

23 December 2013

Overview and Scrutiny Committee

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on **Thursday, 9th January 2014 commencing 6.30 pm.**

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 5 - 10)**

To confirm the minutes of the Overview and Scrutiny Committee meeting held on 10 October 2013 (enclosed).

3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

5. **Scrutiny of the Executive**

a) **Executive Cabinet Minutes (Pages 11 - 32)**

To consider the minutes of the Executive Cabinet meetings held on 24 October, 21 November and 12 December 2013 (enclosed).

b) Notice of Executive Decisions (Pages 33 - 40)

To consider the notice of Executive decisions published on 18 December 2013 (enclosed).

6. **Overview and Scrutiny Performance Panel Minutes** (Pages 41 - 44)

To consider the minutes of the Overview and Scrutiny Performance Panel meeting on 5 December 2013 (enclosed).

7. **Budget Scrutiny**

The Chief Executive will present an overview of the budget position for 2014/15. Information will be available for the meeting.

8. **Scrutiny of Crime and Disorder**

a) CCTV Provision

Report of the Director of People and Places (report to follow).

b) Police and Crime Commissioner Engagement with Scrutiny (Pages 45 - 46)

Information outlining the agreed approach by the Police and Crime Commissioner to support local partners in their crime and disorder scrutiny role (enclosed).

9. **Call-in Procedures** (Pages 47 - 50)

Report of the Chief Executive on the outcome of the Member review of the Call In procedures (enclosed).

10. **Overview and Scrutiny Task Group - Play and Open Spaces Strategy**

Final Report of the Overview and Scrutiny Task Group – Play and Open Spaces Strategy (to follow).

11. **Executive Response to the Overview and Scrutiny Task Group Inquiry into the Adoptions of Estates** (Pages 51 - 56)

Report of the Director of People and Places, approved by Executive Cabinet on 24 October 2013 (enclosed).

12. **Overview and Scrutiny Task Group - Select Move**

To receive a verbal update on the work of the Task Group from the Chair, Councillor Graham Dunn.

13. **Overview and Scrutiny Work Programme 2013/14** (Pages 57 - 58)

To consider the Overview and Scrutiny Work Plan for 2013/14 (enclosed).

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

Yours sincerely



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Chief Executive

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Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee. Councillors Steve Holgate (Chair), Mark Perks (Vice-Chair) and Julia Berry, Doreen Dickinson, Graham Dunn, Robert Finnamore, Hasina Khan, Keith Iddon, Roy Lees, Marion Lowe, Mick Muncaster, Geoffrey Russell, Rosie Russell and Kim Snape for attendance.
2. Agenda and reports to Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Jamie Dixon (Head of Streetscene & Leisure Contracts), Carol Russell (Democratic Services Manager) and Dianne Scambler (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 OVERVIEW AND SCRUTINY MEETINGS

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting of the Overview and Scrutiny Committee. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Committee.

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Overview and Scrutiny Committee

Thursday, 10 October 2013

Present: Councillor Steve Holgate (Chair), and Councillors Julia Berry, Graham Dunn, Robert Finnamore, Hasina Khan, Keith Iddon, Roy Lees, Marion Lowe, Mick Muncaster and Kim Snape

Also in attendance

Councillors: Councillors Alistair Bradley (Executive Leader)

Officers: Gary Hall (Chief Executive), Carol Russell (Democratic Services Manager), Dianne Scambler (Democratic and Member Services Officer), Cath Burns (Head of Economic Development), Simon Clark (Head of Health, Environment & Neighbourhoods) and Chris Sinnott (Head of Policy and Communications)

13.OS.44 APOLOGIES FOR ABSENCE

An apologies for absence was received from Councillor Mark Perks (Vice Chair)

13.OS.45 MINUTES

a) Confirmation

RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting held on 11 July 2013 be held as a correct record for signing by the Chair.

b) Matters arising

13.OS.33 b) Overview and Scrutiny Review – Private Rented Housing Inspection Update

Some Members still felt that the Council needed to investigate a suitable system of registration/accreditation for private landlords across the borough. The Head of Health, Environment and Neighbourhoods advised that a Private Rented Housing Policy was being taken to Executive Cabinet in November and that this was something that could be looked into as part of that work.

Members were informed that additional IDVA funding from partners had been progressed any further. The service continued to be funded by the Safer Lancashire Board and there had been no loss in service. The Council would write to County to ask for an update on funding arrangements.

13.OS.46 DECLARATIONS OF ANY INTERESTS

There were no declarations of any interests.

13.OS.47 PUBLIC QUESTIONS

No questions were received by any members of the public.

13.OS.48 EXECUTIVE CABINET MINUTES

Executive Cabinet minutes – 15 August 2013

13.EC.72 – Chorley Council Performance Monitoring Quarter One 2013/14

The Chief Executive gave a further update in relation to the Friday Street Health Centre. The Council were hoping to hold a meeting of all the relevant stakeholders to progress things further in the near future.

The Chair advised that he would try to pursue the matter with the Clinical Commissioning Groups through his position as Chair of Health Scrutiny at Lancashire County Council.

Executive Cabinet minutes – 12 September 2013

None.

13.OS.49 OVERVIEW AND SCRUTINY PERFORMANCE PANEL MINUTES

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel be noted. In response to a query about unmet performance targets it was agreed the request would be circulated to all Members not on the Performance Panel.

13.OS.50 OVERVIEW AND SCRUTINY REVIEW OF TOURISM AND PROMOTING CHORLEY - MONITORING REPORT

The Committee received the final monitoring report that updated against the progress made in implementing the Executive's response to the tourism and promoting Chorley task group recommendations. Progress had been made in all areas, with further events and attractions being staged to encourage more visitors to the borough.

Information was provided on the work that had been undertaken since the last update against each of the group's recommendations under the four main headings of:

- Town Centre and Markets
- Astley Hall
- Promotional
- Partnership Working

In addition, Members were informed that the town centre master plan was currently being finalised and would be presented to the Executive Cabinet later in October. A campaign would then be developed to promote the town centre.

The traffic management plan had continued to be developed for events taking place at Astley Park and the Council now had in place a system of coning and signage for all major events. The provision of an additional car park had also been included in the consultation for the Parks development plan.

Work had continued to develop working relationships with United Utilities around the use of the Rivington Pike area. It was accepted that this area was an asset that could be used more for one off events but was largely dependent on the main landowner becoming more involved. The Council were working with Lancashire County Council's tourism services to better promote the area and different parking solutions were being investigated. The Council were also assisting Groundwork and the Heritage Trust in their lottery bid to support a larger development/initiative at the Chinese Gardens.

The monitoring of visitors to Astley Hall and the Chorley Remembers exhibition had begun at the start of the season and was due to be reviewed shortly. The works that had been agreed to be carried out at the Farmhouse had just gone out for tender.

RESOLVED – That the report be noted.

13.OS.51 OVERVIEW AND SCRUTINY REVIEW OF THE LANCASTRIAN

The Committee received the final monitoring report that updated against the progress made in implementing the Executive's response to the Lancastrian task group recommendations.

There continued to be improved usage of the Lancastrian Suite and income had more than doubled in 2012/13. The updated income position indicated that the Council were on target to meet its 2013/14 target of £11740. The Lancastrian was also being monitored on its internal use to show the added value as an asset to the organisation.

The flexible pricing policy that had been introduced, following the review in 2012, continued to provide a means of offering discounted initial bookings or for frequent or regular bookings.

A full refurbishment of the bar had now been completed with new furniture that made it a more attractive and welcoming facility that could also be used for small/informal meetings and events.

Work had been undertaken to better promote the Lancastrian as a wedding/party venue and the facility now had an improved website presence with a dedicated page. There had been an increase in enquiries and potential bookings for Asian weddings.

Members were informed that the provision of Wi-Fi would be investigated but at the current time was not a priority.

The Council would also look into the use of the venue by local sports clubs for events and training classes, incentivising to attract regular bookings.

RESOLVED – That the report be noted.

13.OS.52 CRIME AND DISORDER SCRUTINY

The Committee were provided with options for the scrutiny of crime and disorder under their statutory duty to scrutinise the work of the Community Safety Partnership to ensure that local community issues were being dealt with effectively.

Members were give three options that included:

- The role of the Community Safety Strategy Group since the advent of the Police and Crime Commissioner had been established in Lancashire.
- The impact of reduced or decommissioned CCTV services in Chorley.
- To explore best practice in the use of Community Alcohol Network (CAN) programmes considering the increase in under 18's admissions to hospital for alcohol related illness.

Chorley's CCTV provision had undergone a recent review on operational hours and effectiveness and it was reported that a number of local authorities had reduced their CCTV provision and in some cases had decommissioned them altogether. The Committee decided to examine what the impact of such a decision had meant in these areas in order to inform any future CCTV investment programmes that the Council may wish to make.

RESOLVED – That the Overview and Scrutiny Committee examine the impact of a reduced or decommissioned CCTV service in other local authority areas.

13.OS.53 ECONOMIC DEVELOPMENT STRATEGY

The Head of Economic Development and Executive Leader of the Council attended the meeting to talk about the work that was being undertaken to deliver Chorley's Economic Development Strategy.

The authority's priorities were to create a vibrant town promoting and increasing inward investment, providing support to new and existing businesses, supporting young people through education, training and fostering entrepreneurship and to help reduce the gap in our most deprived communities.

At present there was no growth in the business rate base as the success business examination had been negated by larger companies closing. However, Chorley had a fantastic record for new business start-ups with 145 in September 2012 with the potential to create 542 new jobs and an 8.1m turnover. Geographically there was a borough wide spread which was pleasing as rural land is often seen as more valuable for housing land rather than employment and business use.

Inward investment was particularly important to Chorley as a lot of its residents commute to areas outside the borough for employment. The authority also continued to work extensively with existing businesses, providing 46 businesses with a dedicated service that would generate an additional 765 new jobs with an increased 3.3m turnover.

The Council was currently supporting 24 apprenticeships that were placed either with the Council or with its partners and were undertaking a joint employment support initiative with Runshaw College. Although not far off target, the quarter 1 figures for 16-18 year olds who are NEET were worryingly high, although it was hoped that this could be the result of a number of young people who had recently left educational establishments and were not yet registered in education or on a suitable apprenticeship programme.

Councillor Kim Snape left the meeting at 7.30pm.

Additional work was being undertaken to work with schools and colleges to create positive activities for NEET. Working with young people to offer alternatives was important such as considering self-employment opportunities. The Council was also holding the Chorley Schools Enterprise Challenge and was working on a Science and Engineering initiative.

Councillor Marion Lowe left the meeting at 7.40pm.

The Leader commented that the authority was extremely passionate about the town's regeneration and development and was proud of its significant increase in new businesses and low closures of existing businesses. These statistics had caused a national spike and other authorities across the country were interested in our approach.

In response to a Member, it was explained that the median workplace earnings were based on Full Time Equivalent and it was accepted that this could skew the figures as many jobs were currently on a part time basis.

The town also benefited from businesses that were established just outside its borders, in areas such as Bamber Bridge and Leyland. The new Waitrose development had provided a number of jobs that Chorley residents could access and it was agreed that Members would be provided with the information on employment numbers.

The Chair thanked the Head of Economic Development and the Executive Leader for their attendance and expressed satisfaction that the work being undertaken was providing encouraging results for the town.

13.OS.54 REPORT OF THE OVERVIEW AND SCRUTINY TASK GROUP - SELECT MOVE

The Chair of the Overview and Scrutiny Task Group – Select Move, Councillor Graham Dunn updated the Committee on the work that had taken place to date on the review.

The Group had undertaken two meetings and had received a wide range of background information so that they could effectively scope the review and this included a presentation of statistical information.

The Group's desired outcomes was for a choice based lettings service to meet the needs of Chorley residents; to identify areas of improvement in the condition of property at handover; and to reduce waiting times and lists.

The Group intended to conduct a survey of Select Move customers and had invited the Registered Providers to a future meeting to obtain their views and opinions of the online lettings service.

RESOLVED – That the report be noted.

13.OS.55 REPORT OF THE OVERVIEW AND SCRUTINY TASK GROUP - PLAY AND OPEN SPACES STRATEGY

At the last meeting of the Committee it had been agreed that the whole membership would undertake a review of the emerging Play and Open Space Strategy to ascertain if our Impact Assessment methodologies were robust enough.

Councillor Julia Berry presented a verbal report of the work that had recently been undertaken. Members had received information about the improved strategy and a list of all play areas, playing pitches and open spaces had been circulated to all borough councillors and parish councils for comments.

The Group were looking at the four case studies that were identified and using the Integrated Impact Assessment were considering how health and wellbeing benefits could be maximised and what needed to have taken place to achieve this.

RESOLVED – That the report be noted.

13.OS.56 OVERVIEW AND SCRUTINY WORK PROGRAMME 2013/14

The Committee received the updated Overview and Scrutiny Work Programme 2013/14.

The Chair reported that the Overview and Scrutiny Committee had received a number of call-in requests in 2012/13. How these requests were dealt with had prompted a procedural review of existing arrangements to be carried out.

RESOLVED – That a mini review of the Call-in arrangements would be undertaken and that the membership would be as follows:

Councillor Steve Holgate (Chair)
Councillor Mark Perks (Vice Chair)
Councillor Roy Lees
Councillor Keith Iddon

13.OS.57 NOTICE OF KEY DECISIONS

The Committee received the current notice of Executive decisions for information.

Chair

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Executive Cabinet

Minutes of meeting held on Thursday, 24 October 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, Graham Dunn, Julia Berry, Danny Gee and Kim Snape

Other Members: Councillors John Dalton, Marie Gray, Alison Hansford, Harold Heaton, Steve Holgate, Hasina Khan, Roy Lees, Marion Lowe, Greg Morgan, Mick Muncaster and Alan Platt

Officers: Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Cath Burns (Head of Economic Development), Simon Clark (Head of Health, Environment and Neighbourhoods), Jamie Dixon (Head of Streetscene and Leisure Contracts), Asim Khan (Head of Customer, ICT and Transactional Services), Chris Sinnott (Head of Policy and Communications), Jane McDonnell (Interim Head of HR and OD), Andrew Daniels (Communications Manager), Conrad Heald (Town Centre and Markets Manager), Alex Jackson (Senior Lawyer), Michael Coogan (Strategic Housing Officer) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: Twelve.

13.EC.89 APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

13.EC.90 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 12 September 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.91 DECLARATIONS OF ANY INTERESTS

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

13.EC.92 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.

He advised that following the presentation on the Town Centre Masterplan there would be time for questions, including from members of the public who were in attendance for that item.

13.EC.93 CHORLEY TOWN CENTRE MASTERPLAN

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

The Economic Development Strategy had been adopted in November 2012 with a key priority "to create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment". A key action was to develop a town centre masterplan.

Deloitte were appointed in February 2013 to define the changing town centre offer and the required retail element, identify significant land/property owners, define land use

zones, masterplan investment ready locations, target investment in the public realm and ensure adequate provision for car parking.

The report highlighted the main messages, and detailed the suggested phasing and delivery of three investment opportunities and a public realm framework to achieve the vision of the town centre masterplan.

Cath Burns, Head of Economic Development, gave a presentation. Following the presentation several queries were raised, including the results of the car parking survey. Cath confirmed that the survey had been undertaken at all car parks during each Saturday between 17/11/12 and 09/01/13 and had shown an average 49% spare capacity within the town centre. Councillor Wilson noted that the location of the car parking spaces was a key factor. It was noted that parking would still be available by Chorley Little Theatre.

Buildings such as the Saint John's Ambulance premises were raised and Cath advised that information relating to the ownership of land within the "character areas" and detailed master planning would now commence.

Cath clarified that, alongside the proposed community building there was an aim to utilise existing community spaces, such as the library.

A detailed impact assessment had been undertaken in relation to the ASDA development, but that the ASDA development was separate to this masterplan.

Fazackerly Street was included within the priority areas, although it was not one of the top priorities.

Members discussed the potential impact of the civic square on the vehicular access to Market Street, but agreed that this would be considered when detailed plans had been drawn up.

Discussions would continue to be held with the Town Centre Team as the plans developed.

Decision made

That the contents of the report be noted, the recommended actions be endorsed, and approval granted to undertake further work to determine which elements of the masterplan be prioritised and progressed to delivery.

Reason(s) for decision

To realise our Corporate Strategy outcome to create 'A strong local economy' and to deliver a key priority within the 2012 Economic Development Strategy which aims 'to create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment'.

Alternative option(s) considered and rejected

None.

Councillor Bradley left the meeting at 6.40.

Councillor Peter Wilson took the Chair.

13.EC.94 REVISED CAR PARK TARIFFS

The Executive Member for Resources, Policy and Performance) updated Members on the results of trial on the change of car park tariffs in the town centre car parks.

The report considered the merits of the trial and recommended the permanent introduction of the trial tariffs and parking conditions.

Due to the formal consultation periods required the existing trial would be extended until 7 December after which the permanent schedule would be in place.

It was noted that the Town Centre Team, the Traders Alliance and individual businesses had been consulted with.

The increase in churn of vehicles on the Flat Iron was supported by the increase in footfall within the Town Centre and Market Walk.

Decision made

1. That the trial tariffs be adopted permanently from 8 December 2013.
2. That the temporary trial tariff scheme be extended until 7 December 2013.
 - On short stay car parks, 1 hour parking reduced to 50p
 - On short stay car parks, the facility to park for up to 4 hours (rather than 3 hours)
 - On all car parks free parking after 5pm on weekdays
 - On all car parks, free parking after 1pm on Saturday
3. The Revised Tariffs during the trial were:
 - a. Flat Iron:

Up to	Existing Charge	New Charge
1 hour	70p	50p
2 hour	Not available	£1.00
3 hours	£1.00	£2.00
4 hours	Not Available	£4.00

b. Short Stay:

Up to	Existing Charge	New Charge
1 hour	70p	50p
2 hour	Not available	80p
3 hours	£1.00	£1.00
4 hours	Not Available	£2.00

c. Long Stay:

Up to	Existing Charge	New Charge
3 hours	£1.00	£1.00
4 hours	£1.40	£1.40
All Day	£3.50	£3.50

4. The changes to conditions trialled were:
 - Consecutive ticketing will be prohibited.
 - No return to the same car park within 2 hours.
 - Tickets not transferable between car parks.
5. The trial re-designated Portland Street car park as Short Stay and Farrington Street as Long Stay which were both previously 'Mixed' stay car parks.

Reason(s) for decision

1. The objectives of the trial were met:
 - a. Make Chorley an affordable destination.
 - b. Increase the churn of vehicles on the Flat Iron car park, thus increasing its capacity.
 - c. Make visitors aware of alternative car parks to the Flat Iron.
 - d. Increase the number of visitors to Chorley town centre.
2. Findings of the trial show that:
 - a. The Flat Iron car park is the primary destination for shoppers.
 - b. Over 60% of visitors say that pricing does influence their decision on where to park.
 - c. Many shoppers commented that our car parks were cheaper than neighbouring towns such as Bolton, Preston & Wigan.
 - d. Availability of spaces on the Flat Iron has improved.
 - e. The vast majority (66%) of businesses have seen an increase in business on Saturday afternoons with only 20% having seen no difference.

- f. 20% of businesses have seen an increase in business across the rest of the week.
 - g. 40% of businesses say their customers haven't changed the car park they use compared to 31% who say they had.
 - h. 34% of businesses say the new tariffs increased the time their customers stayed whilst only 20% say that their customers didn't stay as long.
 - i. 46% of businesses feel that their customers consider both price and availability of spaces when choosing to come to Chorley whereas 51% consider it is on price alone.
 - j. Footfall figures from both Market Walk and Booths show that more visitors have stayed longer on a Saturday afternoon.
 - k. The Chorley Traders Alliance has commented that many of their members have different ideas on how parking should be managed but in general trade has been more resilient since the trial tariffs were introduced.
3. The underlying anecdotal evidence from businesses and visitors is that the trial has been worthwhile and should continue to be promoted as a positive attractor to visiting Chorley.

Alternative option(s) considered and rejected

- 1. Reverting back to the original tariffs – neither as attractive to shoppers and visitors nor guaranteed to restore lost revenue.
- 2. Withdraw the 'free after 1pm' on the Flat Iron car park only – could confuse visitors by having different offers on different car parks but revenue would increase.
- 3. Changing the free period to another day / time – promote confusion in the tariff system to the consumer with potentially little improved benefit on the trialled scheme.
- 4. Invest in ANPR (Automatic Number Plate Recognition) system to enable pay-on-exit – would require investment of ~£100k to include a barrier on exit system. No PCN's would be issued.
 - a. Due to the fact that Chorley Council operates its car parks under Traffic Management Act (TMA) 2004 it means that we cannot issue PCN's off-site i.e. by post as required by standalone ANPR systems. Systems in place elsewhere operate under the 1994 TMA which is contract law and we cannot revert back to that act.
 - b. By introducing a barrier system on exits it prohibits vehicles from leaving without paying hence, nobody would receive a PCN because they couldn't physically leave without payment being made. If payment is made the ANPR system would automatically raise the barrier upon approach thus reducing queues. No barrier / ticket would be required upon entry as ANPR would record entry times.

13.EC.95 ICT STRATEGY 2014-17

The Executive Member for Resources, Policy and Performance presented the ICT strategy for consideration and approval. The report set out the results of consultation undertaken with Councillors, services and ICT staff. The report also gave an overview of the progress made in delivering changes and improvements to ICT over the past few years.

The strategy had four strategic objectives with associated long term outcomes, including high quality customer experience, robust and reliable infrastructure, accessible and well-managed information and coordinated and appropriately resourced support for ICT.

Members noted the importance of utilising technology to provide easy access to high quality services.

Decision made**Approval granted to the ICT strategy 2014-2017.****Reason(s) for decision**

The new ICT strategy sets the aims and objectives for ICT over the coming three years. As a critical support service, it is important that the organisation has in place a clear plan which links with the corporate strategy and ensures that the organisation is well-served by technology and information.

Alternative option(s) considered and rejected

To not have an updated ICT strategy. This was rejected because it would mean that the organisation did not have an up-to-date and useful strategy to prioritise and inform the development of ICT.

13.EC.96 CONSULTATION - DRAFT PLAY AREA, OPEN SPACE AND PLAYING PITCH STRATEGY

The Executive Member for People advised that the Play, Open Space and Playing Pitch Strategy had been completed in draft. The Strategy included a five year action plan to protect, manage, enhance and secure sites and identify deficiencies and future priorities.

The report outlined the proposed consultation process which would be undertaken over a ten week period from 11 November until 17 January 2014. Consultation drop-in sessions would be undertaken for each of the eight neighbourhood areas with the relevant elected Members and Parish / Town Councils. Other key stakeholders and groups would also be consulted, including amateur football leagues.

Members would be given the opportunity to respond to the consultation via intheknow and via the ongoing Overview and Scrutiny Task Group.

Decision made**That the draft Play, Open Space and Playing Pitch Strategy be noted and approved for consultation as detailed in the report.****Reason(s) for decision**

To seek approval for consultation on the draft Play, Open Space and Playing Pitch Strategy.

Alternative option(s) considered and rejected

Not to seek approval for consultation on the draft Play, Open Space and Playing Pitch Strategy.

13.EC.97 SCRAP METAL DEALERS ACT 2013

The Executive Member for Places advised that new legislation had come into force relating to the scrap metal industry. The report set out arrangements to enable the Council to discharge its functions.

The Act introduced a new and arguably tougher regulatory regime for scrap metal dealing and vehicle dismantling, with new powers permitting Local Authorities to refuse, review, suspend and revoke a licence for this purpose and to enter and inspect such premises.

The Act also provided Local Authorities with the power to set locally different charges for different type of metal dealers, on a cost recovery basis.

Decision made

1. That the Director of People and Places be authorised to:-
 - grant or renew a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013.
 - serve Notice of a proposal to refuse or cancel a licence of a Scrap Metal dealer under the Scrap Metal Dealers Act 2013.
 - serve notice of a proposal to vary a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013.
 - determine applications for a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013 where it is the intention to refuse or cancel a licence or to vary a licence under section 4 of the Act where the applicant has not served notice requiring the opportunity to make representations to the authority in respect of the proposal to refuse or cancel a licence, or to impose conditions on a licence.
 - institute legal proceedings in respect of any breaches of the provisions of the Act.
2. Where the Director of People and Places proposes to refuse or to cancel a licence or to vary a licence under section 4 of the Act and the applicant has given notice to the authority within the prescribed time that they require the opportunity to make representations about that proposal, the relevant Cabinet Member be authorised to conduct the hearing and determine the application on the Cabinet's behalf.
3. Approval granted to the fees set out in paragraph 53 of the report in respect of Scrap Metal Dealers Licences.
4. Council be recommended to amend the Constitution to incorporate the approved changes in the Officer Delegation Rules contained in part 4 of the Constitution consequent to the decisions at (1)to (3) above.

Reason(s) for decision

In order for the Council to meet its statutory obligations under the 'Act'.

Alternative option(s) considered and rejected

The Cabinet could choose not to delegate its powers to the Director of People and Places and/or the relevant Cabinet Member and determine all matters arising under the legislation.

13.EC.98 EXECUTIVE'S RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP INQUIRY INTO THE ADOPTIONS OF ESTATES

The Executive Member for LDF and Planning responded to the report of the Overview and Scrutiny task group report that examined the Adoption of Estates and had been presented to Executive Cabinet on 20 June 2013.

The Executive Cabinet agreed all fourteen recommendations, but noted that further scoping would be required relating to recommendation j relating to the development of a map based system.

Members noted that adoption issues would not be a reason to refuse a planning application and would be controlled by the use of conditions.

Councillor Wilson thanked the Members and officers who had contributed to the inquiry.

Decision made

Approval granted to the responses in Section 8 of the report.

Reason(s) for decision

If the recommendations are approved they provide a response to the Overview and Scrutiny task group and also, when implemented, will result in an improvement to the way estates are adopted in the future.

Alternative option(s) considered and rejected

Not to respond.

13.EC.99 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.100 CHORLEY COUNCIL'S PROPERTY SERVICE

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

Decision made

Approval granted to the recommendations as set out within the report.

Reason(s) for decision

As set out within the report.

Alternative option(s) considered and rejected

As set out within the report.

13.EC.101 HEALTH ENVIRONMENT AND NEIGHBOURHOODS REVIEW

The Executive Member for Places presented the confidential report.

Decision made

- 1. Approval granted to implement the establishment changes proposed in the body of the report, subject to the statutory staff and Union consultation period.**
- 2. Delegated power granted to the Executive Member Places and Executive Member People through an Executive Member Decision to sign off any amendments to the proposals contained within the report as a result of the consultation since the proposals impact on service areas across two portfolios.**
- 3. Approval granted to the budgetary changes proposed with the report.**

Reason(s) for decision

1. The recommendations ensure that the frontline services provided by the Health Environment and Neighbourhoods Team continue within a structure that is focussed on communities, neighbourhoods whilst meeting our statutory and regulatory obligations.
2. The recommendations ensure that our corporate objectives in relation to integrated service delivery, operating within a transactional service model and financial savings are met.

Alternative option(s) considered and rejected

The review document attached as Appendix 1 considered a number of alternative options.

13.EC.102 SINGLE HOMELESSNESS INITIATIVE: APPROVAL TO AWARDS CONTRACTS FOR PRE-TENANCY TRAINING, ACCOMMODATION FINDING AND PILOT OF HOUSESHARES SERVICES

The Executive Member for Homes and Business presented the confidential report.

Decision made

That following an open, transparent, competitive tendering exercise using The Chest and following procurement guidelines, the chosen contractors be appointed for the reasons specified in the report.

Reason(s) for decision

The tendering process was fair and transparent following the required procurement procedure, and the recommended providers have demonstrated their capability to meet the contract specifications as well as scoring the highest on the 40/60 Cost/Quality assessment model.

Alternative option(s) considered and rejected

All tenders were given fair and equal consideration.

Executive Leader

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.

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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Executive Cabinet

Minutes of meeting held on Thursday, 12 December 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 and Julia Berry

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

Officers: Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Susan Guinness (Head of Shared Financial Services), Simon Clark (Head of Health, Environment and Neighbourhoods), Jamie Dixon (Head of Streetscene & Leisure Contracts), Asim Khan (Head of Customer, ICT and Transactional Services), Chris Moister (Head of Governance), Chris Sinnott (Head of Policy and Communications) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: None.

13.EC.115 APOLOGIES FOR ABSENCE

No apologies for absence were received.

13.EC.116 MINUTES

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

13.EC.117 DECLARATIONS OF ANY INTERESTS

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

13.EC.118 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.119 CHANGING PLACES TOILET PROPOSAL

The Executive Member for Resources, Policy and Performance presented the report, enclosed separately to the main agenda, which sought authority to site a Changing Places Toilet within the Town Hall reception area.

The Council were a supporter of the Changing Places Toilet Campaign to promote the provision of toilets that were accessible to all, including those who could not use standard accessible toilets. The Council became aware that LCC were providing grants for the provision of such facilities and secured funding of up to £50'000.00.

The Council considered the provision in Council owned buildings and identified the reception area of the Town Hall as having the necessary space and accessibility to the public, as being a suitable location. The Council undertook some design work and had an estimate of £35'000.00 to deliver this, which was well within the budget set by LCC.

Members noted that the Council would be working with ASDA to facilitate a similar provision within their new development. There were currently Changing Places Toilets at All Seasons Leisure Centre and at the Arts Partnership.

Decision made

1. **Authorisation granted to the building of a Changing Places Toilet within the Town Hall reception area.**
2. **Agreement to the budget provision at £50'000.00 to build the toilet facility and remodel the reception area.**

Reason(s) for decision

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 option(s) considered and rejected

None.

13.EC.120 REVIEW OF CHORLEY COUNCIL CORE FUNDING AND PROCESS FOR 2014/15

The Executive Member for People advised that core funding was allocated to voluntary, community and faith sector organisations within Chorley. In order to ensure that the Council were achieving the maximum impact with the core funding budget, as well as supporting the voluntary community and faith sector, a review had been undertaken.

The review drew a number of conclusions, ensuring funding meets needs, issues with the project funding and lengths of contracts. Based on the conclusions within the review, it was recommended the Council move towards a commissioning model, which would enable Members to decide which were the areas of greatest need within Chorley, and prepare invites to tender for organisations to deliver services to meet these needs.

The benefit of this approach was to direct funding towards services that meet the needs of the community, whilst continuing to support the whole of the vcf sector. This would be done both through the combination of commissioning and small community funding, and through the Council's on-going commitment to support the VCFS Network.

Members noted that the funding would include the entire Borough, not just the Town Centre, in respect of Community Safety. It was noted that where there were problems these would be targeted, including alcohol admissions and domestic violence, suffered by both women and men.

It was noted that the amount of money set aside for core funding was set each year, rather than being linked to inflation.

Decision made

1. **Authorisation granted to change the process of allocating the core funding budget to a commissioning model as outlined in paragraph 14 of the report.**
2. **Authorisation granted to distribute the budget in the service areas as outlined in paragraph 21 and 26 of the report.**
3. **Authorisation granted 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

Reason(s) for decision

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 option(s) considered and rejected

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.

13.EC.121 EXCLUSION OF THE PUBLIC AND PRESS

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

13.EC.122 INSOURCING PROPERTY SERVICES - PROPOSAL

The Executive Member for Resources, Policy and Performance presented the confidential report which updated Members on and sought approval of the proposed structure of a Property Services team within the Council following the termination of the contract with Liberata Property Services.

Decision made

- 1. Authorisation granted to the outline proposal for the staffing of an insourced property services contract at paragraphs 17-23 of the report.**
- 2. Authorisation granted to the further investigation of the proposed structure at paragraphs 24 and 25 of the report.**

Reason(s) for decision

The proposal will provide a fit for purpose property service and greater flexibility and resilience in service provision across the council.

Alternative option(s) considered and rejected

1. It continues to be an option to extend the existing contract with Liberata for a further 2 years. However, this is not being pursued unless greater savings can be offered by Liberata.
2. Collaborative or shared working is not being completely discounted and may form part of any final proposal brought to Council for the establishment of this service. However there would need to be demonstrable benefits in terms of cost, efficiency and service improvement in order for this to be considered as a viable option.

13.EC.123 APPROVAL TO PURCHASE ONE LARGE (15T) AND TWO COMPACT MECHANICAL SWEEPERS

The Executive Member for Resources, Policy and Performance presented the confidential report which recommended approval to the purchase of one large (15 tonne) and two compact mechanical sweepers for Chorley Council following a joint procurement process with South Ribble Borough Council.

Decision made

Authorisation granted to place an order for one large (15 tonne) and two compact mechanical sweepers for Chorley Council.

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 approve the purchase of the replacement sweepers and incur additional cost through higher rental charges.

13.EC.124 ICT TEAM - RESTRUCTURE

The Executive Member for Resources, Policy and Performance presented the confidential report which sought approval for the restructure of the ICT team within the Customer, ICT and Transactional Service.

Members noted this restructure was the first step in ensuring that the service had the right skills and capacity in place to deliver the ICT Strategy over the next three years.

Decision made

1. **Authorisation granted to the proposed staffing structure detailed in the report, for formal consultation.**
2. **Authorisation granted to delegate authority for approval of the final structure to the Executive Member for Resources, Policy and Performance.**

Reason(s) for decision

To ensure the service has a fit for purpose staffing structure with the right capacity and skills to deliver the ICT and associated GIS and Digital Strategies over the next three years.

Alternative option(s) considered and rejected

1. To not change the staffing structure and compromise the effective delivery of the ICT strategy.
2. Attracting and retaining the skills needed to deliver the service and the ICT strategy may not be without challenges and outsourcing some of the more complex aspects of the Council's technical infrastructure goes some way to transferring the risk to a third party. In addition a number of alternative options have been considered, including shared services with South Ribble Borough Council and outsourcing parts of the service to LCC's one connect service. At this time neither has been found to be a suitable alternative.

13.EC.125 APPROVAL FOR WORK TO ASTLEY FARMHOUSE

The Executive Member for People presented the confidential report which sought approval to appointment Speakman Contractors to undertake work to modernise and refurbish Astley Farmhouse and create an exhibition space.

During the detailed design and specification stage additional work was identified to bring the building up to modern standards and meet current building legislation. This included mechanical and engineering work to fit a steel frame internally to provide structural stability and new electrics, lighting and heating systems.

Decision made

Authorisation granted to the appointment of Speakman Contractors to undertake work to modernise and refurbish Astley Farmhouse and create an exhibition space as detailed in the report.

Reason(s) for decision

To create a new exhibition space and to bring the whole farmhouse building up to a modern standards. It is more cost effective to undertake all of the work together and it would also ensure the building was ready to be utilised for other potential purposes in the future.

Alternative option(s) considered and rejected

None.

13.EC.126 UPDATE ON THE WASTE MANAGEMENT CONTRACT

The Executive Member for Places presented the confidential report which provided an update on the performance of the waste contract and plans for future service improvement and efficiencies. The report sought approval from Members for an extension of the existing waste management contract by a further two years in order to realise a saving of £ 400,000 over the remainder of the contract.

Decision made

- 1. The continuing good performance of the waste contract and the plans for future service improvements and efficiencies be noted.**
- 2. Authorisation granted to the two year contract extension so the contract would now end on 31 March 2021.**

Reason(s) for decision

To ensure the Council benefits from the £ 400,000 contract saving offered by Veolia over the remaining years of the contract.

Alternative option(s) considered and rejected

To not agree the contract extension means the Council would not achieve this saving.

Executive Leader

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Chorley Council –Notice of Executive decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.

2. A ‘Key’ Decision is defined as:
 - a) A, Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.

3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Governance)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources, Policy and Performance)	Councillor Peter Wilson
Executive Member (People)	Councillor Beverley Murray
Executive Member (Homes & Business)	Councillor Terry Brown
Executive Member (LDF and Planning)	Councillor Dennis Edgerley
Executive Member (Places)	Councillor Adrian Lowe

4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk.

Gary Hall, Chief Executive

Last updated: 18 December 2013

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
January							
Budget	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		16 Jan 2014	No	No	Report of the Chief Executive
Review of the council tax support scheme and discounts and exemptions	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		16 Jan 2014	No	No	Report of the Chief Executive
GIS Strategy	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		16 Jan 2014	No	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Digital Strategy	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		16 Jan 2014	No	No	Report of the Chief Executive
Review of Member ICT and Paperless Meetings	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		16 Jan 2014	No	No	Report of the Chief Executive
Revenues, Benefits & Customer Services Staffing Review	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		16 Jan 2014	Para 1, Information relating to any individual	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Resurfacing of three Town Centre car parks: Contract Award	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	13 Feb 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: http://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?Id=31435&AIID=28709	Report of the Director of People and Places
Strategic Housing Restructure	Executive Cabinet	Executive Member (Homes and Business)		16 Jan 2014	Para 1, Information relating to any individual	No	Report of the Director of Partnerships, Planning and Policy
February							
Revenue and Capital Budget Monitoring 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A new or unprogrammed capital scheme of £100,000 or more	13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley Council Performance Monitoring Quarter Three 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive
Chorley Partnership Performance Monitoring Quarter Three 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive
Permission to consult on the refreshed Private Sector Housing Assistance Policy	Executive Cabinet	Executive Member (Homes and Business)	A significant impact in environmental, physical, social or economic terms on communities living or	13 Feb 2014	No	Previous Private Sector Housing Assistance Policy http://chorley.gov.uk/Documents/Housing/Private%20Sector%20Housing%20Assistance%20Policy%20FINAL%20Sept%202012%20v1.pdf	Report of the Director of Partnerships, Planning and Policy

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings							
Cotswold Supported Housing: Phase 5 of the Capital Investment Programme - decision to accept the successful tender and proceed	Executive Cabinet	Executive Member (Homes and Business)	A contract worth £100,000 or more	20 Mar 2014	No	No	Report of the Director of Partnerships, Planning and Policy
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 16 January 2014, 13 February 2014, 20 March 2014							
Executive Member Decisions							
Chorley Business Investment for Growth Grant: Morgan Bros. (Metalwork Solutions) Ltd	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader, Executive Member (Economic Development and Governance)		September 2013	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=30043&Opt=3	Report of the Director of Partnerships, Planning and Policy

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Town Centre Grants Package, Shop Front Improvement Grant/Shop Floor Refurbishment Grant/Business Rate Subsidy: Sparkle Accessories, 8 Chapel Street	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		June 2013	Yes, paragraph 3 (information relating to the financial or business affairs of any particular person including the authority holding that information)	Details can be found here: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&Opt=3 http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&Opt=3	Report of the Director of Partnerships, Planning and Policy
HR Policy Framework – Health & Wellbeing Policy	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		January 2014	No	No	Report of the Chief Executive
Development Control – Review of Pre-Application Fees	Executive Member (LDF and Planning)	Executive Member (LDF and Planning)		January 2014	No	No	Report of the Director of Partnerships, Planning and Policy

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Fuel Procurement	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	January 2014	Para 3	No	Report of the Director of People and Places
Local Service Centre Shop Floor Refurbishment Grant/Vitaly of Steeley Lane	Executive Member (Homes and Business)	Executive Member (Homes and Business)		January 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=28298&Opt=3 http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=28298&Opt=3	Report of the Director of Partnerships, Planning and Policy

Overview and Scrutiny Performance Panel

Thursday, 5 December 2013

Present: Councillor Steve Holgate (Chair), Councillor Mark Perks (Vice-Chair) and Councillors Julia Berry, Keith Iddon and Marion Lowe

Also in attendance

Councillors: Councillors

Officers: Simon Clark (Head of Health, Environment & Neighbourhoods), Victoria Willett (Partnership Officer) and Dianne Scambler (Democratic and Member Services Officer)

12.OSP.43 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Kim Snape and Beverley Murray Executive Member for People.

12.OSP.44 MINUTES

a) Confirmation

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meeting held on 26 September 2013 be confirmed as a correct record for signing by the Chair.

b) Matters arising

12.OSP.41 Scrutiny Focus – Customer Dissatisfaction

An update of the My Ward system was requested.

12.OSP.45 DECLARATIONS OF ANY INTERESTS

There were no declarations of any interests.

12.OSP.46 CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER TWO 2013/14

The Panel received a report of the Chief Executive on the performance of the Chorley Partnership during the second quarter of 2013/14, from 1 July to 30 September.

The report presented the priorities of the partnership groups and how successfully they had been delivering against those priorities, providing some contextual information on the work that had been delivered and what impact and outcomes had been achieved.

Overall progress was excellent and of the 18 priorities identified across the Partnership, fifteen were rated as green, one was rated as amber and two had not started.

Members had a number of questions in relation to the following:

Further information was sought on the potential pilot scheme that the Chorley Partnership Executive had agreed to undertake, looking at information sharing around vulnerable people in conjunction with Lancashire Fire and Rescue Service, the provision of the new meals on wheels service that is currently being trialled in the Western Parishes neighbourhood area and the Warm Homes Healthy People Programme that has been developed for the Winter with funding from Lancashire County Council.

With the slow progress and lack of regular updates regarding the Friday Street Health Centre the Panel requested that the Chair and Vice Chair meet with the relevant partners to discuss this in more detail and requested that officers make the necessary arrangements.

Further information was sought on what action, other than promotion, the Partnership was undertaking to reduce the statistics for Killed and Seriously Injured (KSI's) and an update report on domestic violence, reporting verses detection was requested for the next meeting of the Panel.

Members requested further details on what proportion of activities related to sport in the programme of activities that had been developed for children across the borough.

Members were concerned that there seemed to be a lot of decommissioning of services aimed at young carers. Members were unsure of the reporting channels that were established to be able to voice these concerns and asked if more information could be made readily available.

RESOLVED – That the report be noted.

12.OSP.47 CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER TWO 2013/14

The Panel received a report of the Chief Executive that set out the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2013/14, 1 July to 30 September.

The overall performance of key projects was excellent, with the majority of projects, either complete, on track, or scheduled to start in quarter 3. Only one project, to develop a youth ambassador scheme, had been rated as amber due to issues relating to timescales in delivering initial actions; however work was now underway to bring the project back on track.

Members asked if further consideration could be given to the methods available for young people to apply to become a young ambassador as it was important to realise that not everybody had internet access.

Performance of the Corporate Strategy and key service measures remained strong, with 73% of the Corporate Strategy measures and 71% of the key service measures performing above target.

Those measures that were performing below target, the percentage of 16-18 year olds who are not in education, employment or training (NEETS), the percentage of domestic violence detections and the percentage of customers dissatisfied with the way they are treated by the Council, now had action plans that had been developed to improve performance.

The key service delivery measures that were performing below target included the time taken to process Housing benefit/Council Tax benefit new claims and change events and the Panel asked for a more detailed breakdown to be provided.

Members discussed in further detail, a number of items contained within the report and requested additional information on the number of long term empty properties in the borough and what enforceable action could be taken if any.

Councillor Marion Lowe left the meeting at 7.40pm.

RESOLVED – That the report be noted.

12.OSP.48 SCRUTINY FOCUS - HEALTH AND WELLBEING

The Chief Executive provided a report that provided contextual information and initial questions of the Panel on performance relating to health and wellbeing.

The Public Health Observatories under Public Health England publish local health profiles which show how health in Chorley compares with the rest of England across a number of indicators.

The profile indicates that the health of the people of Chorley is varied compared with the England average. Deprivation is lower than average and all-cause mortality rates had fallen over the last ten years, as have deaths from cancer and heart disease. The rate of adult physical activity is also better than the England average.

However, Chorley performs lower than the England average for a number of indicators that include, smoking in pregnancy, starting breast feeding, hospital stays for self-harm, people diagnose with diabetes and hip fractures in over 65's.

This type of information (including the Chorley and South Ribble Joint Strategic Needs Assessment) had been used to inform Chorley and South Ribble Health and wellbeing Plans which take a holistic approach to issues through early intervention and prevention measures.

The Chorley and South Ribble Health and Wellbeing Partnership had been operational for over 18 months and form the key mechanism to communicate and convey local health priorities to the Lancashire Health and wellbeing Board who take overall responsibility for improving health outcomes across the county under the new public health arrangements.

The Chorley and South Ribble Health and Wellbeing Plan identify 3 core priorities of, accessibility, independence and activity. A number of actions support these priorities with progress regularly reported at meetings of the Health and Wellbeing Partnership. Performance of the plan was monitored by the Chorley Partnership on a quarterly basis with the most recent reports showing excellent performance and all priorities rated green.

The indicative commissioning budget for Chorley and South Ribble CCG for 2012/13 was £224,416,000. An estimated baseline for the public health grant had been published by the Department of Health and had been based on public health spending during 2010/11. The estimated baseline for Lancashire is £45,891,000 which equates to £37 per person, based on historic need.

The Head of Health, Environment and Neighbourhoods reported that to be able to create a number of early intervention initiatives, an analysis of the ward and Lancashire public health indicator averages needed to be undertaken to produce the relevant targets in the required areas. Although it was sometimes difficult to assess where the intervention need was required as the relevant statistics were presently not measured, for example, what were the main causes of people over 65 needing a hip

replacement. It was also intended that the Board would piggy back on a number of Lancashire based programmes to try to extend on services with limited resources.

Members thought that more needed to be done regarding mental health and asked for further information to be provided on the number of initiatives that were currently being undertaken in this area.

RESOLVED – That the report be noted.

Chair



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	16 January 2014

2014/15 BUDGET AND SUMMARY BUDGET POSITION OVER THE MEDIUM TERM

PURPOSE OF REPORT

1. To set out the budget position for 2014/15 including the forecast for the following 2 years to 2016/17 and also present the relevant proposals in respect of:
 - Potential investment in the Council's Corporate Strategy priorities in 2014/15.
 - Increasing budget resilience in the longer term.
 - Budget Consultation.

RECOMMENDATION(S)

2. That Members agree the contents of this report in order to start the Budget Consultation process and note the following proposed budget items in particular:
 - Council Tax to be frozen in 2014/15.
 - The proposed New Investments for 2014/15 and 2015/16.
 - The balanced budget position for 2014/15.
 - The forecasted budget position to 2016/17.

EXECUTIVE SUMMARY OF REPORT

3. The budget forecasted over the next 3 years have been updated to take account of the following changes:
 - Council Tax will be frozen in 2014/15.
 - Local Government Settlement 2014/15 – provisional round published 18th December 2013.
 - Progress against the Medium Term Financial Strategy (MTFS) budget efficiency objectives.
 - Triennial Review of the Pensions Fund.
4. The recent Local Government Finance Settlement for 2014/15 continued the programme of Central Government core grant reductions for the years 2014/15 and 2015/16, adding to the previous cuts since the Comprehensive Spending Review in 2010 as follows:-

Year	Reduction £000	%
2011/12	1,154	-13.6
2012/13	857	-11.7
2013/14	435	-7.4
2014/15	879	-13.5
2015/16	874	-15.6
Total	4,199	

5. Due to the successful implementation of the MTFS budget efficiency savings totalling £0.903m have been applied to the budget to achieve a balanced budget position for 2014/15. It is important to note however, this is not a sustainable position. The projected budget position in future years shows there remains a significant budget gap in 2015/16 and 2016/17 as in the table below together with heightened uncertainty and risk in the form of year on year variable new funding regimes. A more detailed breakdown is contained in Appendix One.
6. **Updated Budget Deficit as at December 2013**

	2014/15	2015/16	2016/17
Updated Budget Deficit – December 2013	0	1,547	2,709

7. It is important to note that the latest budget position is based on the following key assumptions:

Key Budget Assumptions	2013/14	2014/15	2015/16	2016/17
Reduction in Government Grant	£435k	£879k	£874k	£350k
Profiled Reduction in Grant Settlement	(7.4%)	(13.5%)	(15.6%)	(7.4%)
Payaward	1%	1%	1%	1%
Pension Fund Employers' Contribution – Future Service	n/a	11.1%	11.1%	11.1%
National Insurance Contributions	10.4%	10.4%	10.4%	13.8%
Increase in Council Tax	0%	0%	0%	0%
Grant for freezing Council Tax in 2014/15 & 2015/16	-	£65k	£65k	-
Use of New Homes Bonus (NHB) in the base budget to date	£1,044k	£1,044k	£1,044k	£1,044k

8. In addition to the above assumptions the following approach has been taken:-

- Council Tax will be frozen at its current level in 2014/15.
- NHB receipts in respect of 2013/14 and 2014/15 have not been built into the base budget as recurring core funding to enable the Council to improve budget resilience and flexibility to respond to future annual uncertainty inherent in the new public finance funding regimes. Future years awards will be dependent upon the level of housing development.

- No Business Rates retained income has been included in the budget forecast at this stage as forecasted receipts will only be finalised later in the year. At this point in time the final outcome will be dependent on movements in the local tax base and also collection performance including the outcome of appeals. Additionally the technical calculations with regard to the levy paid to Central Government have yet to be confirmed.
 - The triennial review of pensions has been issued which has resulted in a change to the way the Council pays its Employers Contributions.
 - The assumed reduction in Government Grant in 2016/17 is estimate and will be subject to change as part of CSR 2014.
9. Despite the additional funding cuts announced on 18th December 2013 a planned early budget preparation process has enabled the Council to apply New Homes Bonus (NHB) funds to invest in the corporate strategy priorities in 2014/15, these aim to:
- **INVOLVE RESIDENTS IN IMPROVING THEIR LOCAL AREA AND EQUALITY OF ACCESS FOR ALL.**
 - **CLEAN, SAFE AND HEALTHY COMMUNITIES.**
 - **AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA.**
 - **A STRONG LOCAL ECONOMY.**
10. Potential investment proposals are summarised in the report and set out in detail in project mandates detailed in Appendix Two. Funding has been achieved by not building 2013/14 and 2014/15 New Homes Bonus income into the base budget. This approach has been taken to enable the council flexibility and resilience in order to address the variable nature of future core funding. New homes bonus is top sliced from the government grant pot, and whilst recurrent for a number of years, it is not guaranteed in the future and is of course dependent on future housing development.
11. The current Medium Term Financial Strategy (MTFS) sets out options over a 3 year period that effectively addresses the budget deficit position over the longer term to secure financial resilience and sustainability. This timeframe is considered the maximum period whereby reasonable forecasts can be made. Options that will be considered over the next three year MTFS period are:
- Re-engineering of services to fundamentally review service provision to reduce net expenditure and improve efficiency.
 - A programme of reducing the Council's debt position which has an impact on the revenue account including a possible accelerated rate at which the Pension Fund deficit is clawed back.
 - Income generation schemes as a continuation of the projects implemented to date.
 - Increases in Council Tax.
12. Consultation on the proposed budget for 2014/15, which includes a freeze on Council Tax, will commence following approval of the proposals by Executive Cabinet at this meeting. The consultation will focus on obtaining feedback on the key investment areas in order to help prioritise activity. It will also highlight the impact of a reduction in Council funds and ask residents to give us their views on the budget. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online). Results will be analysed and published in February for consideration as part of budget finalisation.

Confidential report Please bold as appropriate		No
Key Decision? Please bold as appropriate	Yes	
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 un-programmed capital scheme of £100,000 or more.	(4) Significant impact in environmental, social or physical terms in two or more wards.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 13. To progress the Council’s 2014/15 Budget Setting process to achieve an approved and balanced budget.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 14. Setting the budget is a statutory responsibility.

CORPORATE PRIORITIES

- 15. 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

- 16. The Medium Term Financial Strategy (MTFS) approved in February 2013, covering the period 2013/14 to 2014/15, contained the budget deficit projection below. This being estimated on the basis of information published in the Government’s Comprehensive Spending Review (CSR) 2010 and the subsequent Local Government Finance Settlement announcements. As settlements are now published periodically during the four year period and not upfront, the MTFS is increasingly based on estimates and key assumptions. This issue is currently exacerbated as some technical elements of the new Business Rates Retention Scheme have still to be clarified making accurate forecasting problematic.

- 17. **Budget Gap in the MTFS approved February 2013**

	2014/15 £000	2015/16 £000
Estimated Forecasted Budget Gap – February 2013	946	1,590

18. In addition to Business Rates Retention, 2013/14 was the first year of the new Council Tax Support Scheme. As neither of these two schemes have completed their first year since implementation their full and detailed impact on the budget has still to be quantified. This has also meant that the degree in estimating budget forecasts has increased.
19. The provisional stage of the last settlement round within the 2010 CSR period was announced recently on 18th December 2013. The changes from that previously issued are:
 - Council Tax Freeze Grant applicable to freezing prior to 2013/14 has been removed.
 - There was a marginal positive change from the anticipated grant reduction of £10k.
 - The provisional grant reduction in 2015/16 is £0.874m.
20. In addition to the settlement the Employers' Contributions to the Pension Fund has also been updated. In addition to the fund undergoing its triennial review and revaluation, employers' contributions are being structured in a different way. Both events impact on the budget both in terms of budget provision and also reducing the budget savings that can be realised from reducing employee costs. In summary, the two elements of the contribution made i.e. future service (for current membership) and deficit recovery (to bring back to a fully funded status) have previously been rolled into one contribution based on a percentage of the pay bill. These two elements have now been separated out with the future service contribution remaining as a percentage of the pay bill and the second deficit contribution now to be paid as a total cash sum that will not reduce if establishment or pension fund membership reduces.
21. Due to the fact that significant reductions in core funding are expected for the foreseeable future, a robust budget preparation process has been progressed using reasonable financial assumptions where actual data is absent. Despite the settlement only being announced on 18th December this approach has enabled a balanced budget position to be achieved in advance of the next financial year, this serves to mitigate the risk to service provision inherent in such a significant and complex process.
22. This approach has also secured a balanced budget in 2014/15 without incorporating any further NHB funds into the base budget for a further year. This makes NHB received in 2013/14 and 2014/15 available to finance one-off investments projects that support and enhance the delivery of the Corporate Strategy priorities.

THE PROPOSED BUDGET POSITION

23. Council Tax will be frozen and will not increase in 2014/15. This will be the second consecutive year that the current administration has achieved a balanced budget position for the forthcoming financial year without increasing Council Tax.
24. The publication of the Local Government Finance Settlement now completes the CSR 2010 4 year period. It has resulted in large scale reductions in Central Government grant placing significant pressure on the Councils budget. For 2014/15 this being £0.879m (equating to -13.5%). This is in addition to the reductions in the previous three years: 2011/12 £1.154m (-13.6%); 2012/13 £0.857m (-11.7%); and 2013/14 £0.435m (-7.4%). Thus making the four year reduction in grant total £ 3.325m.
25. The provisional figures published for 2015/16 indicates that a further £0.874m will be reduced from Central Government Grant in 2015/16. Announcements have been issued stating austerity measures will continue after 2015/16 and beyond, therefore, a reduction in the region of £0.350m has been assumed in 2016/17 although this will be subject to change as part of the CSR 2014. This results in a forecasted budget deficit totalling £2.709m as in the table at paragraph 28 below.

26. The updated budget position forecasted over the longer term is summarised below, together with the key budget assumptions that have been applied. The table below identifies that a balanced budget position has been achieved in 2014/15 following the successful implementation of the Medium Term Financial Strategy (MTFS). Additionally, as NHB has not been applied to the base budget, funds are available for non-recurring new investment in 2014/15. It should be noted, however, that as a result of the grant reduction above a significant budget gap is expected thereafter. More details are included in the Four Year Budget Summary in Appendix One.
27. An outline financial strategy to achieve a balanced position over the longer term is summarised later in the report and will be set out in detail within the Budget Report to Council in February 2014.
28. **The current forecasted budget deficit to 2016/17**

Budget Assumptions	2014/15 £000	2015/16 £000	2016/17 £000
Revised Budget Deficit – December 2013	903	1,547	2,709
Recurring Budgetary Savings Already Achieved	(903)		
Budget (Surplus)/Deficit	(0)	1,547	2,709
Uncommitted/Surplus NHB	(1,054)	*(1,704)	*(2,589)
Funds available for new investment in 2014/15	1,054		

*assumes some NHB growth in future years but this is not guaranteed.

KEY BUDGET ASSUMPTIONS AND NEW EVENTS

29. As increasingly more critical and high value components of the total budget becomes uncertain more elements of the budget forecasts are based on assumptions that may well need to be adjusted at a later date. These are set out below for information and to also provide some scale to the possible movement that can still occur, either prior to the budget being finalised or during the relevant financial year.

Key Budget Assumptions	2013/14	2014/15	2015/16	2016/17
Reduction in Government Grant	£435k	£879k	£874k	£350k
Profiled Reduction in Grant Settlement	(7.4%)	(13.5%)	(15.6%)	(7.4%)
Payaward	1%	1%	1%	1%
Pension Fund Employers' Contribution – Future Service	n/a	11.1%	11.1%	11.1%
National Insurance Contributions	10.4%	10.4%	10.4%	13.8%
Increase in Council Tax	0%	0%	0%	0%
Grant for freezing Council Tax in 2014/15 & 2015/16	-	£65k	£65k	-
Use of New Homes Bonus (NHB) in the base budget to date	£1,044k	£1,044k	£1,044k	£1,044k

30. NHB monies received prior to 2013/14 in the sum of £1.044m have been factored into the base budget as recurring funding. With effect from 2013/14, however, NHB receipts have not been incorporated into the base budget on a permanent basis. This is based on the fact that NHB is only received over a 6 year period. The purpose of this approach is to maximise the Council's ability to adjust its budget to respond more quickly to future variations in funding levels. Within the last few years public sector finance has become increasingly exposed to year on year uncertainty with annual fluctuations now built in permanently to the total core funding regime. Both core grants have undergone extraordinary change in the form of significant reductions and how they are structured, for example, Business Rates Retention. Therefore it is important the Council's budget is able to demonstrate resilience and flexibility in order to respond to annual fluctuations in core funding levels. It is for these reasons that new NHB received will not be built into the base budget as permanent recurring funding in 2014/15.
31. With regard to the Business Rates Retention our projected additional retained income, over and above the Start-Up Funding Assessment remains to be finalised. Unfortunately the precise calculation that will be applied to Business Rates collected in the form of a levy paid to Central Government is still to be clarified. The forecasted budget is also informed by performance within 2013/14 against to some high value factors and therefore no reliable assumptions can be quantified at this stage. As not all the calculations are known and income is subject to potential large scale change in the form of appeals made against property valuations, assessing the out-turn position and subsequent financial impact on 2014/15 is problematic. Therefore the budget contains some assumptions on the income level to be achieved in 2014/15 onwards.
32. The triennial review of the Pension Fund is due to impact on the budget with effect from 2014/15. The impact is complex with two applicable factors within the review impacting on the budget:
- Firstly, the fund's valuation has suffered negatively due to the current valuation criteria meaning progress in making up the fund's deficit position has not been as effective as originally expected.
 - Secondly the Employers' Contribution, which is a budgeted cost to the Council, is to be calculated in a different way. Up until now it has been calculated as a straightforward percentage applied to the pay bill of pension fund members. The contribution paid has been a consolidation of both elements due to be paid that is, (i) the contribution for current members (future year's contribution) and (ii) a contribution to make up the fund's deficit and achieve a fully funded position over a period of 19 years. Due to widespread reductions in public sector pay bills, deficit contributions have by default been eroded slowing down the deficit's rate of recovery. To overcome this issue the deficit element of the contribution will now be paid as a pre-determined cash amount that will not fluctuate in accordance with pension fund membership numbers and will total £2.500m over the triennial review period.

BALANCING THE BUDGET FOR 2014/15

33. The current MTFs set out ways in which the budget pressures and deficit could be addressed over the longer term by achieving cost reductions and increasing income. The successful implementation of the strategy has secured a balanced budget position in advance of the next financial year by reducing the budget requirement by £0.903m. This is mainly attributable to the following key projects:
- **Market Walk (£0.433m)** – Purchase of Market Walk shopping centre provides a net income positive contribution to the budget in the sum of £0.433m. This occurs on an annual basis and is achieved after making a provision, in the form of an equalisation account, to mitigate against the risk of future temporary fluctuations in income.

- **Base Budget Review (£0.094m)** – Continual robust challenge and update of the base budget to ensure it fully reflects changing levels of requirement.
- **Productivity Gains, Efficiency Savings and Pay Policy (£0.376m)** – Reviews carried out to realised budgetary efficiency savings from improved productivity and also the revision of the Pay Policy to reduce direct costs. (Single Front Office £175k; HEN Review £119k; Pay Policy £36k; Strategic Housing Review £25k; Cotswold House Rent £12k; Streetscene vehicles £9k).

AN OPPORTUNITY FOR SUBSTANTIAL INVESTMENT IN CORPORATE PRIORITIES

34. In a similar approach to last year, early planning and preparation has enabled the Council to address the forecasted budget deficit well in advance of 2014/15. Also consistent with last year’s budget setting process, a balanced budget position has been achieved with no further permanent use of NHB to fund the financial commitments within the base budget.
35. This presents an opportunity to invest in the Council’s Corporate Strategy for a further year despite the significant reductions in grant funding. The investment projects link to the Corporate Strategy and the priorities contained within it. The New Investment Programme, now in its second year, supports the delivery of the Corporate Strategy priorities. The potential new programme of investments is summarised below and also set out in Appendix Two with more detailed individual mandates for each proposal in Appendix Three.

Corporate Priority	2014/15 New Investment Revenue £m	2014/15 New Investment Capital £m
INVOLVE RESIDENTS IN IMPROVING THEIR LOCAL AREA AND EQUALITY OF ACCESS FOR ALL	0.108	
CLEAN, SAFE AND HEALTHY COMMUNITIES	0.120	0.424
AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA	0.055	
A STRONG LOCAL ECONOMY	0.347	
Total	0.630	0.424
Funded by New Homes Bonus (NHB)	£1.054m	

Corporate Priority: INVOLVING RESIDENTS IN IMPROVING THEIR LOCAL AREA AND EQUALITY OF ACCESS FOR ALL

Investment	Overview – Total Revenue Investment 2014/15 £0.108m
1. Deliver agreed neighbourhood priorities	This project will deliver priorities established through the neighbourhood group meetings and agreed by Executive Cabinet To provide additional funding supporting works over and above business as usual.
2. 16/17 young person's drop in	This budget will enable the continuation for another year of the drop-in service for 16/17 year olds that provides housing advice, family mediation and counselling for young people
3. Britain in Bloom	The Council won the Gold Award for the Best Small City category at the 2013 North-West In-Bloom Awards and has subsequently been entered to represent the North-West for this category in the national Britain In-Bloom awards in 2014. Additional features / improvement have been identified that will improve the Council's offer as part of the In-Bloom judging process and this budget will support their delivery.
4. Connecting communities through food to overcome social isolation	This project will review activity to alleviate social isolation including the 6 month pilot scheme launched in November 2013 to deliver warm meals to older vulnerable people at home. The project will investigate solutions, develop options and implement actions to take the work forward in order to help overcome social isolation in the borough through food based initiatives.
5. Expand the Food Bank	The Living Waters Storehouse currently operating in Chorley has seen a significant increase in demand over the past 12 months attributed to various factors including the changes as a result of Welfare Reforms. This project will look to enhance the existing facility to enable it to cope with future demand.

Corporate Priority: CLEAN, SAFE AND HEALTHY COMMUNITIES

Investment	Overview – Total Revenue Investment 2014/15 £0.120m
6. Extension and Improvement of Street Furniture	This project is the continuation of the street furniture /litter bin replacement with a further 150 bins over a two year period 2014/15 and 2015/16. The bins will be replaced with larger litter bins that can accept both litter and dog waste 75 by December 2014 and 75 by December 2015.
7. Play and Open Space Strategy	The project will provide financial support to deliver some of the currently unfunded year 1 actions. This will in turn support the delivery and implementation of the strategy together with the associated benefits set-out in the Play, Open Space and Playing Pitch Strategy Executive Summary.

8. Free Swimming	This budget will deliver free swimming for 16 year olds and under during the summer school holiday period (Monday to Friday) to support health and wellbeing priorities through making council leisure facilities more accessible.
9. British Cycling Lancashire event	This project and associated budget investment will support the development and delivery of a cycling and sporting programme of activities and events in Chorley in partnership with British Cycling.
10. Mediation service for anti-social behaviour disputes	Investigations into cases of anti-social behaviour can often be dealt with and de-escalated using mediation techniques between the parties affected. This project will introduce a scheme to refer parties into mediation where appropriate and will be assessed over the course of the year in terms of success and impact.
Corporate Priority: AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA	
Investment	Overview – Total Revenue Investment 2014/15 £0.055m
11. Employee Health Scheme	<p>This project is a continuation of a Health Cash Plan funded by the council. The council pays a fixed contribution per employee which then enables employees to claim back the costs of health related treatments such as dental charges, eye tests and glasses, consultant appointments, professional therapy and many other benefits.</p> <p>The scheme has proved to be very successful in its first year, and this project would extend the scheme for a further 12 months</p>
12. Campaigns and Events	<p>The investment would support identified campaigns and promotional activity for the town centre and the borough. This includes:</p> <ul style="list-style-type: none"> • A promotional campaign of the civic pride campaign and neighbourhood working (including as necessary, advertising, printed materials and other materials) • A promotional town centre marketing campaign (including as necessary, advertising and printed materials) • A promotional campaign to help make Chorley a cleaner place to live • A promotional campaign to promote our assets and attract more visitors to Chorley
13. Deliver Chorley Council energy advice switching service	This project will develop and implement an in house energy advice switching service as part of a proactive approach to ensuring that residents of Chorley are on the most cost effective energy tariff. The project should contribute to reducing fuel poverty in the borough.

Corporate Priority: A STRONG LOCAL ECONOMY	
Investment	Overview – Total Revenue Investment 2014/15 £0.347m
14. Inward Investment Delivery	Following the preparation of the inward investment plan, this project will focus on actions to be delivered during 2014.
15. Town Centre Master Plan	This project will deliver a number of specific actions in line with the Town Centre Masterplan.
16. Support the Expansion of Local Business	Extension of a business advice and support service for existing businesses in the Borough who have been trading for more than 3 years in order to help them to survive and grow.
17. Support the Expansion of Local Business (BIG Grant and Loans)	<p>A business support service to assist existing businesses to grow and develop is provided by a dedicated business adviser within Chorley Council.</p> <p>As part of the service for existing businesses a reward scheme to support their expansion was launched in April 2013. This scheme is called the Chorley Business Investment for Growth grant (Chorley BIG) and this aims to support businesses that are creating or safeguarding jobs with capital investments or works. This project will support the delivery of the scheme in 2014/15.</p>
18. Town Centre & Steeley Lane Pilot Action Plans	This budget will support the development and delivery of a two year programme of local area projects within the town centre/Steeley Lane areas of Chorley. This is a pilot programme which will be evaluated by feedback from town centre stakeholders including shoppers, residents and traders.

36. The one year projects above will be added to the three years projects below that were approved in the budget and commenced last year which totalled £0.235m.

Continued New Investment Projects from 2013/14	
Neighbourhood Working – Building Capacity in Local Communities	£70,000
Support to the VCFS Network	£15,000
Unify Credit Union	£50,000
Play Area Improvements	£100,000
Total	£235,000

FINANCIAL STRATEGY AND OPTIONS TO BE CONSIDERED TO ACHIEVE SUSTAINABLE AND RECURRING BUDGET RESILIENCE

37. As set out in the paragraphs above the Council still needs to address a significant budget deficit in the longer term to 2016/17 brought about in the main by cuts to core funding and Central Government's austerity measures. Despite a balanced budget being achieved for 2014/15 further action is required to achieve the same budget status in future years.
38. The Medium Term Financial Strategy (MTFS) aims to set out options that will effectively address the budget deficit position over the longer term to 2016/17 and secure financial resilience and sustainability. This timeframe is considered the maximum period whereby reasonable forecasts can be made.
39. Options that will be considered over the next three year MTFS period are:
- Re-engineering of services to fundamentally review service provision to reduce net expenditure and improve efficiency.
 - A programme of reducing the Council's debt position which has an impact on the revenue account including a possible accelerated rate at which the Pension Fund deficit is clawed back.
 - Income generation schemes as a continuation of the projects implemented to date.
 - Increases in Council Tax.
40. A key action of correcting a forecasted budget deficit is to carry out a fundamental review of all activities undertaken by the Council in order to seek ways in which the cost of providing services can be reduced. Within this process, priority is given to mitigating risk within the assessment and decision making criteria to highlight and focus on any possible impact on front line services.
41. The revenue budget contains costs associated with servicing debt. Debt will have been incurred appropriately in previous years to fund Capital Projects but as time moves on changing circumstances can present new opportunities to achieve lower cost options by proactively restructure debt repayment plans.

- 42. In addition to debt incurred to finance some capital works the Council also has to make contributions from its budget to make good the deficit position within the Pension Fund. In summary, by clawing back the deficit more quickly by making upfront lump sum contributions, the reduced cost of the deficit contribution may be beneficial and it could exceed the loss of interest received on such sums.
- 43. As above, additional income has been realised with the acquisition of Market Walk in the Town Centre. The benefits of the purchase include a sizeable net income contribution to the Council's budget which is a significant boost to total income received. This serves to offset some of the erosion in Central Government Revenue Support Grant and also reduces the Council's reliance on external funding.
- 44. An option that is also available to the Council is to increase Council Tax. An increase, together with further savings options, would not only help to address the budget deficit but also be used to invest in projects that support delivery of the Council's new priorities and generate further revenues for the Council.
- 45. The table below shows the impact of increasing Council Tax between 0.5 % and 2% in each of the three years, 2% is the current cap before needing to undertake a referendum.

% Each Year	2014/15 £	2015/16 £	2016/17 £
0.5	30,000	59,000	89,000
1.0	59,000	119,000	179,000
1.5	88,000	178,000	269,000
2.0	118,000	238,000	361,000

- 46. The table shows that below inflationary increases do have a significant, cumulative and permanent effect, something that the Council Tax Freezing Grant option lacks as it is awarded for a short term temporary period after which it is lost. Even over a short term period approximately £361,000 can be raised.
- 47. The sum of £118,000 generated by the 2.0% increase can also be put into context with regard to its impact per household in the borough. For example, based on the 2014/15 Band D tax base this amounts to approximately £3.55 per household or 7 pence per week in 2014/15 (based on Council Tax Base). This increase facilitates a significant cumulative sum, therefore, small sustainable council tax increases can generate significant levels of income that can be used to bridge the budget gap. As a balanced budget position has been achieved for 2014/15, however, it is proposed that Council Tax is frozen in 2014/15 at its current level.

OTHER RELEVANT ISSUES

- 48. This report has dealt with the Council's revenue budget, however, implicit in the investment programme set out above are financial implications for the Capital Programme, for example, regeneration projects and Astley Hall and Park Development. Therefore the Capital Programme will be dealt with when the final budget proposals are made.

BUDGET CONSULTATION

49. Consultation on the proposed budget for 2014/15 will commence following approval of the proposals by Executive Cabinet. The consultation will focus on obtaining feedback on the potential key investment areas in order to help prioritise activity. It will also highlight the impact of a reduction in Council funds and ask residents their views on the budget. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online). Results will be analysed and published in mid-February for consideration as part of budget finalisation.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

51. The financial implications of the above report are all contained in the text above but to clarify all proposals are funded and can be accommodated within the 2014/15 Budget. The report does contain some assumptions on some future budget elements and also what the final out-turn position will be for 2013/14, however, should this change due to unforeseen significant circumstances arising before 31st March 2014 this will be reviewed and reported.

COMMENTS OF THE MONITORING OFFICER

52. There are no legal implications in adopting the Budget proposals for consultation.

**GARY HALL
CHIEF EXECUTIVE**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Susan Guinness	5101	06/01/14	

OR

Background Papers			
Document	Date	File	Place of Inspection
***	***	***	***
Report Author	Ext	Date	Doc ID
***	***	***	***

Analysis of Budget Variations 2014/15 - 2016/17

	2013/14 ESTIMATE £'000	2014/15 ESTIMATE £'000	2015/16 ESTIMATE £'000	2016/17 ESTIMATE £'000
CASH BASE BUDGET REQUIREMENT	13,727	14,303	12,679	13,305
<u>Cash Movements:</u>				
Transfers between Directorates				
Other Virements (Transfer below the line)		38		
Inflation				
Pay	71	74	83	254
Pensions	64	63	16	15
Pensions Rate Adj.	0	33	121	116
Non-Pay	106	(8)	37	41
Contractual	195	233	208	189
Income	(12)	62	31	28
Increments	67	41	19	4
Volume Expenditure	(133)	175	(54)	11
Volume Income	128	(20)	134	31
Savings Identified 2011/12	(4)	(2)	0	0
Savings Achieved for 2012/13	(2)	0	0	0
Additional Savings Achieved for 2012/13	(6)	0	0	0
Mainstream Growth Items 2012/13 (recurrent)	(93)	0	0	0
Growth Items 2012/13 & 2013/14	0	(65)	0	0
Growth Items 2012/13 (Non-recurrent)	(445)	0	0	0
Base Budget Review Savings 2013/14	(133)	0	0	0
Transformation Strategy Savings 2013/14	(537)	0	0	0
Mainstream Growth Items 2013/14	80	0	0	0
Growth Items 2013/14 to 2015/16	235	(235)	0	0
One-Off Non-Recurrent Growth 2013/14	994	(994)	0	0
PCSO's		(297)	0	0
Car Parking Tariffs		100	0	0
Mainstreaming of 3 Posts		80	0	0
Market Walk - Net Income/Equalisation Account		(433)	0	0
Base Budget Review Savings 2014/15	0	(94)	42	0
Transformation Strategy Savings 2014/15	0	(377)	(12)	0
DIRECTORATE CASH BUDGETS	14,303	12,679	13,305	13,995
Contingency:				
- Management of the Establishment	(200)	(130)	(130)	(130)
- Other Corporate Savings Targets	0	0	0	0
Directorate & Corporate Budgets	14,103	12,549	13,175	13,865
<u>Net Financing Transactions:</u>				
- Net Interest/Premiums/Discounts	(45)	16	(17)	6
- MRP less Commutation Adjustment	346	336	384	425
sub total	301	352	366	430
TOTAL EXPENDITURE	14,404	12,901	13,541	14,295

Analysis of Budget Variations 2014/15 - 2016/17

	2013/14 ESTIMATE £'000	2014/15 ESTIMATE £'000	2015/16 ESTIMATE £'000	2016/17 ESTIMATE £'000
Financed By:				
Council Tax - Borough	(5,810)	(5,898)	(5,925)	(5,952)
Grant for freezing Council Tax in 2013/14	(65)	0	0	0
Potential Grant for freezing Council Tax in 2014/15	0	(65)	0	0
Potential Grant for freezing Council Tax in 2015/16	0	0	(65)	0
Parish Precepts	568	530	530	530
Council Tax Parishes	(530)	(530)	(530)	(530)
Revenue Support Grant	(3,862)	(2,998)	(2,051)	(1,824)
Baseline Funding Level	(2,569)	(2,619)	(2,692)	(2,569)
Estimated Growth in Business Rates Retained	(171)	(171)	(171)	(171)
New Homes Bonus 2011/12 & 2012/13	(1,044)	(1,044)	(1,044)	(1,044)
New Homes Bonus 2013/14	(739)	0	0	0
Additional New Homes Bonus (Top-Sliced)	(22)	0	0	0
New Burdens Grant	(16)	(16)	0	0
Council Tax Transition Grant	(20)	0	0	0
Collection Fund (Surplus)/Deficit	(77)	(27)	(7)	(7)
Transfers to/(from) Earmarked Reserves	68	(63)	(39)	(19)
Transfer to/(from) General Balances	(115)	0	0	0
TOTAL FINANCING	(14,404)	(12,901)	(11,994)	(11,586)
Net Expenditure	0	0	1,547	2,709
Analysis of Net Expenditure (Budget Gap)				
Net Expenditure in Year	0	0	1,547	1,162
New Homes Bonus 2011/12	(302)	(302)	(302)	(302)
New Homes Bonus 2012/13	(742)	(742)	(742)	(742)
New Homes Bonus 2013/14	(739)	(739)	(739)	(739)
New Homes Bonus 2014/15	-	(847)	(847)	(847)
New Homes Bonus 2015/16	-	-	(650)	(650)
New Homes Bonus 2016/17	-	-	-	(650)
Total New Homes Bonus	(1,783)	(2,630)	(3,280)	(3,930)
Less Topslice Reduction	-	-	-	-
New Homes Bonus Receivable	(1,783)	(2,630)	(3,280)	(3,930)
Use of New Homes Bonus in Base Budget	1,783	1,044	1,044	1,044
Use of NHB for Growth Items 2013/14 to 2015/16	-	235	235	-
Use of New Homes Bonus for PCSO's	-	297	297	297
New Homes Bonus Available Balance	-	(1,054)	(1,704)	(2,589)
Key Assumptions	2013/14	2014/15	2015/16	2016/17
Reduction in Government Grant Settlement (AEF)	£435k	£879k	£874k	£350k
Profiled Reduction in Grant Settlement	-7.4%	-13.5%	-15.6%	-7.4%
Pay Award	1%	1%	1%	1%
Future Service Pension Rate	n/a	11.1%	11.1%	11.1%
National Insurance Contributions	10.4%	10.4%	10.4%	13.8%
Increase in Council Tax	0%	0%	0%	0%
NHB in Base Budget	£1,044k	£1,044k	£1,044k	£1,044k
Grant for freezing Council Tax in 2014/15 and 2015/16	-	£65k	£65k	-

Summary of New Investment Areas for 2014/15

New Investment Area (Revenue)		2014/15 Revised Projects £000	2015/16 Revised Projects £000	Further Information
1	Deliver Agreed Neighbourhood Priorities	50		In addition to c£40k to be carried forward
2	16/17 year old drop in scheme	21		Scheme to continue
3	Britain in Bloom	10		Cost for National Assessment
4	Connecting Communities through food to overcome social isolation	12		Extension to Meals on Wheels project
5	Expand the food bank	15		Proposed new corporate strategy key project
6	Extension & improvement of street furniture	35		Continued scheme
7	Play and Open Space Strategy	50		To support year one actions of the Play Open Space & Playing Pitch Strategy
8	Free Swimming	8		Continued scheme
9	British Cycling, Tour of Lancashire	20	45	To be staged in 2015/16
10	Mediation service for Anti Social Behaviour disputes	7		Mediation between two parties to facilitate resolution of ASB
11	Employee health scheme	20		Continued scheme
12	Campaigns and events	20		Continued scheme
13	Deliver Chorley Council energy advice switching service	15		New corporate strategy key project
14	Inward investment delivery	100		Continued scheme - £100k new investment; £100k plus any available carry over from 2013/14
15	Town Centre masterplan	35		Budget requirement for prospectus
16	Support the expansion of local businesses (BIG grant)	40		Continued scheme - new proposed allocation £40k plus any available carry over from 2013/14
	Support the expansion of local businesses	5		Continued scheme - new proposed allocation £5k
17	Business Start-up (Grant £22.5k / Loan £44k)	67		Two-thirds loan to replenish budget for future years
18	Town Centre & Steeley Lane Pilot Action Plans	100	100	Phased over two years - can re-phase over 3 and first call on NHB in 2015/16
Total (Revenue)		630	145	

New Investment Area (Capital)				
Regeneration Projects		100		Phase 2 of Youth Community Zone
Astley Hall & Park Development (Capital works to be phased over two years)		50	25	• Astley Play area – extra
		100	100	• Event Parking – 442 / 741 spaces (Cost dependent on spaces)
		5	5	• Events Staging
		40	40	• Footpath Lightning
		15	15	• Sensory Garden
		18	18	• Street Furniture
		15	15	• Steps & footpath improvements
		81		Additional Astley
		324	218	Sub total - Astley Hall
	Total (Capital)		424	218
TOTAL		1,054	363	Maximum £1.054m NHB available for new investment in 2014/15; £363k from 2015/16 NHB allocation

2013/14 Regeneration Programme - Budget £1.143m

Projects	Forecast 2013/14
Car Park Resurfacing	225
Market Street Refurbishment	368
Phase 1 - Youth Zone	200
Total 2013/14	793

Projects (re-phased to 2015/15)	Forecast 2014/15
Public Realm (ASDA site) - £200k	200
Regeneration Projects (balance) - £150k	150
Total 2014/15	350
TOTAL	1,143
Funded by:	
Borrowing	1,000
Town Centre Reserve	143

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Project Mandates**Appendix Three**

1. Deliver agreed neighbourhood priorities
2. 16/17 young person's drop in
3. Britain In-Bloom
4. Connecting communities through food to overcome social isolation
5. Expand the food bank
6. Extension and improvement of street furniture
7. Play and open space strategy
8. Free swimming
9. British Cycling Lancashire event
10. Mediation service for anti-social behaviour disputes
11. Employee Health Scheme
12. Campaigns and promotions
13. Deliver Chorley Council energy advice switching service
14. Inward investment delivery
15. Town centre master plan
16. Support the expansion of local business
17. Business start-up grants and loans
18. Town centre and Steeley Lane pilot action plans

PROJECT DOCUMENTATION

PROJECT MANDATE

- 1. Deliver agreed neighbourhood priorities*

Date: December 2013

Author: Simon Clark

Responsible Directorate: People and Places

Project Mandate

Project Overview

This project will deliver priorities established through the neighbourhood group meetings and agreed by Executive Cabinet.

Project Background

This project is the continuation of enabling neighbour areas to determine priorities for delivery in year through their ward councillor, parish council and county councillor representatives.

Corporate Priorities

This project supports the Council's priorities to involve residents in improving their local areas and equality of access for all and clean, safe and healthy communities.

Objectives

The objectives of this project are:

- Members and neighbourhood area representatives have significantly more control and say in what happens in their area and potentially direct access to resources to deliver.
- Increase in the percentage of people satisfied with their neighbourhood as a place to live.

Scope

The scope of the project is limited to delivering a programme of a maximum of 24 neighbourhood priorities as determined by the neighbourhood area groups in Jan/Feb 2014 and agreed by Executive Cabinet.

Constraints

- The project will be delivered during 2014/15 and will be subject to Executive Cabinet approval.
- Other constraints will be the level and extent of partner engagement where priorities are dependent on them to contribute and deliver.

Project Mandate

Impact on other Directorates/Projects

Neighbourhood working is not just the responsibility of Health, Environment and Neighbourhoods. Other services will also have a role to play, including:

- Democratic Services
- Streetscene and Leisure Contracts
- Policy and Communications
- Planning
- Housing
- Economic Development

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

2. 16/17 young person's drop-in

Date: 19th December 13

Author: Fiona Daniels

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

Project Overview

The drop-in service is for 16/17 year olds only and operates two days a week on Tuesdays and Fridays from Lord Street in Chorley. It is the gateway (single point of access) for referrals of 16/17 year olds from the Chorley area that are at risk of becoming homeless. The drop in also provides mediation and support to 16/17 year olds at risk of homelessness

Project Background

The service has been delivering outcomes since January 2012 and was developed following a one-off payment of £30,000 from the Department for Communities and Local Government. The service has been funded for a further 9 months as a growth item which is due to expire in March 2014.

The funding received and the subsequent commissioning of the service followed significant issues arising during 2011 when Chorley Council and LCC Children's Social Care were in conflict regarding the support requirements for young people. At that time, the number of 16/17 year olds presenting as homeless was increasing and resulting in a reactive response where the approach taken by the different agencies was in conflict and often resulted in young people being placed inappropriately in temporary accommodation.

Following extensive discussions with Children's Social Care (CSC) led by Chorley Council it was agreed that the focus should be on prevention and that this service would be a single gateway for referral which would focus on trying to keep the young people at home.

Corporate Priorities

The project supports two of the four priorities:

- Involving residents in improving their local area and equality of access for all, and
- Clean, safe and healthy communities.

The project also supports the Council's prevention of Homelessness Strategy, the Working with families' project, the Council's work on Children's safeguarding and contributes to the reduction in NEETS and improving life chances of young people.

Objectives

From the information available (January – October 2013) 56 16/17 year olds have used the service and the majority were helped to either stay at home, stay with other members of their family in settled accommodation or accessed supported accommodation.

The number of 16/17 year olds accommodated in Cotswold has also reduced as this service works with the young person to try and eliminate the need for temporary accommodation. Previously young people would be referred directly into Cotswold by CSC.

It is anticipated that the continuation of the service would:

Project Mandate

- Provide support to 100 young people (based on current performance).
- Keep the number of 16/17 year olds referred into Cotswold at a minimum.
- Maintain the positive working relationship that has been established between CBC and CSC.

Scope

To fund £21,000 for the cost of the service to be delivered until March 2015. The funding would be used to pay for the two part time mediation/support workers, the hiring of the venue, equipment and some materials.

Constraints

LCC currently provide an officer from CSC to attend the drop-in and we would look to LCC to continue to provide that resource

Impact on other Directorates/Projects

The main impact will be on the Housing Options and Supported Housing Services.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

3. Britain In-Bloom

Date: 17-12-2013

Author: Jamie Dixon

Responsible Directorate: People & Places

Project Mandate

Project Overview

This investment is additional funding to support the Council in the 2014 Britain In-Bloom awards with objectives to win both North West and Britain In-Bloom.

Project Background

The Council won the Gold Award for the Best Small City category at the 2013 North-West In-Bloom Awards and has subsequently been entered to represent the North-West for this category in the national Britain In-Bloom awards in 2014.

Additional features / improvement have been identified that will improve the Council's offer as part of the In-Bloom judging as follows:

£6,500 – Willow People Figures to enhance horticultural displays

- Five willow people figures outside Union Street offices.
- Two willow people figures on the seven roundabouts between Harpers Lane and Morrison's – 14 in total.
- The theme would be Chorley, why it was established, its history, market town, mining etc. Will consult further on this idea in the New Year.

£3,500 for additional planting to enhance horticultural displays

- Additional plants / containers to enhance the horticultural displays and to support groups such schools, town centre pubs and the bus station.

Corporate Priorities

This project will contribute to the following objectives:

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

Objectives

- To win Britain In-Bloom.
- To win North-West In-Bloom.

Benefits

- Contributes to all of the four corporate priorities.
- Taking part in the In-Bloom competition raises the profile of the Chorley area and town centre making it a place where people want to live, shop, work and visit.
- The additional investment will provide new additional features and a much enhanced horticultural display.

Project Mandate

- Working together with local people and businesses to improve the local area.

Scope

The project includes investment in new additional features / planting that will directly support and enhance the Council's entry in 2014 Britain In-Bloom.

Key Project Milestones

- *New willow people figures installed May 2014*
- *New planting schemes agreed and installed - Apr/May 2014*
- *Britain-Bloom judging – July-Aug 2014 (TBC)*
- *North-West In-Bloom judging – July-Aug 2014 (TBC)*
- *Britain In-Bloom results – October 2014*
- *North-West In-Bloom results – October 2014*

Constraints

£10,000 budget to be allocated during quarter 1 of 2014-15.

Impact on other Directorates/Projects

The project will require the support of the town centre and economic development teams.

PROJECT DOCUMENTATION

PROJECT MANDATE

4. Connecting communities through food to overcome social isolation

Date: 04 December 2013

Author: Victoria Willett

Responsible Directorate: Chief Executives Office

Project Mandate

Project Overview

This project will review activity to alleviate social isolation including the 6 month pilot scheme launched in November 2013 to deliver warm meals to older vulnerable people at home. The project will investigate solutions, develop options and implement actions to take the work forward in order to help overcome social isolation in the borough.

Project Background

Work completed by the Chorley Partnership in 2012 identified that social isolation is an issue in Chorley as in many other areas and can have a significant impact on health and wellbeing, particularly for older people. The physical and mental health implications are significant, both for the individual and for the resources within the community.

Chorley has the most rapidly ageing population in the North West with 20.6% of the population estimated to be aged 65 or over by 2020. Research has shown that the likelihood of social isolation increases with age and is therefore most common in those groups who are older, have chronic health or mobility problems, do not have access to a car and whose family networks are geographically dispersed.

Social Isolation is a complex issue and therefore the solutions are complex. In order to support people who may be more at risk of becoming socially isolated, a steering group has been set up to consider how we can better enable communities to connect through food including supporting those who, due to chronic health or mobility problems may not be able to access services such as luncheon clubs. As a result of this work, a pilot scheme was launched in November 2013 for 6 months to deliver warm meals to older vulnerable people at home. The introductory subsidised pilot which will run in the Western Parishes (including Croston, Bretherton, Mawdesley, Eccleston and surrounding areas) is linked to one of their neighbourhood working priorities to reduce social isolation.

The corporate strategy project for 2013/14 will review the outcomes of work to date and incorporate this into action going forward.

Priorities

This project supports the following corporate priorities:

- Involving residents in improving their local area and equality of access for all.
- Clean, safe and healthy communities.

Objectives

The aim of the project is to put in place interventions to support a reduction in the level of social isolation across the borough. This will support healthier and more engaged communities and prevent some of the downstream consequences of being socially isolated such as emergency hospital admissions and need for more acute health care.

The project will also align with the Chorley Time Credits programme to encourage community engagement and increased levels of volunteering. This will help to provide additional resource and capacity to support a sustainable approach to tackling social isolation.

Benefits

Additional support will be available to those residents who may be at risk of social isolation, helping to overcome feelings of loneliness and promote better overall health and wellbeing. There should also be longer term benefits in terms of acute health care costs.

Scope

The scope of this project is to:

- Review initial activity and the outcomes of the pilot
- Investigate alternative solutions such as casserole and luncheon clubs, community transport and community kitchens
- Develop options for the way forward
- Agree a programme of initiatives
- Implement initiatives and monitor success.

Out of the scope of this project:

- Ongoing delivery and management of any initiatives beyond the life of the project
- Embedding time credits to support reduced social isolation – this will be run as a separate but closely linked project.

Key Project Milestones

Review of the meals on wheels pilot programme and collation of social isolation intelligence (including work completed by LCC)	March 2014
Investigation of solutions including benefits, costs and outcomes	March 2014
Development of options for the way forward in terms of solutions and approval where necessary	April 2014
Solution put in place	May 2014
Delivery and monitoring of initiatives	Oct 2014

Constraints

- The current meals on wheels pilot will conclude in March 2014 and subsequently reviewed although alternative options and solutions could start to be considered in advance of pilot completion.
- The project may target particular locations or groups given the complexity of the issue and need to deliver focussed activity.
- A budget of £12,000 has been identified to support the delivery of key actions related to proposed solutions.

Project Mandate

- The project will be led by Policy and Communications and external partners where appropriate. Support may also be required from Health, Environment and Neighbourhoods to ensure delivery aligns with neighbourhood priorities.
- Risks with the project include some reliance on external partners and suppliers to deliver some of the initiatives such as meals on wheels. Also, directing activity to specific neighbourhoods and target populations may prompt queries and potential negative feeling in other areas although this has not been the case to date.

Impact on other Directorates/Projects

This project aligns with a neighbourhood priority action for Western Parishes and also has wider implications for health and wellbeing of residents across the borough. Therefore support may be required from Health, Environment and Neighbourhoods in terms of assessing need and ensuring coordination at a neighbourhood level through neighbourhood officers.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

5. Expand the food bank

Date: 04 December 2013

Author: Victoria Willett

Responsible Directorate: Chief Executives Office

Project Mandate

Project Overview

The Living Waters Storehouse currently operating in Chorley has seen a significant increase in demand over the past 12 months attributed to various factors including the changes as a result of Welfare Reforms. This project will look to enhance the existing facility to enable it to cope with future demand.

Project Background

Living Waters Church, in partnership with Chorley Churches Together, operates Storehouse. It is run by volunteers and operates out of the Living Waters base at Bolton Street in Chorley. Clients are referred into the service by partner agencies and when someone comes to the centre to collect their parcel, they are offered a free hot meal and drink as well as a listening ear to talk about their issues.

Food is donated from a variety of sources including all the churches in the borough, Brothers of Charity, schools, Runshaw College and they have made connections with Asda and Tesco as well as the local market traders.

Since April 2012, the Storehouse has received 371 referrals for food parcels. These requests have steadily increased over the past twelve months from 7 in April 2012 up to 63 in June 2013. There has been a particular influx from April 2013 onwards which the Storehouse attributes to a number of factors but say that client feedback cites the changes to the Social Fund as one of the main reasons for this increase.

Priorities

This project supports the following corporate priorities:

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

Objectives

This project will support the existing food bank provision to extend the existing its service and capacity so that it is able to meet future and potentially increasing local demand.

The objectives of this project are:

- To ensure that the Storehouse is able to meet local demand through capacity and resources
- To increase the number of volunteers supporting the Storehouse facility through using time credits
- To make sure that anyone in Chorley in need of a food parcel is able to access the service
- To reduce the number of families and children experiencing poverty

The project will also develop and embed links with Chorley Time Credits to increase the number of volunteers as well as developing links with the credit union facility to ensure joined up services.

Project Mandate

Benefits

Key benefits include:

- Increased capacity for the Storehouse to meet local demand.
- Local residents able to access food and essentials in times of crisis.
- Additional support to mitigate some of the impact of the Welfare Reforms.

Scope

The scope of this project is to assess, identify and deliver improvements to the Storehouse including:

- Understanding local need and demand for food related assistance including engaging with local partners.
- Identifying how best the Storehouse can meet these needs whether through additional physical space or extending the service to different areas.
- Supporting the Storehouse to develop a plan as to how they will develop the current provision.
- Consideration of the necessary resources including financial assistance that may be required. A budget of £15,000 has been identified to support delivery related to this project.
- Supporting the Storehouse in carrying out any improvements or developments.
- Ensuring that support reaches those in the borough who need it most through the development of necessary checks and balances.

Any changes implemented as part of this project should contribute to and support the future sustainability of the food bank facility.

The project will be led by Policy and Communications with a view to achieving the main objectives in early 2014.

Key Project Milestones

Consultation/liaison with key stakeholders and partners including Living Waters and Lancashire County Council to understand local need	February 2014
Development of proposed support to the Storehouse, whether this is resource, capacity, physical space or something else	March 2014
Preparation of a development plan to extend/enhance the current provision	April 2014
Delivery of development actions	May 2014

Constraints

A budget of £15,000 has been identified to support the identified improvement works. This may be to cover the costs of securing additional capacity through another building or unit or an extension to the current facility.

Risks include close dependencies on an external partner which may affect the overall level of control that we are able to achieve in terms of project direction. Timescales for delivery will also be reliant to some extent on partner involvement and capacity, particularly given that the Storehouse is run mainly by volunteers.

Project Mandate

Impact on other Directorates/Projects

Support may also be required from Health, Environment and Neighbourhoods in terms of assessing need and ensuring coordination at a neighbourhood level. Planning advice may also be required should any structural work be required.

PROJECT DOCUMENTATION

PROJECT MANDATE

6. Extension and improvement of street furniture

Date: 17-12-2013

Author: Jamie Dixon

Responsible Directorate: People & Places

Project Mandate

Project Overview

This project is the continuation of the street furniture /litter bin replacement over a two year period 2014-15 and 2015-16 with a further 150 replacement litter / dog waste bins.

Project Background

The current bin stock includes approximately 1,115 litter bins (this includes 189 dog bins). During 2012 and 2013, 500 bins were replaced in the town centre and along the main arterial routes and main roads through the various towns and villages. The new bins have improved capacity by 10% which helps reduce litter and supports the operational efficiency of the Streetscene service. The new bins are also signed up as litter / dog waste bins and this supports initiatives to encourage residents to dispose of dog waste responsibly.

Replacement of a further 150 bins will targeted at the remaining high use sites such as parks, play areas and car parks and to replace the old style red dog bins. The red dog bins offer limited capacity and often appear to be full, when they aren't, due to the opening mechanism trapping bags of dog waste. Litter bin capacity will be improved by 10% and it will also be much easier for residents to dispose of their dog waste.

Corporate Priorities

This project will contribute to the following objectives:

- Clean safe and healthy communities.
- An ambitious Council that does more to meet the needs of residents and the local area.

Objectives

To replace 150 litter bins with larger litter bins that can accept both litter and dog waste by December 2015 (75 by December 14 and 75 by December 15).

Benefits

The new bins will:

- Increase capacity by at least 10% to manage street waste including replacing some sites that currently have multiple litter / dog bins with a litter bin that can also take dog waste.
- Include a sticker to educate people that dog waste can now be included in normal litter bins.
- Rationalise litter bin provision which improves operational efficiency and provides more effective emptying arrangements.
- Replace existing red dog bins with larger capacity bins that can accept dog waste and litter.
- Provide greater convenience for customers – less problems with overflowing bins and more litter bins will be sited closer to bus stops.

Project Mandate

Scope

<i>Included</i>	<i>Not Included</i>
<ul style="list-style-type: none"> • Replacement of Council owned litter and dog bins. 	<ul style="list-style-type: none"> • Replacement of litter bins owned by other organisations
<ul style="list-style-type: none"> • Replacement to improve litter bin capacity 	<ul style="list-style-type: none"> • Additional litter bins

Key Project Milestones

- 75 Litterbins installed December 2014
- 75 Litterbins installed December 2015

Constraints

- £35,000 budget to be split over two years (£17,500 per year).

Impact on other Directorates/Projects

- This project links into the work undertaken by the Neighbourhoods team to improve litter and dog fouling and supports work by Policy and Communications on the Cleaner Chorley campaign.

PROJECT DOCUMENTATION

PROJECT MANDATE

7. Play & Open Spaces Strategy

Date: 17-12-2013

Author: Jamie Dixon

Responsible Directorate: People & Places

Project Mandate

Project Overview

To support year one actions of the Play Open Space & Playing Pitch Strategy.

Project Background

The draft Play, Open Spaces and Playing Pitch Strategy sets out how Chorley Council plans to protect, manage, enhance and secure its open spaces over the next five years and beyond. It focuses on sites that need to be improved and sustained to mitigate against negative trends and recommends how any identified deficiencies in provision of open space should be addressed through a five year action plan.

The strategy is being consulted on until 17th January 2014 and it will then be revised and taken forward for approval.

A number of actions detailed in the action plan will require additional funding.

Corporate Priorities

This project will contribute to the following objectives:

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

Objectives

- To support the year 1 priorities outlined in the action plan.
- Where possible use this funding to lever in further external funding.

Benefits

- The project will provide £50,000 of financial support to deliver some of the currently unfunded year 1 actions.
- This will in turn support the delivery and implementation of the strategy together with the associated benefits set-out in the Play, Open Space and Playing Pitch Strategy Executive Summary.

Scope

- A number of actions within the strategy will be funded through the 3 year recurring £100,000 budget allocated as part of the 2013/14 budget setting process along with some Section 106 monies.

Project Mandate

- This budget of £50,000 will support the delivery of currently unfunded year one actions (2014-15) as outlined in the strategy action plan. This will enhance delivery and extend the impact of the strategy.

Key Project Milestones

- | | |
|---|---------|
| • Strategy approved | May-14 |
| • Year one actions confirmed | May-14 |
| • Agree actions to be funded with Executive Member for People | June-14 |
| • Year 1 actions implemented. | Mar-15 |

Constraints

£50,000 for year one (2014-15)

Impact on other Directorates/Projects

The improvements to public open space this will bring about will benefit and support the work undertaken by the Council's leisure team and wider health and well-being initiatives.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

8. Free swimming

Date: 17-12-2013

Author: Jamie Dixon

Responsible Directorate: People & Places

Project Mandate

Project Overview

This budget will deliver free swimming for 16 year olds and under during the summer school holiday period.

Project Background

Free swimming was offered in 2013 for a 7 week period over the summer holidays in July and August for those aged 16 or under.

The scheme was offered in conjunction with Active Nation and for 2013 the offer also included Brinscall pool which offered sessions twice a week at no additional cost to the council.

Attendances were 3,426 across the two sites which is a 9% increase on last year's figures and could have been higher had the weather not been as good given that indoor pools are usually busier in poorer weather.

Publicity about the scheme started earlier this year and was more widespread which helped attendances along with Active Nation providing a better registration and entrance system.

The scheme encourages young people to take part in health and wellbeing activity by making swimming accessible and increasing visitor numbers to the council leisure facilities.

Corporate Priorities

This project contributes to the following corporate priorities:

- Clean, safe and healthy communities.

Objectives

- To provide free swimming to children aged 16 or younger at All Seasons Leisure Centre and Brinscall Swimming Pool throughout the school Summer holidays.
- To promote use of leisure centres, exercise and healthy lifestyles.

Benefits

The free swim offer supports the Council's Corporate Strategy of providing clean, safe and healthy communities. Free swimming is a popular activity, helps reduce health inequalities and provides a diversionary activity for young people during the holidays.

Project Mandate

Scope

Provide free swimming opportunities to children aged 16 or younger at All Seasons Leisure Centre and Brinscall Swimming Pool throughout the school Summer holidays. Work with Active Nation to agree this year's offer and any improvements to the project based on last year's scheme.

Key Project Milestones

Task	Duration	Start	Finish
Work with AN to define scope of offer	2 months	April 14	May 14
Develop Communications strategy	1 month	June 14	June 14
Scheme goes live	7 weeks	July 14	Sept 14
Review scheme	1 month	Oct 14	Nov 14

Constraints

- Budget of £8,000.
- Swimming to be provided during summer holidays.

Impact on other Directorates/Projects

This supports the work undertaken by the council's leisure team to promote sport, exercise and healthy lifestyles.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

9. British Cycling Lancashire event

Date: 17 December 2013

Author: Victoria Willett

Responsible Directorate: People and Places

Project Mandate

Project Overview

This project and associated budget investment will support the development and delivery of a cycling and sporting programme of activities and events in Chorley in partnership with British Cycling.

Project Background

British Cycling has approached Chorley Council and put forward an initial proposal regarding the introduction of a cycling event to take place in Lancashire.

The event package would present a range of opportunities for Chorley to be involved ranging from smaller sporting events for all ages and abilities in 2014 through to a larger, weekend long event in 2015. The proposal also includes a package of sports development activity that utilises cycling and its national infrastructure to deliver work in local communities with people of all ages.

Initial discussions are underway with British Cycling and this project will look to develop a package of activity and deliver the programme in 2014/15.

Priorities

This project supports the following corporate priorities:

- Clean, safe and healthy communities
- Involving residents in improving their local area and equality of access for all
- A strong local economy

Objectives

Key objectives of this project are to:

- Deliver an event in Chorley that will promote local assets
- Encourage community engagement
- Promote health and wellbeing priorities
- Raise awareness of cycling and the associated health benefits

Benefits

The project could have significant and wide ranging benefits for local residents and the local area. Depending on its scale, the cycling event could help to raise the profile of Chorley not just within the sporting community but also on a wider scale in terms of economic development and inward investment. The project supports health and wellbeing priorities and any legacy activity would strengthen the resource available for community development and engagement locally.

Project Mandate

Scope

This project will develop and deliver a programme of cycling events and activity in partnership with British Cycling.

The scope of this project includes:

- Investigating options and liaising with British Cycling
- Developing a package of activity and defining the cost and governance model
- Liaison and consultation with local stakeholders
- Delivery of the programme of activity (including marketing, promotion and events management where appropriate)
- Monitoring delivery and reviewing activity

The exact scope and scale of the project including costs, timescales and resources will be defined following the conclusion of discussions with British Cycling.

Key project milestones

Indicative milestones are shown below however more detailed milestones will be prepared following further discussions with British Cycling.

Finalise discussions and agree the programme of activity with British Cycling	January 2014
Develop the package/event programme including costs, timescales and other key details	March 2014
Liase with local stakeholders	March 2014
Deliver the programme of activity	April 2014
Potential weekend cycling event	April 2015

Constraints

A budget of £25,000 has been identified to support the delivery of the project based on initial proposals.

Constraints include the ability to negotiate a cost effective and mutually beneficial package with British Cycling whereby Chorley is able to achieve maximum value for money from any investment. This may impact upon the size and timing of the event which may be re-scoped to reflect available resources.

Impact on other Directorates/Projects

The scale and scope of the project will influence the level of involvement and resource required from the council to support delivery. If a substantial programme, significant support may be required from Policy and Communications along with support from Health, Environment and Neighbourhoods, Planning, Economic Development and Streetscene.

PROJECT DOCUMENTATION

PROJECT MANDATE

- 10. Mediation service for anti-social behaviour disputes*

Date: December 2013

Author: S Clark

Responsible Directorate: People and Places

Project Mandate

Project Overview

Investigations into cases of anti-social behaviour can often be dealt with and de-escalated using mediation techniques between the parties affected. This project will introduce a scheme to refer parties into mediation where appropriate and will be assessed over the course of the year in terms of success and impact

Project Background

A number of anti-social behaviour complaints can be more appropriately dealt with and a resolution reached between parties by using mediation techniques. However mediation is particularly resource intensive and requires specialist skills to deliver. There are a number of external agencies who provide mediation services in a neighbour to neighbour setting and where anti-social behaviour or perceptions of it are at issue.

The project will introduce a new service to the council that parties who meeting pre-determined criteria will be referred into a mediation setting by agreement.

Corporate Priorities

This project meets the following corporate priorities:

- Clean safe and healthy communities
- An ambitious Council doing more to meet the needs of residents in a local area

Objectives

The project will:

- Identify and engage a contractor to act as an on call mediation service
- Set criteria for referral into a mediation process
- Utilise the service if appropriate and where parties meet the referral criteria
- Measures will be established to record the use and impact of the service throughout the year

Benefits

Benefits include:

- Parties are able to access professional mediation services
- Internal resources are released from engaging in this highly specialised work.

Scope

The scope of this project is confined to the introduction, for one year, of a mediation service where specific cases of anti-social behaviour can be referred into the service. Referrals would need to need specific access criteria. It is not intended to provide the service for other areas where mediation might provide a solution such as general noise or nuisance complaints or neighbour disputes at this stage.

Project Mandate

Key Project Milestones

Key Milestones are:

- Selection and procurement of a mediation service
- Establish referral criteria for access to service
- Measure and monitor service use
- Measure outcomes and determine success

Constraints

The number of cases that meet referral criteria will be a constraint on delivery of the service.

The number of mediation sessions will act as a constraint on the success of mediation in each case

Impact on other Directorates/Projects

No impact is anticipated on other service areas.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

11. *Employee health scheme*

Date: 11th December 2013

Author: Jane McDonnell

Responsible Directorate: Chief Executives Office

Project Mandate

Project Overview

This project is a continuation of a Health Cash Plan funded by the council. The council pays a fixed contribution per employee which then enables employees to claim back the costs of health related treatments such as dental charges, eye tests and glasses, consultant appointments, professional therapy and many other benefits.

The scheme has proved to be very successful in its first year, and this project would extend the scheme for a further 12 months.

Project Background

An employee health scheme was introduced in 2012/13 following two years of no pay award for staff.

Although there had been little apparent impact of having no pay award, it was felt that continued pay freezes could lead to disengagement, lower productivity and morale. The health scheme was therefore introduced in an effort to offer some reward and benefit to staff during this period.

Since January 2013 the scheme has had 449 claims totalling £17,598.58 for services including dental care, optical care, hospital stays, prescriptions and wellbeing such as physiotherapy and acupuncture.

Corporate Priorities

This project supports the council's priority to be an ambitious council that does more to meet the needs of residents and the local area.

Objectives

The key objective is the continuation of this scheme for a further 12 months, which would support:

- Improved employee health;
- Increased staff satisfaction and engagement;
- Improvements in staff benefits, creating a more attractive package for potential employees

Benefits

The key benefit of this project is increased employee health and wellbeing which will support a wide range of related benefits to individuals and the organisation.

Scope

The scheme would be applied to all employees, including agency workers who have worked for more than 12 weeks, and temporary staff that are employed within the year.

Project Mandate

Constraints

The cost to the Council equates to approximately £1 per employee per week, which over a period of 12 months could be contained within a budget of £20,000.

Key Project Milestones

It is anticipated that the scheme will follow a similar format to previous years.

Impact on other Directorates/Projects

The scheme is accessible to all staff, but has no specific impact on services other than HR&OD who are responsible for coordinating the scheme.

This scheme would run alongside other health and wellbeing initiatives we are running in the next 12 months which include:

- Running Club
- Pedometer Challenge
- Flu Vaccinations
- Health related fun activity

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

12. *Campaigns and promotions*

Date: 19 December 2013

Author: Chris Sinnott

Responsible Directorate: Chief Executives Office

Project Mandate

Project Overview

The investment would support identified campaigns and promotional activity for the town centre and the borough.

Project Background

Over the past 12 months the Policy and Communications service has successfully changed its focus to support, strengthen and reinforce the council in achieving its priorities based on clearly defined campaign areas. This includes leading on initiatives to drive civic pride, improvements to the town centre, increasing volunteering and improving resident engagement.

A campaigns and engagement strategy has been developed and we will continue to see the actions delivered throughout 2014. Most of the campaigns will be resourced from existing budgets. However, there are some areas where an additional budget would mean that more could be achieved.

Corporate Priorities

The revised policy would contribute to the following objectives:

- A strong local economy.
- Involving residents in improving their local area and equality of access for all.
- An ambitious Council that does more to meet the needs of residents and the local area.

Objectives

- To promote and increase engagement in the changed approach to neighbourhood working and civic pride campaign.
- To support the economic development strategy, with a campaign to promote the town centre – with an aim to; increase visitor stay, and diversify the reasons for visiting the town centre.
- To improve the way we communicate directly with residents
- To help create a Cleaner Chorley targeting in particular litter, dog fouling, flytipping and graffiti
- To better promote our assets and attract more people into Chorley

Scope

Included within the scope of this investment would be;

- A promotional campaign of the civic pride campaign and neighbourhood working (including as necessary, advertising, printed materials and other materials)
- A promotional town centre marketing campaign (including as necessary, advertising and printed materials)
- A promotional campaign to help make Chorley a cleaner place to live
- Cost
- A promotional campaign to promote our assets and attract more visitors to Chorley

Project Mandate

The staff costs of developing and managing these campaigns is already available.

Constraints

This would be delivered from a £20,000 budget.

Impact on other Directorates/Projects

These campaigns link closely with the work of Economic Development and Health, Environment and Neighbourhoods. It links closely with the following projects and initiatives:

- Carry out improvements in the town centre (Corporate Strategy key project)
- Deliver the civic pride campaign
- Deliver environmental improvements as part of the Cleaner Chorley campaign (Corporate Strategy key project)
- Extend Chorley's time credits (Corporate Strategy key project)

PROJECT DOCUMENTATION

PROJECT MANDATE

13. *Deliver Chorley Council energy advice switching service*

Date: 04 December 2013

Author: Victoria Willett

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

Project Overview

This project will develop and implement an in house energy advice switching service as part of a proactive approach to ensuring that residents of Chorley are on the most cost effective energy tariff. The project should contribute to reducing fuel poverty in the borough.

Project Background

Under the new low income high cost definition a household is considered to be fuel poor if they have required fuel costs that are above average (the national median level), and were they to spend that amount, they would be left with a residual income below the official poverty line. The key elements in determining whether a household is fuel poor or not are:

- the energy efficiency of the dwelling
- the cost of energy
- household income.

Chorley performs well in comparison to Lancashire and the North West although fuel poverty remains a concern for large parts of the population such as older people and vulnerable families.

Earlier in 2013 the Council, along with other District Councils across Lancashire, participated in its first Collective energy switch campaign. Promotional activity in support of the project was boosted by the provision of funding from DECC, which helped to pay for extensive marketing using various platforms including local radio advertisements on Rock FM. 664 households in Chorley registered with People Power (out of 10,718 registrations across Lancashire) but only 53 Chorley households actually switched (out of 857 households who switched across Lancashire.)

Priorities

This project supports the following corporate priorities:

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

Objectives

The aim of the project is to develop and implement an in house, home energy advice service.

Key objectives include:

- Raising awareness of the alternative energy tariffs available through a proactive approach
- Supporting residents through the switching process
- Increasing the number of residents
- Increasing the number of residents switching to cheaper energy tariffs
- Maximising income through reducing fuel bills where possible
- Supporting a reduction in fuel poverty across the borough.

Benefits

The main benefit is that residents are able to access impartial and trustworthy energy advice that could help them to reduce their fuel bills and increase their overall household income. The project should also support a reduction in fuel poverty and the associated positive outcomes for health and wellbeing.

Scope

This project will develop and deliver a new service initially for a period of 1 year at which point the service will be reviewed and options developed for the way forward.

The scope of this project includes:

- Identification of how best a new service could support residents to reduce their fuel bills
- Development of the service including performance measures
- Implementation of the service including staff training as necessary.
- Promotion of the new service via appropriate marketing channels
- Monitoring and review of the service

The project will complement other local initiatives to reduce fuel poverty locally such as collective energy switching, home energy efficiency measures and Warm Homes Health People; although they will be managed outside the scope of this project.

Key project milestones

- Identify key needs and target groups and develop options for the most appropriate service whether this is face to face, over the phone or a combination of both.
- Develop the service offer and key performance measures
- Prepare to implement the service and carry out the necessary staff training.
- Launch the new service including promotion and marketing
- Deliver and manage the service
- Monitoring and review including way forward

Constraints

- The project will be led by Housing with support from Customer Services and Policy and Communications. The project may also require support from external partners.
- A budget of £15,000 has been identified to support the delivery of this project which could be used to fund additional resource or promotion of the service.
- The project should be fully defined and any new service designed ready in early 2014 to enable implementation and initial monitoring to be completed by October 2014.

Project Mandate

- Risks to the project include the capacity within Customer Services to support and resource any additional service provision. Being unable to meet potential demand would have a negative impact on both the success of the project and the reputation of the organisation if waiting and abandoned call rates increase.
- There is also a risk that this project duplicates existing services such as USwitch. The project should look to add value through local knowledge and also identify ways to overcome any barriers that may prevent or deter customers from using USwitch.

Impact on other Directorates/Projects

This project could have a significant impact on Customer Services if they are to provide the resource to deliver the energy switching advice and frontline staff could require additional training in order to offer an effective service. Policy and Communications may be called upon to provide support with promoting the service through the media and marketing materials.

PROJECT DOCUMENTATION

PROJECT MANDATE

14. *Inward Investment Delivery*

Date: 18/12/2013

Author: Cath Burns

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

Project Overview

Following the preparation of the inward investment plan, this project will focus on actions to be delivered during 2014.

Project Background

A key priority within the 2012 Economic Development Strategy is to promote and increase inward investment in Chorley to support economic growth in the borough and provide a mix of well paid, high and low skilled jobs.

Following a thorough procurement process, Breeze Strategy was appointed in November 2012 to recommend a series of activities to articulate a compelling Chorley offer to attract inward investors to key development sites and premises

The Chorley Local Plan will provide a future supply of employment land in Chorley up to 2026. Prior to the local plan hearing, 17 employment sites have been identified and 11 of these are larger than 1 hectare and have significant inward investment potential. Chorley Council has a responsibility and has a role as facilitator to ensure that there is a continuous supply of land for employment uses. Whilst it is impossible to predict with any degree of accuracy the number of jobs which might be attracted through inward investment, based on industry-standard guidelines, over the next 15 years there is potential to create between 3,000 and 19,000 jobs.

The main messages and recommended activities of the inward investment action plan are detailed below.

- **Inward Investment Market Place** – Lancashire is an under-performing area in inward investment terms, Chorley has the opportunity to compete for many projects that are choosing similar locations.
- **Barriers to Inward Investment** – The lack of available property, lack of awareness of Chorley and lack of distinctive offer are identified as barriers which need to be addressed.
- **Target Audiences** – Our target audiences include existing businesses, intermediaries and advisors in Manchester, Liverpool and Preston, partner organisations like the LEP and UKTi, and potential investors such as growth companies in the North West and Midlands.

The Chorley Offer

The key elements of the Offer are:

- **Lancashire** – reinforcing the wider positive connotations of the county and giving Chorley a more familiar context to external audiences that may not be aware of its location. Communication should mention 'Chorley, Lancashire'.
- **Manchester** – leveraging the great city-brand that is only 30 minutes away, in particular using proximity to assets like the Airport, universities and wider supply-chains. Using phrases like 'on the doorstep of Manchester'.

Project Mandate

- **Chorley is a City Gateway** – not only to Manchester, but also to Preston and Liverpool. Its geographic location and connections mean that its real offer to inward investors is far bigger than the advantages of the district itself. The Chorley Offer can be communicated through several key messages relating to accessibility and these are shown on the next page.



Pipeline of Employment Sites – Acting as facilitator to bring forward a pipeline of employment sites.

Choose Chorley Grant – A local incentive scheme for inward investors looking to locate in Chorley would be a significant help in promoting the town to potential investors and offers the possibility of making a real difference to companies deciding on new locations.

Choose Chorley Web Site – A business-facing promotional web site is fundamental.

Social Media – Using tools such as LinkedIn and Twitter to initiate, facilitate and amplify conversations and relationships with business people and the inward investment community.

Downloadable Marketing Materials – A Choose Chorley Folder and presentation slides to promote the Chorley offer are recommended.

Sectoral Propositions – Use broad-based sectoral propositions to flexibly target potential investors.

Project Mandate

Signage – Bespoke ‘Choose Chorley for Business’ signage at key entry points to Chorley.

Chorley Business Inward Investment Event – An annual event to showcase the town’s assets and sharing of the story, propositions and activity programme.

Chorley Soft Landing Scheme – Bringing together reputable local companies to provide free initial advice (tax, law, HR) to potential investors. Senior players assisting in site visits or discussions over investment projects.

Target Intermediaries – Explaining the offer to a selection of intermediaries and build relationships.

During 2013 the following activities have been delivered:

- A Choose Chorley Grant
- Broad based sectoral propositions
- A database of target intermediaries
- A soft-landing scheme and ‘Red Carpet’ introduction
- An inward investment campaign which will include the production of associated marketing material.
- The commissioning of an inward investment web site for launch in February 2014.
- The commissioning of photography for inward investment marketing material.

Corporate Priorities

Delivering the inward investment plan will support the Corporate Strategy’s priority theme on ‘A strong local economy’, by helping to create a strong business sector and providing access to high quality employment.

Objectives

The project will aim to deliver the following key actions identified in the inward investment action plan; including, but not limited to:

- Completing the inward investment web site.
- Developing social media platforms
- Developing associated marketing material.
- Gateway signage & posters
- Chorley in Manchester Day
- Intermediary contact
- Delivering the Choose Chorley Grant
- Bringing forward a pipeline of employment sites.

Scope

Whilst this project is about the delivery of the overall inward investment plan, there are elements within it that are funding the Corporate Strategy project to ‘Deliver an Inward Investment Campaign’.

Project Mandate

The delivery of the inward investment action plan will complement the work of partner organisations and agencies.

The development of the inward investment web site will complement Chorley Council's own web site.

The grant scheme to support the capital requirements of inward investment companies who are creating local jobs will complement existing provision.

Constraints

A total budget of £200,000 comprises of £100,000 growth for 2014/15 and £100,000 unallocated from 2013/14.

Impact on other Directorates/Projects

The development of the inward investment web site will complement Chorley Council's own web site and integrate with the information technology requirements of ITC.

Support will be required from the Communications Team in delivering the inward investment campaign.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

15. *Town Centre Masterplan*

Date: 17th December 2013

Author: Cath Burns

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

Project Overview

This project will deliver a number of specific actions in line with the Town Centre Masterplan, prepared by Deloitte in conjunction with Chorley Council and approved by Executive Cabinet in October 2013.

Project Background

The Economic Development Strategy was adopted in November 2012 with a key priority “to create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment”. A key action within the strategy was to develop a town centre masterplan.

Following a thorough procurement process, Deloitte was appointed in February 2013 to: define the changing town centre offer and the required retail element; identify significant land/property owners; define land use zones, masterplan investment ready locations; target investment in the public realm and; ensure adequate provision for car parking.

The Town Centre Masterplan provides a long term plan for the future development of Chorley town centre, providing a deliverable framework for investment at key development sites to ensure the viability and vitality of Chorley Town Centre going forward.

This project will implement the phase 1 actions identified in the town centre master plan in relation to the three key investment opportunities and the public realm improvements.

Corporate Priorities

This project fits in with the Council’s Corporate Priority to achieve ‘A strong local economy’.

Objectives

This project will deliver a number of visible improvements in the town centre and start to drive forward the longer term aims outlined in the Town Centre Masterplan.

Benefits

- Improved street scape in town centre locations
- More attractive environment for potential new businesses
- Increased footfall in the town centre
- Increased resident satisfaction through visible indication of council investment

Scope

This primarily relates to the following specific actions to be overseen by Economic Development:

- Masterplan and identify a development partner for South Market St/Fleet St residential development

Project Mandate

- Design and deliver the upgraded ASDA junction
- Design and deliver upgraded Market St (south) public realm improvements
- Market St Shop Front Improvements
- Deliver 98-102 Market Street project
- Develop a prospectus for the civic quarter

Key Project Milestones

The actions outlined above will be delivered in 2014.

Constraints

This project will be led by the Economic Development team with support from a number of other services and external partners as necessary.

A budget of £35,000 has been identified to specifically deliver the following improvements:

- Masterplan and identify a development partner for South Market St/Fleet St residential development
- Develop prospectus for the civic quarter

Impact on other Directorates/Projects

This project forms a key element of the wider programme of economic development activities including inward investment and other more discrete pieces of work such as the renovation of 98-102 Market Street and projects to improve outlying areas of the town centre. The project may impact upon the Planning service and also Policy and Communications.

PROJECT DOCUMENTATION

PROJECT MANDATE

16. *Support the Expansion of Local Businesses*

Date: 16/12/13

Author: Cath Burns

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

Project Overview

A business support service to assist existing businesses to grow and develop is provided by a dedicated business adviser within Chorley Council.

As part of the service for existing businesses a reward scheme to support their expansion was launched in April 2013. This scheme is called the Chorley Business Investment for Growth grant (Chorley BIG) and this aims to support businesses that are creating or safeguarding jobs with capital investments or works.

In order to further support the expansion of local businesses a Choose Chorley Business Network is facilitated on a quarterly basis.

Project Background

Businesses in Chorley have access to a dedicated business adviser to support them with their development and growth plans. The provision of quality one to one business advice and information to our existing businesses is fundamental to the Chorley Economy for:

- Maintaining the existing business and employment base which is more vulnerable in these uncertain economic times. Clients receiving formal business support have a higher chance of business survival than those receiving no support.
- Improving competitiveness and supporting the growth of existing businesses.
- Many businesses remain unaware of the support which is on offer, as do intermediaries such as banks and accountants.
- Complements Chorley Council's new business start-up scheme. New businesses increase competition in the market place, forcing 'business churn'- existing businesses need to be able to raise their game if they are to compete in the market.

Through the business support work it became evident that although businesses had aspirations for growth these plans were being delayed, or cancelled, as businesses were finding it harder to raise funds through their normal channels. This was due to the adverse economic trading conditions and banks continued reluctance to lend.

Businesses in Chorley have access to a capital grant scheme which is designed to enable them achieve growth. This fund is delivered through Regenerate Pennine Lancashire and was the result of a successful bid into a national government programme called Regional growth Fund. Accelerating Business Growth (ABG) is a competitive grant scheme that helps growth projects which commit to significant job creation, additional investment from other sources and provide a major impact on the local economy.

Chorley Council consider ABG as a key, and valuable, resource for businesses - often filling a gap in project funding and enabling businesses to kick start their investments but the Authority continues to see a gap in this provision. This is due to the fact that the minimum project value which ABG will contribute to must exceed £100,000 leaving a large number of businesses looking to carry out investments below this value.

Chorley Council BIG grant scheme is designed to complement ABG and offer support to businesses investing in projects of any size.

Project Mandate

The BIG grant can be used for the construction of new buildings; the refurbishment/ adaptation of existing business premises; site engineering works; the purchase of plant and machinery; signage; hard/soft landscaping and security improvements. Grant contributions from the fund are based on the amount of jobs, and other outputs, that the business will create as a result of the overall investment.

Chorley BIG grant is currently a pure grant scheme and work is underway to review the options to develop this into a hybrid grant and repayment vehicle to provide either financial return into the scheme or enhanced community investment from grant recipients. In order to carry out this research officers are researching the grant environment, looking at areas of best practice, as well as discussing with previous grant applicants their experience and suggestions in relation to the Chorley BIG scheme's development.

In addition, to further support the expansion of Local Businesses, Chorley Council provides a quarterly networking event. This compliments the existing provision of private sector network groups and provides an opportunity for local businesses to develop their supply chains and facilitate their expansion plans.

Corporate Priorities

This project fits in with the Council's Corporate Priority on 'A strong local economy' by supporting a 'Strong and expanding business sector' and providing 'Access to high quality employment'.

Objectives

The project will aim to:

- Ensure businesses in Chorley have access to financial support to assist them realise their growth potential through a hybrid grant and repayment vehicle
- Deliver a range of economic benefits to Chorley including;
 - Improving floor space within businesses
 - Creation of jobs
 - Job opportunities for Chorley residents
 - Attracting private sector investment
 - Businesses signing up to Chorley Employment Charter
- Facilitate the 'Choose Chorley Business Network' which complements and integrates with existing business network provision.

Scope

The development of the hybrid grant will be scoped based on Chorley BIG as follows;

- To provide support to businesses in Chorley Borough who are investing over £4,000 on capital equipment/ works that will generate job creation. Maximum contribution of £2,000 per job created or 50% of the project value with a maximum total grant available through the scheme being £10,000

Project Mandate

- Available to businesses defined as ‘Small and Medium Enterprises’ (SME’s) i.e. a Company which employs fewer than 250 persons (full time equivalent), and has a turnover of less than 50 million Euros and/or has an annual balance sheet of less than 27 million Euros. No more than 25% of the company’s voting rights may be held by a parent company which is not itself an SME
- All funds provided through Chorley BIG grant scheme comply with the EU state aid regulations. Due to these regulations Chorley BIG is unable to provide financial support to companies in the transport sector, or those involved in the production of agricultural equipment
- Applications must be made in advance of investments by businesses as support is not available retrospectively through this grant scheme

The Choose Chorley Business Network is open to businesses from within Chorley and surrounding areas with a focus on;

- Providing an environment for businesses to build their local supply chains, useful contacts and explore consortia working opportunities
- Enable businesses to be informed of the work Chorley Council is undertaking to support the Local Economy
- Introduce Chorley businesses additional sources of business support to ensure these businesses receive the most beneficial support package to their business

Constraints

Timescales

Key milestones include:

Key Action	Milestone Date
Determine the options for developing Chorley BIG to a grant/ loan scheme	February 2014
Deliver hybrid scheme	Ongoing
Facilitate quarterly Choose Chorley Business Network	Ongoing

Resources

A Business Advisor who has been appointed to deliver support to established businesses will administer the Chorley BIG grant scheme. Support from the Finance Team will be required during the grant appraisal process.

The business advisers within the Economic Development team will facilitate the Choose Chorley Business Network. Support will be required by the wider Economic Development team on the day of the event.

Budget

This project has a budget estimate of £45,000 which comprises as follows:

- £40,000 Chorley BIG reward hybrid scheme for capital expansion of existing businesses
- £5,000 Choose Chorley Business Network

Project Mandate

Impact on other Directorates/Projects

Support from the Finance Team will be required during the Chorley BIG grant appraisal process.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

17. *Business start-up grant and loan scheme*

Date:18/12/2013

Author: Paul Heyworth

Responsible Directorate: Partnerships & Planning

Project Mandate

Project Overview

This project will develop the current scheme to deliver a more sustainable support mechanism through moving away from a straight, non-repayable grant into a hybrid scheme which takes a much smaller grant to support those with minimal requirements before they can start a business, and backs this up with the availability of a more affordable loan to cover greater start-up costs.

Project Background

The Starting in Business Grant was introduced in September of 2012 with a total budget of £117,000. To date, grants have been agreed, supporting 108 business start-ups, aiming to create a total of 221 jobs in the short to medium term. The scheme now needs to be reviewed to ensure that it is fit for purpose going forward through a combination of smaller grant and affordable loan

Corporate Priorities

This project fits with the council's policy on "A strong local economy" by supporting new, sustainable start-up businesses.

Objectives

This project would support up to a maximum of 90 new business start-ups either at the pre start stage, or within 6 months of commencing business. The scheme is anticipated to create a total of 140 jobs in total over the length of the advisor commitment to the new business which is 3 years.

Benefits

The project is aimed at assisting the creation of new start-up businesses and would help those without significant capital available to them to create sustainable businesses and ultimately generate more jobs.

Scope

- This grant/loan should be available to all new start businesses on completion of a viable business plan and it is not proposed to means test for need.
- The assessment process would involve a review of the clients plan by the Business Adviser, and completion of any actions resulting therefrom.
- The granting of the loan would be by way of applying the normal canons of lending
- The grant/loan provision is to be available over a 12 month period from April 2014

Key Project Milestones

Project Mandate

Mechanisms are already in place for the grant scheme.

A protocol would need to be established with the loan provider for the loan part of the scheme

Constraints

Budget required for £22,500 which would facilitate up to 90 grants and £44,000 loan fund to facilitate up to 88 £500 loans.

Impact on other Directorates/Projects

Support needed from Exchequer if Chorley Council is to be the loan provider

PROJECT DOCUMENTATION

PROJECT MANDATE

18. *Town Centre and Steeley Lane pilot action plans*

Date: 17th December 2013

Author: Conrad Heald/Gill Barton

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

Project Overview

Developing and delivering a two year programme of local area projects within the town centre/Steeley Lane areas of Chorley. This is a pilot programme which will be evaluated by feedback from town centre stakeholders including shoppers, residents and traders.

Project Background

Since June 2011 the Council has delivered a Town Centre/Local Service Centres grant programme offering shop floor refurbishment grants/business rate subsidies for vacant properties, and shop front improvement grants for existing businesses.

A new focus for town centre improvements has now been requested, and a two year pilot programme of local area projects is being developed. This programme will focus primarily on connectivity between the Bus Station, the Rail Station and Steeley Lane, delivering improvements to these gateway areas and creating a more cohesive town centre experience for shoppers and visitors.

Corporate Priorities

This pilot project fits in with the Council's Corporate Priority on 'A strong local economy' by supporting a 'vibrant town centre and villages' and creating a 'strong and expanding business sector'.

Objectives

The project aims to achieve the following:

- A Local Action Plan incorporating a series of worked up, costed projects as follows:
 - a. Gateway signage at bus station
 - b. Signage at underpass to Steeley Lane
 - c. Steeley Lane factory exterior
 - d. Steeley Lane station platform exterior
 - e. Steeley Lane car parking
 - f. Improvements to alleyway between Argos and Nat West, Market Street
 - g. Railings/lighting to underpass at Steeley Lane

Benefits

The programme will deliver improvements to gateway areas to the town centre and link the Steeley Lane shopping area to the town centre through improvements to public realm and signage. This will benefit local businesses and create a more cohesive town centre experience for shoppers and visitors.

We will record footfall and premises vacancies at 6 monthly intervals from January 2014 to monitor the impact of improvements to Steeley Lane, underpass and Chapel Street.

We will monitor car park usage, revenue and PCN's issued on a monthly basis.

Project Mandate

Scope

This two year pilot programme of development and delivery activity will incorporate detailed costings and partner involvement. The geographical areas to be addressed are those listed under paragraph 4 above. Partner involvement will include Northern Rail, the Arts Partnership and local businesses.

Key Project Milestones

Task	Timescale
Working up Schemes including costing out and consultation processes	End May 2014
Cabinet processes	End June 2014
Tendering processes, including via the Chest for projects over £10,000 (specify works/evaluate tenders and select winning tenderer)	End August 2014
Deliver Year 1 projects a to f	End January 2015
Deliver Year 2 project g	End January 2016

Constraints

Timescales

The project is delivered over 2 years with completion early 2016.

Staff Resources

The two year programme will be managed by the Town Centre and Markets Manager with support from the Economic Development Officer, and will require input from Planning, Streetscene, Neighbourhoods and Communications. In addition there will be consultation required with Network Rail, Arts Partnership and private sector businesses.

Budget

The programme has a budget of £200,000; with £100,000 in 2014-15 and £100,000 in 2015-16.

Risk

- Network Rail not giving timely authorisation or funding
- Maintaining the artwork over time
- Interjections with highways requiring LCC approvals

Project Mandate

Impact on other Directorates/Projects

The programme complements the Town Centre Masterplan and will impact on the following Sections – any opportunities for joint working will be addressed as the programme is developed:

- Planning
- Streetscene
- Communications
- Neighbourhoods

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POLICE AND CRIME COMMISSIONER FOR LANCASHIRE



POLICE AND CRIME COMMISSIONER ENGAGEMENT WITH LOCAL AUTHORITY SCRUTINY COMMITTEES

BACKGROUND

In April 2009 sections of the Police & Justice Act 2006 relating to the scrutiny of crime and disorder matters came into force.

The regulations essentially state that all councils must have an Overview & Scrutiny committee designated as a "crime & disorder committee" which will examine "the discharge by the responsible authorities of their crime and disorder functions"

It is expected that the committee will need to carry out this function at least once a year.

The Police & Justice Act refers to examining the discharge of responsibilities of "responsible authorities" which, following the Police Reform and Social Responsibility Act 2012, no longer includes the Police and Crime Commissioner.

POLICE AND CRIME COMMISSIONER APPROACH

The Police & Crime Commissioner has indicated that he is committed to partnership working and would wish to support the responsible authorities when attending local Overview and Scrutiny Committees. To achieve this in a consistent and effective manner the Commissioner has agreed the following approach:

Where a local authority Scrutiny (or Overview and Scrutiny) Committee is looking to examine "the discharge by the responsible authorities of their crime and disorder functions" the Commissioner would engage in the process by:

- Being represented by a senior staff member from the OPCC provided that officers from the responsible authorities are also in attendance at the committee;
- Being represented by a senior staff member from the OPCC to provide the committee with information relating to:
 - (i) Local priorities that the Commissioner has also identified and included in the Police and Crime Plan;
 - (ii) Funding that has been made available to the partnership to support these shared priorities;
 - (iii) Funding and/or commissioning that has taken place at a LCC or Constabulary level that will support local priorities
 - (iv) Funding made available to local community groups through the Commissioner's Community Action Fund.
 - (v) An overview of the Commissioner's priorities, aims and objectives.

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Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	9 January 2014

CALL-IN PROCEDURES

PURPOSE OF REPORT

- To propose some changes to the call in process for Executive Decisions.

RECOMMENDATION(S)

- That two key changes be made to the call in process:
 - The call in period after a decision has been made be reduced from 10 days to 5 days in order to speed up the implementation of decisions across the Council.
 - That the procedure be revised so that on receipt of a call in request, a Special meeting of the full Overview and Scrutiny Committee be called
- That the procedural issues in paragraph 12 of the report be incorporated into the call in process and the revised call in process be referred to Council for approval as a change to the Council's Constitution.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- On 10 October 2013 the Overview and Scrutiny Committee agreed that a small number of councillors should undertake a mini review of the call in process and report back to the Committee with their recommendations. This is as a result of Overview and Scrutiny Committee having considered a small number of call in requests over the last 12 to 18 months.
- Whilst not a significant number, how these requests were dealt with has prompted a procedural review. The current procedure states that any requests accepted by the Chair of the Overview and Scrutiny Committee as valid (ie within the scope of call in and not

defamatory or frivolous) should be considered, where practicable at the next Overview and Scrutiny Committee.

7. Experience on 22 January 2013 showed that considering a call in request as part of a longer agenda for Overview and Scrutiny Committee makes the meeting too long and may not allow full consideration of all items. However, the item did generate public engagement and enabled an open and transparent debate on all the issues, with participation from all interested parties, and this is to be welcomed.

REVIEWING ELEMENTS OF THE CALL IN PROCESS

8. The Chair and Vice Chair of the Committee plus Councillors Keith Iddon and Roy Lees met on 30 October to consider the present arrangements and to assess alternative options available to them. The Task Group formed the opinion that it would be prudent to consider a full review of the current call-in procedures and process and also considered comparative information from other Lancashire wide authorities.

Number of days permitted for a call in

9. Comparative information showed a vast difference in the time allowed for a call-in request, with some authorities allowing as little as three working days. Present arrangements at Chorley allows for a ten day call-in period, from the date of the decision being published. This mean all executive decisions must wait 10 days before they can be implemented with any called in decisions taking at least a further two weeks. To enable decisions to be implemented more quickly, improving the overall efficiency of the authority, Members recommended that the call in period at Chorley Council be reduced to five working days.

Who can call in a decision?

10. The Council also stands out with regard to who can call a decision in. Most other authorities only allowed its own Elected Members to request a call-in. Chorley are the only authority in Lancashire to also allow any resident of the borough, Chair or Secretary of a voluntary group with an interest in the borough, or proprietor or director of a local business, situated in the borough, to request a call in. However, in the interests of being accountable to the people of Chorley and conducting the business of the Council in an open and transparent way, the Task Group still regarded these arrangements to be suitable and recommended that they continue.

How many people should sign a call in?

11. In addition many authorities ask for 3, 5 or even 10 councillors to sign a call in before it can be submitted. In Chorley it only requires one signature and it was felt this should remain in place.

A dedicated meeting for call in requests – or part of the Committee agenda

12. The Task Group considered it important to allow public participation in the scrutiny process and had been pleased to see the number of public that had attended the Overview and Scrutiny Committee in January to consider a decision relating to Astley Hall Coach House. However this had resulted in a longer meeting than had originally been anticipated with some agenda items not being fully debated. To maintain a healthy balance of public involvement and time for reasonable debate and decision, the Members thought that it would be better to convene a special meeting of the full Overview and Scrutiny Committee if a request for a call-in was received and deemed valid by the Chair of the Committee.

Clarifying procedure

13. Procedurally, it was confirmed by the group that the following points should be included for clarification:

- “Days” refers to working days.
- After the Chair has agreed a call in as valid, notice of a full meeting of O & S Committee should be given within 5 days.
- The person submitting the call in (whether councillor or public) should present their request/case at the meeting.
- Meetings will normally be in public (unless the item is a confidential one) and the public can submit questions on notice, as with other meetings.
- If the Councillor requesting the call in, is a member of the O & S Committee hearing the call in, he/she will present the item but should not take part in the vote on that item.
- If the Committee asks the Executive Cabinet or Executive Member to reconsider the issue as a result of a call in, the subsequent decision of the Executive Cabinet or Executive Member should be reported back to O & S Committee.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

15. There are no financial implications.

COMMENTS OF THE MONITORING OFFICER

16. The changes proposed remain within the statutory requirements.

**GARY HALL
CHIEF EXECUTIVE**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dianne Scambler/Carol Russell	5034/5196	17 December 2013	***

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for LDF and Planning)	Executive Cabinet	24 October 2013

EXECUTIVE'S RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP INQUIRY INTO THE ADOPTIONS OF ESTATES

PURPOSE OF REPORT

- To respond to the report of the Overview and Scrutiny task group report that examined the Adoption of Estates.

RECOMMENDATION(S)

- That the responses in Section 8 be approved.

EXECUTIVE SUMMARY OF REPORT

- An Overview and Scrutiny task group looked at the adoption of estates their final report was presented to Executive Cabinet on 20 June 2013 this report is Executive Cabinet's response to the 14 recommendations contained within the report.

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)

- If the recommendations are approved they provide a response to the Overview and Scrutiny task group and also, when implemented, will result in an improvement to the way estates are adopted in the future.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- Not to respond.

CORPORATE PRIORITIES

- 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. A copy of the Overview and Scrutiny task groups report is attached as an Appendix to this report.

RECOMMENDATIONS AND EXECUTIVE CABINET RESPONSE

8.

Recommendation	Executive Cabinet Response
<p>(a) That the Executive Cabinet asks Lancashire County Council to consider building on existing work with local planning authorities to put in place arrangements to ensure the consideration of road and highways adoption issues commences at the planning application stage of the planning process, including:</p> <ul style="list-style-type: none"> • Designing developments to provide separate access routes for residential and construction traffic • Phased implementation of larger development • Laying out and constructing roads to adoptable standards 	<p>Agreed. Representations will be made to Lancashire County Council.</p>
<p>(b) That the Executive Cabinet be asked to approve the use of a draft set of national planning conditions seeking pre-commencement on adoption matters, drawn up by the Department of Transport to be trialled by our planning service.</p>	<p>Agreed. The draft planning conditions will be considered and modified for use as appropriate for use by the Planning Service.</p>
<p>(c) That the Executive Cabinet be requested to commission a study of the existing adoptions ‘caseload’ in the Borough, to provide a full picture of all completed and partially completed agreements, including Section 38’s and 106’s.</p>	<p>Agreed.</p>
<p>(d) That the Executive Cabinet request Lancashire County Council to consider adopting a more flexible approach to the setting of bonds with developers, that are required before a Section 38 Agreement is made to enable the level of bond to be set on a site-by-site basis that reflects the actual cost of completing the road concerned to the required state of adoption.</p>	<p>Agreed. Representations will be made to Lancashire County Council.</p>

<p>(e) That the Executive Cabinet agrees to make representations to the National House-Building Council (NHBC) urging it to encourage developers to recognise potential benefits to them of the introduction of a mandatory requirement relating to Section 38 Agreements.</p>	<p>Agreed. Representations will be made to the NHBC.</p>
<p>(f) That Lancashire County Council review their operational practices and resources to ensure a more timely response for developers to secure adoption.</p>	<p>Agreed. Representations will be made to Lancashire County Council.</p>
<p>(g) That both Chorley and Lancashire County Council consider developing a more co-ordinated approach to the process of adoption and that regular reports on the current status of adoptions across the borough be reported to the Neighbourhood Meetings of the Council.</p>	<p>Agreed. This will be introduced and representations will be made to Lancashire County Council, and other partners, to gain their cooperation to the process.</p>
<p>(h) That Lancashire County Council considers the introduction of a pre- application service with associated costs that would not only generate additional income and focus service delivery but would also benefit the early identification of estates for adoption.</p>	<p>Agreed. Representation will be made to Lancashire County Council.</p>
<p>(i) That a review be undertaken on a risk based approach for the adoption of open spaces.</p>	<p>Agreed. This will also include the option to require developers to front load the provision of play and open spaces.</p>
<p>(j) That the Executive Cabinet considers putting into place arrangements for the development of a map based system to be accessed on or via the Council's website to show information about the status of the roads in the borough for use by the community. For example, an area specifically relating to "would you like to live in Chorley" be developed that could potentially be linked to the County's website. Individual roads would be tagged according to status and actively used by Contact Chorley for the provision of information to residents.</p>	<p>Agreed, in principle. This project requires further scoping and the timescales and resources required to be identified prior to a final decision being made.</p>
<p>(k) That a list of Frequently Asked Questions (FAQ's) about the adoption of estates be published on the Council's website.</p>	<p>Agreed.</p>

<p>(l) That Chorley Council considers a pilot for the introduction of Development and or Site Exit meetings with developers, to identify new sites coming on stream.</p>	<p>Agreed.</p>
<p>(m) That the Executive Cabinet agrees to make representations to the Law Society and the Council for Licensed Conveyancers urging them to consider whether conveyancers provide clients with sufficient information about the estate adoptions process and how they will be affected by the status of roads serving a property.</p>	<p>Agreed. Representations will be made to the Law Society and the Council for Licensed Conveyancers.</p>
<p>(n) That developers be encouraged to nominate a dedicated officer that would work proactively with officers of both borough and county Councils on the adoption processes and be asked to consider reviewing their complaints procedures to improve relations with residents on their developments.</p>	<p>Agreed. Representations will be made to developers of existing estates. Consideration will be given to how this can be strengthened, beyond a request to cooperate with future developments.</p>

9. As per the Council’s existing practise, six monthly progress reports will go to Overview and Scrutiny Committee.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

11. The recommendations, if agreed and implemented, will allow the delivery of adopted open spaces and road systems in a timely manner, and help to ensure that any capital programme expenditure can be more effectively managed.

COMMENTS OF THE MONITORING OFFICER

12. The recommendations, if agreed and implemented, will also assist in a more effective management of s106 agreements and the reduction of avoidable contact on conveyancing matters concerning adoption.

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

Background Papers			
Document	Date	File	Place of Inspection
Overview and Scrutiny Task Group - Adoption of Estates final report	20 June 2013	Web	http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30140

Report Author	Ext	Date	Doc ID
Jamie Carson	5815	1 October 2013	

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	11 July	25 July	26 Sept	10 Oct	5 Dec	9 Jan	13 Mar	10 April
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Performance Monitoring Panel Meeting (to consider Council projects, Directorate and LSP monitoring)		*	*		*		*	
Performance Monitoring Panel Minutes	*			*		*		*
Update Report on Section 106 monies								*
Notice of Executive decisions	*			*		*		*
Executive Cabinet minutes	*			*		*		*
Budget Scrutiny						*		
Health Scrutiny	*							

Scrutiny Reviews

Adoption of Estates						F		
Allotments				3M				
Lancastrian				3M				
Private Rented Housing Inspection	F							1M
Play and Open Spaces Strategy (Health Scrutiny)				S/C		R		
Select Move				S/C		V		R
Tourism and Promoting Chorley				3M				

Potential topics for future reviews

Development Control processes and procedures								
Health review, including provision in Chorley East								
Maintenance of highways, in particular potholes								
The role of the Police and Crime Commissioner								
Chorley's contact call centre								
Public Transport issues								

Crime and Disorder

CCTV provision						*		
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Work Programme	*			*		*		*
Annual Report	*							

Reported Annually

Update report on Section 106 monies
 Annual Report

Key

Policy Development and Review of Council Services and External Scrutiny

- S Scoping
- C Collecting and considering evidence
- R Report
- F Feedback and action from EC
- M Monitoring 1 2 and 3
- V Verbal Update
- ML Member Learning Session

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

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