challenge team had been made up of six senior officers and Members from other authorities who carried out a 'health check' around five 'core component areas' and one focus area, which was economic development.

Following initial background research, the peer challenge team met with over 50 officers, Councillors, partners and stakeholders. The findings of the review were set out in a presentation and letter enclosed with the agenda. The letter was extremely positive, identifying strengths in terms of leadership, ambitions, staff culture, performance, partnership working, delivery and more. Also included in the letter were six key suggestions and ideas for consideration.

Members commented that the exercise had been constructive, in particular the positive comments about the engagement of officers and members of the public.

Decision made

That the letter and next steps be noted.

Reason(s) for decision

To support the council's long terms outcome of being an ambitious council that continually strives to improve.

Alternative option(s) considered and rejected

None.

14.EC.32 LEGAL RESTRUCTURE

The Executive Member for Resources, Policy and Performance presented a report which sought the authority to restructure the Legal Services Team.

The restructure had been prompted because one of the senior solicitors had gained a promotion at another authority. This, along with the qualification of the two paralegals presented an opportunity to make the legal service more robust.

The proposal provided greater resilience to the team increasing the number of solicitors to three. The provision of a team leader role with responsibilities for day to day staffing issues provided an immediate "in-room" management presence and support, as well as providing a more incrementally progressive structure. The retention of a paralegal post provided an opportunity to further develop an employee as had been the case within the team previously.

Decision made

- 1. Approval granted to consult staff on the proposed structure.**
- 2. Delegated authority granted to the Executive Member for Resources, Policy and Performance to receive the consultation responses and subject to their being no opposition agree to the implementation of the new structure.**
- 3. Approval granted that the proposed changes to solicitors implied terms and conditions of employment be agreed.**

Reason(s) for decision

The proposed structure reflects the work being undertaken by members of the team and will provide a resilient legal service to the Council.

Alternative option(s) considered and rejected

To take no action and recruit to the vacant post was rejected as this would not address issues concerning the day to day management of the team, recognise the level of work being required by the paralegals or provide any reward or recognition to the team members.

14.EC.33 REVIEW OF THE MEALS ON WHEELS PILOT

The Executive Member for Resources, Policy and Performance provided the Executive Cabinet with an overview of the findings of the recent evaluation of the Meals on Wheels pilot service. It recommended the way forward and sought approval to undertake a procurement exercise to enable the continuation of the service.

The Meals on Wheels pilot had been implemented as part of a larger piece of work to address social isolation amongst older people in Chorley by connecting communities through food. The project looked to develop a pilot Meals on Wheels service, building on current provision by developing a service that not only delivered hot meals to

people's homes, but also provided some extra support and safety checks, along with a level of company and social interaction. The service was targeted at the more vulnerable members of the community who needed more support and were most at risk of becoming socially isolated.

Overall, the service had been very well received and levels of customer satisfaction were high across the board; 100% of customers stated that they were very or fairly satisfied with 78% very satisfied.

Members discussed the subsidised nature of the scheme and the projected take up of the extended scheme.

Members noted that whilst this type of provision would usually fall within the remit of upper tier authority social care provision, there were benefits to the council of supporting this service. It provided the opportunity to engage with a key target population, coordinate local partnership provision and prevent more complex issues with more significant downstream costs for the Council and its partners.

Members agreed that the focus would be good quality food and the quality of the care aspect of the service.

Decision made

- 1. Approval to the proposal for the continuation of the Meals on Wheels Service subject to successful completion of the pilot period on the 4 April 2014.**
- 2. Approval for the completion of a procurement exercise, the proposed approach and associated evaluation criteria.**
- 3. Delegated authority granted to the Executive Member for Resources, Policy and Performance to approve the preferred provider.**

Reason(s) for decision

It is estimated that the overall value of the Meals on Wheels contract over a period of 4 years will be worth more than £100k, therefore it is important, in order to conform to procurement rules and demonstrate transparency that Member approval is obtained.

Alternative option(s) considered and rejected

The alternative option would be to let the pilot run to its conclusion without any consideration of future service provision. This has been rejected on the basis that the pilot has clearly demonstrated a demand and a need for the service with benefits for both the customer, the organisation and wider partners.

Councillor Peter Wilson left the meeting at 6.15.

14.EC.34 REPLACING THE 3 TIER FORUM

The Executive Member for Economic Development and Regeneration presented a report which sought approval to establish pilot arrangements with Lancashire County Council to replace the current 3 Tier Forum.

The 3 Tier Forum was a Lancashire County Council meeting of the seven County Councillors and seven Borough Councillors and one Parish Councillor which was introduced by the County Council in 2011/12, across all districts as a replacement to the Lancashire Locals. At the time, Parish Councils expressed considerable concern that they did not have sufficient representation on the new forum.

In recent months the County Council indicated it wished to review existing 3TF arrangements and had invited views and ideas on alternatives, including looking at different arrangements for different districts. Chorley and Lancaster Councils have been approached to pilot new arrangements and discussions have taken place

between the leadership of both Chorley and Lancashire County Councils and a proposal had now been developed.

Chorley's proposal was to take the best of current successful liaison arrangements with the parish and town councils, build in existing neighbourhood working provision and integrate County Council representation. This minimised duplication and would hopefully ensure full involvement and participation from the three Council tiers.

The new joint body would primarily be a consultative forum and would consider strategic issues which impacted on local communities. Membership would be: all seven County Councillors; the eight Borough Councillors which Chaired the eight Neighbourhood Area meetings; an additional Councillor who represented Chorley town (as a non parished area); and one councillor representative from each of the Parish and Town Councils in the Borough.

Members agreed that one system would not fit all of the Borough's within Lancashire and the importance of questions being received in advance to enable responses to be given to people at the meeting. It was also important that the relevant officers be in attendance at the meeting.

Members supported the aspiration that the pilot would not damage the positive relationship the Council had with the Parishes through the Borough Parish Liaison, and noted that there was still the option to call a meeting of the Borough Parish Liaison.

Decision made

- 1. Approval granted to the proposed pilot arrangements with Lancashire County Council to replace the existing Lancashire County Council 3 Tier Forum and Chorley Borough/Parish Council Liaison Meeting with a new body which included all three levels of local government in Chorley, entitled the Chorley 3 Tier Liaison.**
- 2. Approval granted that the terms of reference and procedural details for this new body be as set out in Appendix 1 to the report.**
- 3. Approval granted that, subject to Lancashire County Council also agreeing this proposal at their Cabinet meeting on 8 May 2014, full Council be asked to agree the necessary Constitutional changes to replace the Borough Parish Liaison with the new joint arrangements and Annual Council in June 2014 be asked to appoint Members to the new body.**
- 4. Should Lancashire County Council, in considering this proposal at their Cabinet meeting in May, make comment or disagree with any element of these proposals then the Executive Leader, in consultation with the Chief Executive be given delegated authority to discuss and resolve matters with the County Council and report back.**

Reason(s) for decision

This proposal aims to allow meaningful consultation and discussion about strategic issues across the full three tiers of local government. It builds LCC inclusion and involvement into a successful existing borough parish liaison meeting in Chorley.

Alternative option(s) considered and rejected

Discussions have taken place with Lancashire County Council on alternative options and this appears to best meet the requirements and resources available at both Councils to support meetings.

14.EC.35 NEIGHBOURHOOD PRIORITIES

The Executive Member for Places updated Members on the delivery of the 24 neighbourhood priorities in 2013/14 and sought approval for the new 24 neighbourhood priorities to be delivered in 2014/15.

Of the original twenty four priorities twenty one had been delivered to the satisfaction of the neighbourhood area meetings held in January/February 2014.

Neighbourhood Areas had been invited to submit three key priorities or actions for their areas during the round of neighbourhood area meetings in January/February 2014 and Councillor Lowe thanked those people who had submitted priorities. The Neighbourhood Area meetings had determined a total of 24 priorities across the eight neighbourhood areas.

Members discussed the budget allocation for the priorities. The budget had not been exceeded and all priorities had an evidence of need. There was an aspiration that partners would contribute to the delivery of the priorities.

Participation at the neighbourhood meetings had continued to ensure engagement with parish councils, county council members and registered social landlords as well as Ward Councillors.

Decision made

- 1. Approval granted to the 24 priorities and actions identified through the recent round of Neighbourhood Area meetings and for delivery in 2014/15 as listed in Appendix 1 to this report.**
- 2. The successful delivery of neighbourhood priorities in 2013/14 as listed in Appendix 2 to the report be noted.**

Reason(s) for decision

To progress the priorities determined by the neighbourhood area representatives for the benefit of the communities within their respective neighbourhood areas during 2014/15.

Alternative option(s) considered and rejected

None.

14.EC.36 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.

14.EC.37 KEY PARTNERSHIPS MONITORING REPORT

The Executive Member for Economic Development and Governance presented a confidential report updating Members on the performance of the council's key partnership arrangements.

The key partnerships performance report had been produced in accordance with the requirements of the council's key partnerships framework. It informed Members of the performance of the council's key partnerships against targets set for the current year, any emerging issues including whether the contract was on budget or subject to any overspend or underspend of budget. It also gave an assessment of the key partner's financial strength and stability.

Overall performance of all of the key partnerships was generally strong and the financial assessments of the partnerships were positive, with the financial standing of all key partnerships either remaining the same or improving.

Decision made

That the letter be noted.

Reason(s) for decision

To ensure effective monitoring of the council's key partnerships.

Alternative option(s) considered and rejected

No alternative options considered.

14.EC.38 PROPERTY SERVICES CONTRACT

The Executive Member for Economic Development and Governance presented a confidential report which informed Members of an additional proposal from Liberata to extend the current Property Services Contract for a period of 3 years

Decision made

To reject the proposal and continue with bringing the property service back in house.

Reason(s) for decision

1. If recommendation (a) is accepted this will provide the budgeted savings sought by the Council and provide a continuity of service provision with Liberata.
2. If recommendation (b) is accepted the proposed savings whilst within those budgeted by the Council do not overcome the benefits of bringing the service in house.

Alternative option(s) considered and rejected

None.

14.EC.39 VCFS COMMISSIONING 2014 – APPROVAL OF PROVIDERS

The Executive Member for People presented a confidential report requesting approval for the providers for the contracts procured through the VCFS commissioning process (replacement of core funding).

Decision made

1. **Approval granted to the providers at paragraph 14 and officers to develop contracts for 2014/15 with the options to extend on an annual basis for up to three years.**
2. **Approval granted to grant delegated power to the Executive Member for Resources, Policy and Performance and the Executive Member for People to approve the provider for the arts and employability programme for young people following the completion of the commissioning process.**

Reason(s) for decision

The recommendations are based on an open and competitive procurement process, and need to be accepted to ensure that contracts can be signed and services can be delivered to support Chorley's communities.

Alternative option(s) considered and rejected

Not to present any recommended providers.

14.EC.40 COTSWOLD SUPPORTED HOUSING: PHASE 5 OF THE CAPITAL INVESTMENT PROGRAMME - APPROVAL TO ACCEPT THE SUCCESSFUL TENDER AND PROCEED

The Executive Member for Homes and Business presented a confidential report which sought approval to proceed to appoint the contractor P.J. Services to carry out phase 5 of the investment works at Cotswold Supported Housing.

Members agreed it would be positive step to write to firms within Chorley to encourage them to register on the Chest.

Decision made

Approval granted to the appointment of P.J. Services who submitted the best value tender.

Reason(s) for decision

The tender submitted by P.J. Services represents the best value on the basis of both cost and quality.

Alternative option(s) considered and rejected

The only other option considered was to do nothing. This option was not progressed as it is important that this work is done to improve the overall accommodation for both customers and staff and to reinstate the 25th flat to ensure compliance with Supporting People requirements and the contract with them.

Executive Leader