

COUNCIL

TUESDAY, 13TH JANUARY 2015, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

1 **MINUTES OF MEETING TUESDAY, 25 NOVEMBER 2014 OF COUNCIL**

(Pages 5 - 10)

2 **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.

3 **MAYORAL ANNOUNCEMENTS**

4 **PUBLIC QUESTIONS**

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question.

5 **EXECUTIVE CABINET**

(Pages 11 - 16)

To consider the attached general report of meetings of Executive Cabinet held on 23 October, 20 November and 11 December 2014.

6 **EXECUTIVE CABINET RESPONSE TO OVERVIEW AND SCRUTINY RECOMMENDATIONS ON CCTV INFRASTRUCTURE**

(Pages 17 - 46)

To consider the attached report of Director of Public Protection, Streetscene and Community approved by Executive Cabinet on 23 October 2014.

7	REVENUE AND CAPITAL BUDGET MONITORING 2014/15	(Pages 47 - 66)
	To consider the attached report of the Chief Executive approved by Executive Cabinet on 20 November 2014.	
8	LANCASHIRE COUNTY COUNCIL RECOMMISSIONING OF INTEGRATED HOME IMPROVEMENT SERVICES (IHIS)	(Pages 67 - 72)
	To consider the attached report of the Director of Customer and Advice Services approved by Executive Cabinet on 20 November 2014.	
9	FLEET STREET MASTER PLAN - EXTRA CARE SCHEME	(Pages 73 - 80)
	To consider the attached report of the Director of Customer and Advice Services approved by Executive Cabinet on 20 November 2014.	
10	OVERVIEW AND SCRUTINY COMMITTEE AND TASK AND FINISH GROUPS	(Pages 81 - 86)
	To consider the attached general report of the Overview and Scrutiny Committee held on 9 October, the Performance Panel of 25 September and 4 December and Task Groups meetings.	
11	COUNCIL TAX BASE AND LOCAL COUNCIL TAX SUPPORT SCHEMES 2015/16	
	To consider a report of the Chief Executive (to follow).	
12	ANTI SOCIAL BEHAVIOUR CRIME AND POLICE ACT 2014	(Pages 87 - 90)
	To consider the attached report of the Director of Public Protection, Streetscene and Community.	
13	POLLING STATION REVIEW	(Pages 91 - 92)
	To consider the attached report of the Chief Executive as Returning Officer.	
14	COUNCIL APPOINTMENTS	
	To agree the following proposed changes:	
	<ul style="list-style-type: none"> • Councillor Mick Muncaster to replace Councillor Keith Iddon on the LDF Working Group and the LDF Joint Advisory Committee. To note that Councillor Muncaster is now the Shadow Cabinet Member for Public Protection and the Development Control Committee spokesperson. • Councillor John Walker to replace Councillor Kevin Joyce on the Market Walk Steering Group. • To appoint a replacement to Councillor Matt Crow as the Council's representative on the Lancashire West Citizens Advice Bureaux. 	

- 15 **QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8 (IF ANY)**
- 16 **TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10**
- 17 **ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE MAYOR**

**GARY HALL
CHIEF EXECUTIVE**

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MINUTES OF SPECIAL COUNCIL

MEETING DATE Tuesday, 25 November 2014

MEMBERS PRESENT: Councillor Roy Lees (Mayor), Councillor Marion Lowe (Deputy Mayor) and Councillors Eric Bell, Julia Berry, Alistair Bradley, Terry Brown, Henry Counce, Jean Cronshaw, Matthew Crow, John Dalton, David Dickinson, Doreen Dickinson, Graham Dunn, Robert Finnamore, Christopher France, Gordon France, Margaret France, Anthony Gee, Danny Gee, Peter Goldsworthy, Mike Handley, Steve Holgate, Keith Iddon, Mark Jarnell, Hasina Khan, Paul Leadbetter, Adrian Lowe, Matthew Lynch, June Molyneaux, Greg Morgan, Mick Muncaster, Steve Murfitt, Beverley Murray, Mark Perks, Pauline Phipps, Dave Rogerson, Joyce Snape, Kim Snape, Ralph Snape, John Walker, Paul Walmsley, Alan Whittaker and Peter Wilson

OFFICERS: Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Customer and Advice Services), Jamie Carson (Director of Public Protection, Streetscene and Community), Chris Moister (Head of Governance) and Carol Russell (Democratic Services Manager)

APOLOGIES: Councillors Charlie Bromilow, Kevin Joyce, Alistair Morwood and Richard Toon

14.C.194 Minutes of meeting Tuesday, 23 September 2014 of Council

RESOLVED – that the minutes of the last meeting of the Council be approved as a correct record for signature by the Mayor.

14.C.195 Declarations of Any Interests

There were no declarations of interest received.

14.C.196 Mayoral Announcements

The Mayor provided an update on a number of fundraising events he and the Mayoress had held and also provided details of forthcoming events including his Charity Ball on 6 February 2015.

14.C.197 Public Questions

There were no public questions.

14.C.198 Corporate Strategy 2014/15 to 2016/17

Councillor Peter Wilson, Executive Member for Resources presented a report seeking approval to the refresh of the Council's Corporate Strategy for 2014/15 to 2016/17. The document is the key driver for the Council's business planning process and is reviewed on an annual basis. Councillor Wilson highlighted key achievements and successes in the current year and put forward proposals for a refreshed Strategy in 2014/15.

The report summarised performance for the 2013/14 Corporate Strategy which showed that 80% of projects had been completed or were on track to be delivered by the end of April 2015.

The Corporate Strategy for 2014/15 would retain the vision, priorities and long term outcomes agreed through the comprehensive consultation carried out in 2012. The revised Strategy included 18 projects, 16 of which were new and 2 of which were carried over from the current year.

The 16 new projects proposed were as follows:

- 1. Digital access and inclusion**
- 2. Development and delivery of community action plans**
- 3. Implement a Working Together with Families Employment Scheme**
- 4. Chorley Flower Show**
- 5. Deliver improvements to Market Street**
- 6. Progress key employment sites**
- 7. Increase visitor numbers to Chorley**
- 8. Progress plans to extend Market Walk**
- 9. Destination play area at Astley Park**
- 10. Deliver improvements to Rangleetts Recreation Ground**
- 11. Establish a business case and model for an extra care scheme**
- 12. Explore alternative ways of providing home ownership**
- 13. Deliver an improved CCTV provision**
- 14. Improve the functionality of online services**
- 15. Investigate future business models for public services in Chorley**
- 16. Deliver the Chorley Public Services Reform Board work plan.**

The two Continuation projects are:

- 17. Develop and agree plans for delivery of Friday Street Health Centre**
- 18. Continue to explore options to deliver the Chorley Youth Zone**

The report included 31 performance measures which would be used to monitor the Council's progress in achieving agreed priorities and long term outcomes. Some revisions to these measures had been undertaken for 2014/15. The resourcing of the proposed projects would be through existing resources and through funding to be agreed in the 2014/15 budget process.

Councillor Paul Leadbetter submitted an alternative Corporate Strategy for 2014/15 to 2016/17 on behalf of the Conservative Group. The alternative Strategy included three core values and also referred to strategic actions rather than projects. Councillor Leadbetter stated that his group would support the Labour Group proposals if they would also agree to the following 12 of the Conservative Group strategic actions which addressed issues outside of the town centre, also being included:

1. Promote and support community food growing
2. Support parish councils/neighbourhood areas
3. Promote community management of facilities
4. Develop a rural enterprise team
5. Review policies to ensure community facilities match housing developments
6. Work with partners to deliver affordable public transport across the borough
7. Deliver a "shop local" campaign
8. Expand the offer of grants to businesses and shops across the borough
9. Revitalise rural service centres
10. Establish a consultancy business for front and back office support and improvement
11. Undertake a comprehensive review of all council services/shared services
12. Implement a staff suggestion scheme

Councillor Mark Perks referred to the need to acknowledge and address the pockets of deprivation reflected in the 12 super output areas in the borough.

In response, the Leader of the Council referred to work already underway in rural areas through both the existing projects and the new ones proposed for 2014/15. Councillor Wilson stated that a number of actions within the Conservative Group Strategy would be undertaken as they were included in business as usual projects and community action plans, however the overall strategy would not be supported by the ruling group.

Councillor Paul Leadbetter proposed an amendment to adopt the Corporate Strategy put forward by the Executive Member for Resources, but to include the additional 12 Conservative Group projects listed above. This was seconded by Councillor Mark Perks.

On being put to the vote this amendment was LOST

Councillor Peter Wilson, Executive Member for Resources proposed and Councillor Alistair Bradley seconded and it was **RESOLVED – that the Corporate Strategy 2014/15 to 2016/17 be approved.**

14.C.199 Chorley Youth Zone

Members considered a report of the Director of Public Protection, Streetscene and Community on the delivery of a Youth Zone in Chorley.

The report outlined the background to the development of the facility which was originally proposed by LCC 18 months ago. The Council had been in negotiation with LCC regarding the development of their Union Street premises and also separately in discussion with the Arts Partnership regarding the potential development of their Railway Street premises.

Discussions with LCC had also included using the library premises as a Public Services Hub and these negotiations were ongoing. An indicative plan for the development of a Youth Zone has been drawn up for the Railway Street site and this included the Council's purchase of the Leigh Arms.

The operation of the Chorley Youth Zone would be undertaken by a new charitable organisation, Chorley Youth Zone Charitable Trust. The Trust would involve Chorley Council, Lancashire County Council, Onside Youth Zones and The Arts Partnership. The Youth Zone will be leased to the Trust, by Chorley Council, on a long term basis for a peppercorn rent. Should LCC not wish to be involved, the project still remained viable.

The costs of the project were detailed in the report showing capital costs to the Council of £1.2m and revenue costs of £50,000. If LCC decided not to be part of the scheme, the Council would contribute a further £450,000 in capital and £50,000 in revenue costs. The timeline for the scheme showed the facility was likely to open around April 2016.

Councillor Mark Perks indicated that whilst he was pleased that the development of a Youth Zone was under consideration, he had concerns that the facility would not be co-located with Children and Young People's Services as was the pattern in other areas of Lancashire where Youth Zones had been developed with a more joined up approach to service provision.

Councillor Perks raised further concerns about the cost to the Council in terms of borrowing to fund the project. The Executive Leader stated that this may not be necessary and may be possible from ongoing revenue funding. Councillor Perks indicated that if there was an assurance that borrowing would not be required, he was more mindful to support the scheme. Councillor Bradley said he was unwilling to restrict the Council by such a commitment.

The Executive Leader, Councillor Alistair Bradley moved and the Executive Member for Community Services, Councillor Bev Murray seconded, and it was **RESOLVED – that the Council approves the following:**

- 1. The delivery of a Chorley Youth Zone.**
- 2. Notes that an Executive Member Decision will be taken to assemble the land for the Youth Zone.**
- 3. The plan to work in partnership with Onside Youth Zones, the Arts Partnership and Lancashire County Council to deliver a Chorley Youth Zone, be agreed.**
- 4. A commitment be made to use best endeavours to develop a Public Service Hub at Lancashire County Council's premises on Union Street.**
- 5. In the event that a final agreement on funding and delivery cannot be reached in a reasonable time frame, with Lancashire County Council, then the Council will deliver a Chorley Youth Zone with Onside Youth Zones and The Arts Partnership.**

Councillors J Berry and R Finnamore left the meeting at this point.

14.C.200 Council Appointment

Councillor Alistair Bradley, Executive Leader proposed and Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED – that Councillor Mark Jarnell be appointed as Council Champion for Young People and also replace Councillor Robert Finnamore as a substitute member of the Development Control Committee.**

Mayor

Date

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EXECUTIVE CABINET

1. The Deputy Executive Leader chaired this meeting.

GENERAL REPORT OF MEETING HELD ON 23 OCTOBER 2014

1. Any Cabinet recommendations on the reports that require Council decisions appear as separate items on the agenda.

Chorley's Economic Development Strategy Refresh 2014

2. I presented the report of the Chief Executive which updates Members on the Council's refreshed Economic Development Strategy and summarises the main changes.
3. The refreshed strategy identifies new actions to continue the delivery of the Inward Investment Action Plan and the Town Centre Action Plan which are two of the administrations five priority themes.
4. It also provides a strategic framework to develop the Chorley economy within the context of an updated evidence base, challenges, priorities and funding opportunities at local, sub-regional, national levels and beyond.
5. The draft Strategy will be circulated to all key partners and stakeholders for a four week consultation in November. Feedback from this process will be used to finalise the Strategy.
6. We granted delegated authority to the Executive Leader and Executive Member for Economic Development and Partnerships for final approval following any changes made through the consultation process.

Trial Reopening of Market Street

7. I presented the report of the Chief Executive. The trial re-opening of Market Street has been identified, along with other initiatives, by the Town Centre Team as having kick-started the Town Centre. The scheme opened in November 2013 and has operated successfully without issue for the past 10 months.
8. Traffic Speed monitoring surveys have been carried out by Lancashire County Council and the results are contained within the report. The average speed over the week is less than 10mph and 97% of all vehicles are travelling at less than 15mph. Other surveys include Traffic Cut Through monitoring and Air Quality readings.
9. Feedback from all representatives on the Town Team is that they are fully in favour of keeping the trial scheme in its current format and Lancashire County Council are recommending permanent adoption in its current format.

10. We recommend that Lancashire County Council formalise the trial reopening of Market Street as a permanent arrangement.

Review of Open Space Byelaws - Consultation

11. The Executive Member (Public Protection) presented the report of the Director of Public Protection, Streetscene and Community.
12. As the byelaws relating to the use of Council owned spaces have not been reviewed since 2004, it is thought appropriate to review and consult on any changes to the byelaws to ensure that they are up to date, reflect changes in use and include all sites owned by the Council.
13. To ensure that the byelaws are available for comment and input from a wide range of stakeholders a consultation will be undertaken using a questionnaire over an eight week period from 10 November 2014 to 5 January 2015.
14. We agreed that the Council's Open Space Byelaws be reviewed following the consultation detailed within the report.

Astley Park Destination Play Area

15. I presented the report of the Director of Public Protection, Streetscene and Community which seeks approval to depart from the Council's contract procedure rules to allow for direct negotiation with Newground Landscape services for the delivery of a destination play area at Astley Park and to delegate the authority to appoint Newground Landscape Services to deliver the Astley Park Destination Play Area to myself.
16. The Streetscene and Leisure Contracts Team have been working with Newground Landscape Services to develop design proposals for the play area after planning permission was granted in September 2014. To ensure that value for money is achieved, independent quantity surveyors have been appointed to audit the bills of quantities prepared for the job, ensuring that competitive quotes have been obtained for the supply of materials and that labour rates are competitive and is contained within the overall budget of £253,583.45.
17. The appointment of Newground Landscape Services is sought for a number of social benefits outlined within the report that will be delivered alongside the scheme.
18. We granted approval for the Council to depart from the corporate contract procedure rules on the award of high value contracts to allow for direct negotiation with a nominated contractor, Newground Landscape Services.

Future management of Market Walk

19. I presented the confidential report of the Chief Executive and we approved the recommendations within the report.

Universal Credit Delivery Partnership Agreement

20. The Executive Member (Customer and Advice Services) presented the confidential report of the Director of Customer and Advice Services and we granted approval for the Council to be a Delivery Partner in accordance with the Delivery Partnership Agreement detailed in Appendix 1 of the report.

GENERAL REPORT OF MEETING HELD ON 20 NOVEMBER 2014

21. The Deputy Executive Leader chaired this meeting.

Chorley Council Performance Monitoring Second Quarter 2014/2015

22. I presented the report of the Chief Executive which sets out the performance against the delivery of the Corporate Strategy, and key performance indicators during the second quarter of 2014/15.
23. Overall performance of key projects is excellent, with the majority of projects either complete or on track. Two projects; deliver the Chorley youth zone, and Friday Street health centre have been rated amber due to issues relating to timescales in delivering initial actions, however work is now underway to bring these projects back on track.
24. The youth zone will be the subject of a report at this Council meeting and the health centre has progressed significantly since the Council had begun co-ordinating the project.
25. Overall performance on the Corporate Strategy indicators and key service delivery measures are excellent. 71% of the Corporate Strategy indicators and 90% of the key service measures are performing above target or within the 5% tolerance.
26. The Corporate Strategy measures performing below target are; the number of long term empty properties in the borough, and the percentage of customers dissatisfied with the way they were treated by the Council. Action plans have been developed to outline what action will be taken to improve performance. In fact, in month for September 2014 the overall dissatisfaction is 17.7%, against the target of 20%.
27. The key service delivery measure performing below target is; the time taken to process all new claims and change events for Housing and Council Tax benefit. Again, action plans are included within the report which outlines what actions are being taken to improve performance. We noted the report.

Digital Changes to Business Processes

28. The Executive Member (Customer and Advice Services) presented the report of the Director of Customer and Advice Services.

29. The Councils Digital Strategy aims to help residents/customers with digital access to services and information. Significant progress continues with the digital agenda and work is underway to promote digital inclusion for customers to access services online.
30. Changes to services will be made aiming to speed up digital access and digital inclusion which otherwise will require an increase in resources. The changes are in line with the aims and objectives of the council in adopting a 'digital first' approach helping to improve services, achieve further efficiencies and improvements in both business and management information.
31. We noted that the Councils customer service centre will continue to support in person access to services and through its digital access points. We noted the changes outlined in the report.

Lancashire County Council Recommissioning of Integrated Home Improvement Services (IHIS)

32. The confidential report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services). We granted approval to the recommendations within the report.

GENERAL REPORT OF MEETING HELD ON 11 DECEMBER 2014

24. The Executive Leader chaired this meeting.

Open Space Provision Update

33. I presented the report of the Chief Executive which provides an update on open space provision data in the Borough since the Open Space Study 2012.
34. The data will be used for a number of purposes, including determining open space contributions from planning applications submitted for new housing development and developing capital programmes for new open space provision and for improvements to existing provision. It will also be used to inform and assess bids for the Play and Recreation Fund and to inform development plan monitoring reports.
35. We discussed the facilities owned by schools and that some facilities are more accessible than others. We noted the report.

Approval for Procurement of Neighbourhood Vans

36. The Executive Member (Streetscene Services) presented the report of the Director of Public Protection, Streetscene and Community seeking approval for the procurement approach including the award procedure, evaluation methodology and criteria for eight Neighbourhood Vans.

37. A mix of diesel / electric vehicles has been chosen as this will provide savings whilst also ensuring service resilience. For most daily duties the charging range of the electric vehicles is sufficient (80 miles). By also having some diesel vehicles this will ensure service resilience for any duties or ad-hoc work that require greater traveling distances, such as dropping off stray dogs to kennels outside of the borough.
38. We noted that leasing opportunities are not currently available for electric vehicles. We approved the procurement approach for the Neighbourhood Vans and their fitting out.

Extension of Existing Insurance Long Term Agreements

39. I presented the confidential report of the Chief Executive which informs Members of the arrangements that underpin the Council's portfolio of general insurance covers and seeks approval to accept a two year extension of the existing Long Term Agreements.
40. We approved acceptance of the offer of an extension to the LTA's in place with the relevant insurers for a further two years.

Procurement of the Night Caretaking and Concierge Services at Cotswold Supported Housing

41. The Executive Member (Customer and Advice Services) presented confidential report of the Director of Customer and Advice Services which outlines the procurement process undertaken for the concierge service at Cotswold Supported Housing and seeking approval to award the contract to the successful contractor.
42. We approved the award of the contract for the Night Caretaking and Concierge Service at Cotswold Supported Housing, to the contractor who achieved the highest scoring tender in the procurement process: Sector Security Services for the period 1 January 2015 to 31 January 2017.

Recommendation

43. That the report be noted.

COUNCILLOR ALISTAIR BRADLEY
Executive Leader

and

COUNCILLOR PETER WILSON
Deputy Executive Leader

RR

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Report of	Meeting	Date
Director of Public Protection Streetscene and Community (Introduced by the Executive Member for Public Protection)	Executive Cabinet	23 October 2014

EXECUTIVE CABINET RESPONSE TO RECOMMENDATIONS MADE BY THE OVERVIEW AND SCRUTINY TASK GROUP ON CCTV INFRASTRUCTURE

PURPOSE OF REPORT

1. To approve the Executive Cabinet response to recommendations made by the O&S Scrutiny Task Group on CCTV infrastructure.

RECOMMENDATION(S)

2. It is recommended that Members accept the O&S Task Group option 5 to implement a phased capital works programme to upgrade the current CCTV infrastructure.
3. It is recommended to Council that a capital budget of £250,000 be established to fund the capital works over a period of three years
4. It is recommended that the Director of Public Protection Streetscene and Community in consultation with the Executive Member for Public Protection have delegated responsibility to develop and commence the procurement programme to select a suitable contractor to deliver the infrastructure upgrade programme.
5. Executive Cabinet accepts the O&S Task Group recommendation to explore outsourcing, subscription and Parish Council contributions to CCTV infrastructure upgrade. Therefore it is recommended that all these areas are explored as part of the procurement and delivery of the capital works programme. In addition Executive Cabinet recommends that consideration is given to any new system and equipment being compatible with wider local authority CCTV services.
6. Executive Cabinet notes and understands the O&S Task Group recommendation to maintain current staffing levels within the CCTV suite but is unable provide a guarantee that staffing levels will not change in the future.
7. Executive Cabinet accepts the O&S Task Group recommendation to review hours of operation in the CCTV suite and instructs the appropriate service manager to undertake a minimum annual review using appropriate intelligence and data analysis so that periods of high demand are effectively covered.

EXECUTIVE SUMMARY OF REPORT

8. In January 2014 the Councils Overview and Scrutiny Committee established a task group to investigate the Councils CCTV service including the appropriateness of operation and the state of infrastructure.
9. The O&S Task Group findings were presented to Executive Cabinet in August 2014 and this report provides the Executive Cabinet response to those findings and the recommendations contained therein.
10. Appendix A to this report contains the aforementioned Overview and Scrutiny Task Group report findings.

11. The current CCTV infrastructure maintenance and repair contract expires in March 2015, therefore it would be expedient to link any proposed upgrade programme with the procurement of a new maintenance contract.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

12. To ensure the current CCTV infrastructure is upgraded and fit for purpose and that the hours of operation and staffing levels are appropriate to the service demands.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

13. The report details a number of infrastructure options which will be rejected dependant on the Executive Cabinets preferred option.

CORPORATE PRIORITIES

14. This report relates to the following Strategic Objectives:

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

BACKGROUND

15. In January 2014 the Councils Overview and Scrutiny Committee established a task group to investigate the Councils CCTV service.
 16. In particular the investigation focussed on the impact that the provision of CCTV has in relation to public reassurance and the deterrence, prevention and detection of crime.
 17. The final report of the task group is appended to this report as Appendix A.

CCTV INFRASTRUCTURE

18. The current CCTV provision in Chorley has evolved since its inception in 1996. Consequently there is a mix of analogue and digital technologies as well as a variety of camera hardware.
 19. The infrastructure has been subject to regular maintenance and repair over the years through the procurement of an appropriate contract.

- 20. In recent years the level of spend on repair and replacement has increased with a current annual budget of £29,700.
- 21. In addition the functionality of the CCTV equipment is becoming increasingly outdated with a number of replacement parts becoming unavailable or increasingly expensive to repair.
- 22. The current contract for CCTV repair and maintenance expires in March 2015. It would therefore be expedient to link the proposed capital works programme with a reduced repair and maintenance requirement and combine into one procurement process
- 23. Investment in the CCTV infrastructure will ensure the system is updated, utilises current digital technology and reduces the revenue budget demand on repair and maintenance.
- 24. Indicative costs for a phased three year infrastructure programme to achieve this have been sought and are in the region of £250,000.

CCTV OPERATION

- 25. The restructure undertaken in Health Environment and Neighbourhoods during late 2013 reviewed the operator levels required to provide the CCTV monitoring and support service during periods of high volume activity.
- 26. This review resulted in the operation of the CCTV suite employing a team of 1 FTE supervisor and 3 FTE operators.
- 27. The task group undertook a further review in the light of police data and analysis of crime and disorder and determined the operator levels to be appropriate.

IMPLICATIONS OF REPORT

- 28. 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

- 29. The report recommends the Executive to set aside a significant sum for the upgrade of the Council's CCTV infrastructure. The exact timing and nature of any upgrade has not yet been developed. However, an increase in the Council's capital programme is at present unbudgeted. Implications on revenue would be to add circa £35 thousand per annum to the Council's budget.
- 30. Should the Council decide to accept the recommendations the costs would be built into future budgets. The decision should be made in the context of the £2 million of savings the Council will need to make by 2016/17. Should the Council decide this is a priority then in future budget savings would have to be made from non-priority areas.

COMMENTS OF THE MONITORING OFFICER

- 31. The current contract for the provision of this service expires in March 2015. It is therefore important that the procurement process commences in the near future.

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECION STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	29 September 2014	CCTVresponsetoO&S

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Report of the Overview and Scrutiny Task Group – CCTV Provision and Infrastructure May 2014



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1. PREFACE

Under the requirement to undertake scrutiny of crime and disorder matters, the Overview and Scrutiny Committee considered a detailed report of the Director of People and Places on the current Chorley CCTV service and existing infrastructure and also information about CCTV systems in other authorities where systems had been reduced or decommissioned.

The report included information about provision in the South Ribble area where the system was much smaller and also in Blackpool where the Council had decided, due to budgetary pressures, to stop staffing the system.

Details about Chorley's CCTV system – the hours of operation, infrastructure, and staffing and maintenance issues were provided, along with overall comments on the impact of reducing CCTV coverage, cost implications and potential options for improvements in the future.

In discussion Members raised the public perception of safety provide by CCTV, how far cameras acted as a deterrent, the cameras role in preventing the escalation of crime or the prosecution of offenders including those involved in serious crime.

As the subject was a complex one, the Chair of Overview and Scrutiny suggested that a full scrutiny review on the provision of CCTV in Chorley be undertaken by a Task Group to inform future CCTV provision in the Borough.

In undertaking the review of provision, the Task Group engaged with both partners and customers to ensure that all perspectives were considered and to ensure the scrutiny was balanced. The system was perceived as being highly valued by the community and an effective tool used in the prevention of crime and disorder.

We would like to thank the Task Group Members for their deliberations, the officers and the external representatives and the residents of Chorley who made a contribution to this report. The representations we received have proved invaluable and enabled us to recommend a number of options for the Executive to explore to enable the Council to better serve our residents of Chorley.



Councillor Robert Fynamore (Chair)



Councillor Kim Snape (Vice Chair)

2. EXECUTIVE SUMMARY

The Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at CCTV Provision and Infrastructure in Chorley.

Chorley Council's closed circuit television system (CCTV) is solely owned and operated by the Council and comprises a number of overt cameras located across the Chorley borough area. The infrastructure has been in place for 18 years with some upgrades and improvements to equipment during that time but is essentially analogue based whereas current technology has moved to a digital format.

There are three main areas to the system:

- CCTV suite with monitored screens
- Recording capability for images
- Image capturing hardware – cameras

Improvements over recent years have been to partially digitise recording capacity which is now at full capacity; upgrading of monitoring screens; and the replacement of some cameras when irreparable or requiring excessive maintenance.

Present monitoring operating times meet current periods of high demand and are regularly reviewed based on crime and other intelligence data. This element of the service has been the subject of a recent internal audit and several management actions arising out of the review are being implemented.

The CCTV equipment and infrastructure is supported by an external contractor on a fixed term procured contract. The current contract is due to expire at the end of March 2015 and any planned changes to the CCTV infrastructure would be timed to coincide with the drafting of a new contract specification.

Objectives

To review the current CCTV system and inform future provision with a range of options from gold plated, through to minimal/no CCTV provision – including impact and cost implications.

Outcomes

To recommend a level of CCTV provision for the future which balances the needs of stakeholders with affordability for the Council.

Members were keen to ensure that all seven equality and diversity strands were fully taken into consideration throughout the review and were keen to work effectively in partnership with the relevant stakeholders to facilitate any improvements to the service.

Task Group Membership

Councillor Robert Finnamore (Chair)
Councillor Kim Snape (Vice Chair)
Councillor Doreen Dickinson
Councillor Graham Dunn
Councillor Roy Lees
Councillor June Molyneaux
Councillor Rosemary Russell

Officer Support:Lead Officers

Paul Lowe – Neighbourhoods Manager
Simon Clark – Head of Health, Environment and Neighbourhoods

Democratic Services

Dianne Scambler Democratic and Member Services Officer

Meetings

The meeting papers of the Group can be found on the Council's website www.chorley.gov.uk/scrutiny. This includes the inquiry project outline and other relevant information on policy and procedures.

Contribution of Evidence

The Task Group would like to thank all those who have provided evidence and contributed to the Inquiry. Section 4 contains the details of those involved

3. LIST OF RECOMMENDATIONS

Overall there is significant support for the provision a CCTV service from key partners such as police; from public response to a consultation; from local town centre business and from Parish Council.

The Group were satisfied that they had received the appropriate data that was required to evidence the continued need for CCTV in Chorley. (**Appendix 1**)

After considering the information obtained during the review of Chorley Council's CCTV service, the Overview and Scrutiny Committee has concluded that the provision of CCTV plays an integral role in the tackling of Crime and Antisocial Behaviour. Evidence suggests that Chorley Council's CCTV is a key tool which supports the reporting, detection and prosecution of crime and antisocial behaviour which occurs across the Borough. Additionally the results of a resident survey commissioned as part of the CCTV review, show that for the majority of residents, the presence of CCTV makes them feel safe. Furthermore it is evident that CCTV proves useful in helping to safeguard vulnerable residents, including those who go missing from home. As Chorley Council has made long term commitments in helping to ensure that Chorley has clean, safe and healthy communities and a strong local economy, it is recommended that the Council continues to support the provision of CCTV which aids the realisation of these commitments.

Therefore the option to decommission the service is not considered acceptable and the Task Group recommend the service is continued to be provided by the Council at some level.

The Executive Cabinet is therefore asked to consider the following options:

Infrastructure Provision

Option	Detail	Cost	Advantage/Disadvantages
Option 1	Do nothing and retain the existing system and seek to maintain it.	c. £20k per annum	Equipment will become obsolete and not maintainable at reasonable cost
Option 2	Replace key components to improve the system recording capability	c. £28k one off cost	Upgraded and digitised recording capacity provided
Option 3	Option 2 plus replacement of the current desktop operating system utilised to remotely switch camera	c. £48k one off cost	Improved operation and manoeuvrability of cameras

	views and manoeuvre cameras according to monitoring requirements		
Option 4	Option 3 plus the wholesale replacement of existing camera heads	c. £215k	The current suite of 50+ cameras would be replaced with new products and remove the current annual maintenance cost requirement of £20K
Option 5	Option 3 plus phased replacement of existing camera heads	c. £48k plus £4k per camera which could total in excess of £250k	Higher costs due to no economies of scale and maintenance cost of remaining cameras ongoing. However there is an advantage in terms of ability to consider relocation and addition of cameras in a phased way to meet changing demand.

The Group’s recommendation would be for the Executive Cabinet to consider implementing Option 5. This would enable the Council to upgrade its cameras on a priority basis, using an intelligence led approach and allowing the authority to keep abreast with the latest technology.

In addition, the Task Group recommends that the Council explores any outsourcing opportunities for the service and the provision subscription service for businesses. This is to include exploring the possibility of asking Parish Councils to contribute to the purchasing of replacement or additional cameras.

In terms of the operation of the service, the Task Group recommend that current staffing levels are maintained but that the hours of operation are regularly reviewed using local intelligence to ensure periods of high demand are covered.

4. BACKGROUND AND CONTEXT

CCTV SERVICE

Chorley Council's closed circuit television system (CCTV) is solely owned and operated by the Council and comprises a number of overt cameras located across the Chorley borough area.

The system was first commissioned in 1996 and was initially introduced as a town centre system, linked to the Secured Car Parks scheme. It was subsequently extended throughout Chorley Borough and there are now a number of overt cameras located across the borough. All cameras are monitored from a central control room located at Chorley Police Station and are only accessible to view by Chorley Council appointed CCTV control room operators.

The CCTV service also has access and control over two stand-alone CCTV systems, which cover Astley Park and the Chorley covered market. Additionally the service also has direct access to live CCTV footage from a number of cameras, covering Chorley Railway Station, owned by the British Transport Police. However there is no facility to control these cameras.

The CCTV unit benefits from a direct link to the police radio system, ensuring real time communication and the appropriate deployment of police officers and PCSO's. This is further supported by the town centre radio system where the majority of pubs and retail businesses within the town centre, including Chorley Bus Interchange, have direct radio contact with the CCTV unit.

Chorley Council has CCTV equipment, maintenance and call outs contract in place that is due to expire at the end of March 2015.

The Council's CCTV system is regulated by the Surveillance Camera Code of Practice pursuant to Section 29 of the Protection of Freedom Act 2012. In recognition of this, the Council's CCTV Policy 2013/14 has been introduced and covers all twelve guiding principles of the Act. The Council's CCTV service is also compliant with all relevant legislation.

The CCTV service also benefits from having a CCTV operating policy, which was reviewed and refreshed on the 1 August 2013. The purpose of this policy is to support the regulation, management, operation and use of the CCTV system for Chorley Council.

The Council's CCTV system is aimed at preventing and detecting a wide range of crimes such as theft, burglary, violent crime, criminal damage and tackling anti-social behaviour. The system can also be used to locate missing persons.

In conjunction with Chorley Council's CCTV Policy 2013/14, the objectives of the CCTV system are:

- To protect residents, environment and the people who work and visit the borough of Chorley
- To improve feelings of safety
- To support Lancashire Constabulary in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public
- To protect private and public buildings
- To support the Community Safety Partnership in relation to reducing and preventing crime and disorder
- To assist in the management of the Chorley town centre radio scheme in conjunction with the retail and business sector
- To monitor and safeguard town centre car parks to deter all aspects of auto-crime
- To help tackle and identify offenders of anti-social behaviour

STAFFING LEVELS/HOURS OF OPERATION

All staff that operate the CCTV system are employed by Chorley Council and work in the CCTV suite based at Chorley Police Station. The team consists of just under four full time equivalent posts including a team supervisor.

The CCTV unit operates 365 days a year and the system is monitored over a 6 week rota during the hours of 8.30am and 3.00am. Operational times vary to meet expected demand. Although the system is not monitored twenty four hours a day the system does record all the time, 365 days a year and recorded footage is retained.

Staffing levels have been the subject of a separate internal audit and several management recommendations are now being implemented as a result including:

- A regular review of operational hours to ensure periods of high activity/demand are covered.
- A review of camera locations to ensure infrastructure is effectively deployed in areas of high activity.
- A robust logging system for incidents to ensure the work and value of the service is effectively captured

CAMERA TYPE AND LOCATIONS

The CCTV cameras are commissioned on an intelligence led basis subject to consultation with partners and stakeholders.

The CCTV system is made up of two camera types, Shoebox type which are square shaped cameras and Dome type, which are multi directional cameras housed in a clear dome, both have the ability to pan, tilt and zoom.

The CCTV cameras relay images back to the control room using a number of

transmission mediums including coaxial, microwave transmission, radio transmission, Coded Orthogonal Frequency Division Multiplex (COFDM) and Fibre Optic.

The Task Group received information on the locations and numbers of cameras currently in operation over the Borough of Chorley.

CCTV EFFECTIVENESS

The use of closed circuit television cameras for the purpose of tackling crime has greatly increased over the last decade. It is estimated that nationally 80% of Councils operate and contribute to the provision of CCTV services.

The Group considered an analytical report that had recently been undertaken by the Community Safety Partnership's Analyst. The report sought to provide analysis of the Council's CCTV usage, crime and anti-social behaviour in the borough of Chorley, so that informed decisions could be made in relation to tasking and allocating resources effectively.

The report was prepared by utilising data from the Chorley CCTV Operator Log and Lancashire Constabulary's crime recording and intelligence based systems between 1 June and 31 December 2013. The report is appended to the Task Group's Final Report.

The group also received a report giving a brief summary of findings relating to a national study that had been undertaken by the Home Office to evaluate the effectiveness of Closed Circuit Television (CCTV).

5. METHOD OF INVESTIGATION

Evidence

The Group received the following reports:

Chorley's current CCTV system and existing infrastructure, along with information about CCTV systems in other authorities
The effectiveness of Chorley's CCTV system
Draft CCTV System Operating Policy 2013/14
Review of the Impact of Chorley Council's CCTV service – Internal Audit Report
Detailed Analyst of the current CCTV provision in Chorley undertaken by the Community Safety Partnership's Analyst (appended)
Home Office National Study on the effectiveness of CCTV

Interviews

Members interviewed various stakeholders to find out their views about the Council's CCTV system that included:

Malcolm Allen, Chair of Chorley Trader Alliance on behalf of the day time economy
Sam Wyatt, Community Safety Manager, Places for People
Cath Burns, Head of Economic Development, Chorley Council
Inspector Alison Barff-Lewis, Lancashire Constabulary
Andrew Hill, Environmental Protection and Community Safety Manager, West Lancashire Council

Written representation

The Task Group also received written representations from:

Peter Verhaege, Applejax Nightclub on behalf of the night time economy
The Parish Councils of Adlington, Astley Village, Charnock Richard, Clayton-le-Woods, Ecclestone and Whittle-le-Woods

Public Consultation

A public consultation survey was undertaken on the Council's website to determine how safe, residents of Chorley felt.

Site Visit

Members also attended Chorley Police Station to see the CCTV system in use and view footage of activity leading to police intervention/prevention of crime.

6. FINDINGS

Stakeholders Representation

The Group interviewed representatives of all relevant stakeholders to obtain their views on CCTV provision in Chorley. Representatives were asked a number of questions that included:

- What value they placed on the current CCTV system and service.
- What benefits, if any, they received from the service,
- If they made a contribution to the provision of the service, and
- What impact did they think there would be if the CCTV system was either to be reduced or upgraded.

In addition Members were keen to ascertain if they could provide any anecdotal evidence of how the CCTV system and its service had benefited them, their premises or organisation.

The CCTV service, including the radio service was considered an invaluable tool for the shopkeepers of Chorley. The service was used in helping to catch and deter shoplifters and assisting in the location of children who had wandered away from their parents. In the past a number of shopkeepers had originally contributed to the handheld radio service that is still in use in shops around the town centre. However, a few years ago, the Council had taken the decision to mainstream the funding of the service through the Councils budget. It was conveyed that shopkeepers would be willing to pay a contribution for this service if it meant it could be retained, although it was considered that any contribution should be on a sliding scale, with the larger stores who benefited more, paying a higher rate.

Feedback from both traders and staff of the market service stated that the CCTV provision was an invaluable resource for their business and work. There was also a greater feeling of security felt by visitors to our town.

It was however, felt that there were some areas of the town that were not presently covered, that needed to be and that some of the current equipment would benefit from being upgraded. Chorley has a low empty shop rate and although this is mainly attributed to the work of the economic development team, it does help that the town centre of Chorley is perceived to be a safe town, a fact that attracts new investors to the town.

The CCTV system was also considered highly when monitoring the activity of the night-time economy. The town's bars and club use the town centre radio communication to contact the CCTV control room and this provide reassurance and confidence to those businesses that are operating into the late hours. With the help of the CCTV monitoring system, the police can obtain a true and accurate picture of an incident to ensure a quick and effective response to the matter in hand. The use of CCTV also helps to track underage drinkers, helping to prevent children from harm.

Lancashire Constabulary considers Chorley's CCTV system provision priceless to their organisation. The monitored system assisted them in numerous ways and was considered paramount to helping with the detection and protection against crime. The service assists with the detection of burglaries, the obtaining of anti-social behaviour orders, building evidence in support of charges and surveillance of illegal activities for their CID target team. The system is used regularly as evidence in cases that are taken to court and has often been the difference in obtaining a conviction. Several examples of where CCTV footage had been used as evidence in securing criminal convictions were provided to the Group that included, successful conviction of drug dealing, the capture of offenders of vehicle damage, the apprehension of a large scale shoplifting, serious acquisitive crime and the finding of missing persons.

The current provision is invaluable but could always benefit from extra provision and any increase would see huge benefits for all the community. The system is currently monitored until 3am in the morning and is an integral part of the night time economy plans for the police service. The service provides reassurance for traders, taxi drivers, door staff, street pastors and PCSO's. The police would like to see the possibility of an increased 24 hour service to be considered. Although the police do not financially contribute to the provision of the service, the CCTV suite is accommodated within Chorley's Police Station at no cost to the Council.

Representations from our registered providers who have housing stock in the borough thought that their organisations would benefit greatly if Chorley's CCTV provision was to be extended. Although the current system is limited in some of their areas, the system helped when dealing with issues associated with anti-social behaviour especially around their community centres or other communal areas.

Parish Council Representation

As part of their willingness to consult with all relevant stakeholders, the group asked the 22 Parish Councils to give their views and opinions on the CCTV services available across the Borough.

Whilst it was accepted that fixed CCTV provision was varied across the Borough, all Parish Councils had access to the mobile unit that was deployed across Chorley as and when required.

Responses were received from six parish councils, who all agreed that they considered the use of CCTV an invaluable tool to be used to tackle crime and disorder. There were many examples provided of where CCTV had been used to either detect or prevent criminal activity and all felt that the service could be improved upon to cover other areas across the borough.

Public Consultation

A small web based public consultation was undertaken during the period the Task Group was operating and the broad findings were that over 61% of respondents felt safe or very safe in the knowledge that a CCTV service was operating. A further 32% reported neither safe or unsafe feelings.

Other Local Authorities CCTV Services

South Ribble Council

South Ribble operates a much smaller and less comprehensive CCTV service when compared to Chorley Council. Currently 12 unmonitored CCTV cameras are operated across the South Ribble Borough Council footprint. The CCTV service has an annual revenue budget of £15,000 to support its service and maintenance.

Whilst the system is not monitored, there is a member of staff who is employed on a part time basis to manage the systems service and maintenance contract and to review and download CCTV images for evidential purposes.

South Ribble has a similar population and crime profile to Chorley but they do not have an established Town Centre or night-time economy, unlike Chorley. Similarly to Chorley, South Ribble has experienced significant reductions in Crime and anti-social behaviour over the last six years.

Blackpool Council

Blackpool Council operated a 151 camera monitored CCTV system at an annual cost of £600,000. In 2013 a decision was taken by Blackpool Council to cease staffing CCTV operations completely. Lancashire Constabulary was keen to retain the service, however, because Blackpool Council produces a priority led budget; CCTV was deemed not to be a priority for the Council, therefore funding was withdrawn. Blackpool Council took the view that the CCTV service is largely utilised by the Police and not Council used and therefore not a Council priority.

The control centre and equipment are still operational, but not monitored and so it is feasible that the service could be re-established in future years. However, Blackpool Council have stated that even if crime levels increase, unless the funding gap can be closed by the police and local commercial sector, the staffed CCTV system will continue to be provided.

Similarly to South Ribble Council, Blackpool Council still employs a small team to manage the CCTV systems service and maintenance contract and to review and download CCTV images for evidential purposes. The effect on community safety issues of the decision to operate an unmonitored CCTV system across Blackpool has yet to be evaluated. Therefore further research would be required at a further date in order to accurately report on the impact of this decision.

West Lancashire Council

West Lancashire Council had recently undertaken a similar review of their CCTV provision and service. The Council has always operated a 24 hour, seven days a week service. Although the service had always offered up the reduction of monitored hours as a cost saving measure for the Council, this had never been taken up. Ormskirk is a busy town and although there are probably periods throughout the day that are less busy than others, the system was monitored at all times.

Their old system was 10 years old and was coming to the end of its practical working life. The Council had started to see an increase in maintenance costs and any potential new equipment had significantly advanced. The Council decided to renew the system and the service was increased by adding a further 50% of cameras to existing provision. Although the system was upgraded, the Council did not invest in the best or latest technology. They did however try to get as many cameras as they could that were the same type, to reduce maintenance costs, although some additional types were needed dependant on locations or required functionality. The Council now has some cameras that are capable of recording a 360° rotation and some that are fitted with a sensory light, aimed at dispersing.

The CCTV service is funded by West Lancashire Council's mainstream budget who had recently moved its CCTV suite to new premises to allow for the extension in service and upgrade of equipment. Originally some of the equipment had been funded by the Local Strategic Partnership grant, but since its cessation, all funding is now provided by the authority. No actual income is generated from the scheme but it is considered a vital service for the detection and prevention of crime in the town.

7. CONCLUSION

The CCTV system is highly valued by the community of Chorley and has been evidenced by the findings of the Group. The Group feel that the perception of crime and the confidence upon which Chorley residents place in its CCTV system is of paramount importance.

It was noted that there have been many research studies conducted which have aimed to evaluate the effectiveness of CCTV but that it was difficult to quantify its effectiveness with a broad brush approach. Advice given directly by the Home Office indicated that authorities were best to evaluate their need in response to local issues and concerns.

The impact on crime figures is hard to predict but should the CCTV service be decommissioned, it could be theorised that without the deterrent effect of the CCTV cameras, certain crime categories would be negatively affected. Theft, anti-social behaviour, criminal damage and violent offences could increase.

CCTV places a key role in both supporting the detection rates of crime and anti-social behaviour. The system is not only used to identify suspects and accomplices but serves to eliminate individuals from suspicion, which can reduce the length of the investigatory process. Reducing the CCTV service provision could see a reduction in the successful detection of cases and prosecutions.

CCTV Analysis

Chorley Borough Council



Author: CSP Analyst

Date: 17 March 2014

GPMS: Not protectively marked

AIM & PURPOSE

The report will seek to provide analysis of Council CCTV usage, crime and anti-social behaviour in the district of Chorley, in order that informed decisions can be made in relation to tasking and allocating resources. Inferences and recommendations will be made if necessary, based on the objective analysis provided.

SCOPE

The document has been prepared utilising data from Chorley CCTV Operator Log and Lancashire Constabulary crime recording and intelligence systems. The Operator Log covered a period of time between 1 June 2013 and 31 December 2013. This information has been obtained on 14th March 2014.

SECTION 1: KEY FINDINGS, INFERENCES, CONCLUSIONS AND RECOMMENDATIONS

- There were 1041 operator logs recorded during the period 1 June 2013 and 31 December 2013.
- There were 127 requests to provide retained evidence and 335 requests to review footage.
- The greatest number (n=134) of CCTV Operator logs related to assaults this accounted for 12.9% of logs; 63.2% of these were requested by police.
- The three hour period of the week when most logs were created was between the hours of 00:00 and 02:59 on Sunday (n=67).
- There were 1776 crimes recorded in the locations where a camera is situated during the seven month period.

SECTION 2: ANALYSIS REPORT

Operator Logs

There were 1041 operator logs recorded during the period 1 June 2013 to 31 December 2013. This includes 706 incidents recorded on CCTV Operator Logs and 335 footage review requests. The three hour period of the week when most logs were created was between the hours of 00:00 and 02:59 on Sunday (n=67). This is also the period when most arrests (n=15) were made at scene and most number of evidential CDs were requested for (n=5).

The busiest three hour period of the day was between 09:00 and 11:59 hours, this period of the day had the most logs generated; greatest number of arrests at scene, most review requests made and greatest number of evidential CDs burnt off. The busiest days of the week were Saturday and Sunday when 183 logs were created on each day.

Monday had the least number of logs (n=101) recorded; the least busiest times of the day was between 03:00 and 05:59 hours when only 4 logs were recorded over the seven month period. With the exception of Saturday and Sunday between 00:00 and 02:59 hours; there were less than 10 logs recorded during the hours of 00:00 and 05:59 during the whole seven month period.

Three hour period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0000-0259	1	0	2	0	2	22	67
0300-0559	0	1	1	0	0	1	1
0600-0859	0	6	3	7	2	3	1
0900-1159	35	36	31	41	37	33	21
1200-1459	17	25	30	32	24	23	25
1500-1759	22	37	32	32	32	37	20
1800-2059	15	14	17	19	28	32	22
2100-2359	11	17	16	14	33	32	26
Total per day	101	136	132	145	158	183	183

Table 1: Number of operator logs per three hourly intervals per day, highlighting busiest periods in shades of red.

Requests for Service

60.6% (n=630) of Operator Logs resulted from police requests for CCTV whilst operators transferred 77.8% of logs to the police. A few logs, 5.7% (n=59) were not police related. Of the logs not recorded as police related 51.7% (n=30) were town centre radio requested and 5.1% council requests; the remaining ones had limited details but some related to British Transport Police and Lancashire Fire and Rescue Service.

In 5.5% (n=57) of cases when requests had been made, operators have recorded that the incident could not be seen on camera, this could be due to requests where there is no camera coverage at all or the incident was hidden from camera view.

An action made by the CCTV Operator was recorded on 77.5% of logs. In 37.2% of these cases CCTV Operators were asked to provide assistance to the police; in 28.3% of cases CCTV Operators received information and passed details to the police and in 10.3% of the cases CCTV Operators were proactive in identifying incidents / potential incidents and reported it to the police. CCTV Operator assistance was given to other organisations in 10.7% of the logs these included local businesses and town centre radio requests.

Actions Taken by Operator	Number of logs
Police assistance	300
Police advised	228
Other assistance	86
Pro-active CCTV Police advised	83
Potential incident logged	36
More than one action taken	22
View footage of car incident	21
Public protection - vulnerable person	21
Advised Nightsafe to attend	16
Footage burnt off	10
Traders informed of issue	8
Subject Access Request	5
Public protection - observation for public event	2
CBC/ Police Officers protection	2
Advised caller to contact Police	2
Unknown	234

Table 2: Number of actions taken by the operator.

Impact of CCTV

Assault was the most prevalent incident type during the seven month period, this accounted for 12.9% (n=134) of all operator logs, followed by anti-social behaviour 11.0% (n=114). Theft accounted for 109 logs, concern for welfare 77 logs and missing persons 67 logs. A complete list of operator logs by incident type can found at Appendix 1.

Over the seven month period 9.7% of the logs related to 110 people who were arrested on the spot. A further 34 persons were known to be arrested later. 20.1% (n=21) of those arrested were arrested for assault.

A dip sample of the assaults established that CCTV was used to establish facts of the crime, establish incorrect information provided by the aggrieved, attributed to admissions from offenders and identified unknown offenders. For example, an assault occurred on a young person and the offender was unknown. CCTV footage provided verification of the offender after officers had made tentative links to identify the offender. This resulted in full admission of assault by the offender who received an adult caution.

CCTV Operators have contributed in obtaining evidence and alerting police of instances for Anti-social Behaviour Orders on five females who were persistently targeting vulnerable people in Chorley. The individuals had between them actively targeted; offered sexual services, stolen from, bullied and

intimidated over 30 very vulnerable individuals over the last 12 months. Victims included the elderly, the infirm and those struggling with quite severe disabilities and mental health issues. The weight of evidence put before the court resulted in full Orders being granted on first application.

CCTV evidence was important in a high risk Domestic Violence case when an offender threatened to kill a female and her new boyfriend in Chorley Town Centre, this was captured on CCTV; later in the day the offender attempted to enter the victim’s home and made further threats to kill. Having reviewed the CCTV footage the Crown Prosecution Service found that the course of conduct and the direct threats made in the street were clearly evidenced. The case resulted in the offender receiving a 4 week sentence of imprisonment and 12 month suspended sentence.

An offender, who had seriously assaulted and stolen a large sum of cash off a victim who was left, lying in the middle of the road, received a 45 months prison sentence. The offender was traced through CCTV, the clothing seen on CCTV was seized and the hidden cash found. This was a substantial result in that the victim of robbery had little recollection of what had happened and could only provide little evidence.

Other incidents resulted in seizure or disposal of alcohol, dispersal of groups or individuals, attendance at the police station or words of advice given. In five cases members of the public were taken to hospital. Two cases related to deaths in a public place, when CCTV assisted in deciding that one of cases was not suspicious when a body was found in the road.

CCTV is also used for protection of people and places when left in a vulnerable state prior to physical assistance getting to the scene. These cases can vary from watching Cash in Transit vans, monitoring local public events, to monitoring lone vulnerable females or searching for missing persons. A breakdown of the CCTV Operator logs by result can be found at Appendix 2.

Crime in Camera locations

There are 42 cameras monitored by Chorley Borough Council CCTV Operators. The locations of the streets which contained a CCTV camera were identified.

There were 1776 crimes in the incident locations that contained CCTV cameras owned by Chorley Borough Council. A breakdown of crimes by location is shown in Table 3 below.

Location	Number of cameras	Number of crimes
1	11	293
2	4	235
3	1	212
4	3	190
5	4	178
6	2	169
7	11	125
8	2	109
9	1	107
10	1	83
11	1	66
12	1	9
Total	42	1776

Table 3: Number of cameras and number of crimes in the locations containing CCTV.

One location recorded the most crimes during this time period. This location contains 11 of the 42 cameras. Assault with Injury was the most prevalent offence type during the seven month period, this accounted for 13.7% (n=244) of all crime, followed by shoplifting (n=195). Other theft accounted for 163 offences, criminal damage to vehicles 140 offences and assault without injury 126 offences.

The peak time when most crime occurred was Saturday between 21:00 and 23:59 (n=61).

37.2% (n=661) of the offences in these incident locations had a positive outcome, 33.2% (n=589) were undetected, 1.9% (n=34) of the offences were dealt with by restorative justice. 27.7% (n=492) of offences were closed or declared that a prosecution was not possible.

SECTION 4: APPENDICES

Appendix 1: Breakdown of CCTV Operator Logs by Incident Type

Incident Type	Number of logs	Number of logs as percentage
Assault	134	12.9%
ASB	115	11.0%
Theft	109	10.5%
Concern for Welfare	77	7.4%
Missing Person	67	6.4%
Criminal Damage	63	6.1%
Shoplifting	56	5.4%
Drugs	42	4.0%
Public Order	41	3.9%
Wanted Person	38	3.7%
Drunk and Disorderly	32	3.1%
Suspicious Circumstances	28	2.7%
Traffic Offence	19	1.8%
Unknown	18	1.7%
Driving under the influence	16	1.5%
Road Traffic Collision	16	1.5%
Burglary	15	1.4%
Breach of Conditions	14	1.3%
Dangerous Driving	13	1.3%
Intruder Alarm	11	1.1%
Robbery	11	1.1%
Harassment	10	1.0%
Domestic Abuse	9	0.9%
ASB Drinking in exclusion zone	8	0.8%
Fraud	8	0.8%
Begging	8	0.8%
Indecent Exposure	7	0.7%
Littering	6	0.6%

Breach of ASBO	6	0.6%
Stolen Vehicle	6	0.6%
Possession of Weapon	5	0.5%
Illegal Trading	5	0.5%
Underage drinking	3	0.3%
Making off without Payment	3	0.3%
Threatening Behaviour	3	0.3%
Racist Incident	3	0.3%
Sexual Offence	3	0.3%
Interfering with vehicle	3	0.3%
Death	2	0.2%
Fire	2	0.2%
Lost property	1	0.1%
Firearms	1	0.1%
Blackmail	1	0.1%
Complaint	1	0.1%
Dog Bite	1	0.1%
Truancy	1	0.1%
Total	1041	100.0%

Appendix 2: Breakdown of CCTV Operator Logs by result

Result of CCTV Incident	Number of incidents
1 Person Arrested	126
1 Person Arrested and 1 Directed to leave	1
2 Persons Arrested	4
3 Persons Arrested	3
Anti-Social Driving Notice	1
Alcohol seized / poured away	17
Banning Order	5
Body Search	2
Caution	5
Community Order	1
Community Resolution	4
Directed to leave the area	24
False Alarm	1
Group Dispersed	3
Issued Direction to Leave	2
Littering Ticket	5
No sanction issued / known	355
Sanction not applicable	359
Incident not on camera	57
Nuisance	1
Penalty Notice	7

Restorative Justice	11
Sectioned under Mental Health Act	1
Summoned to Court	6
Taken to hospital	5
Vehicle Seized	1
Voluntarily Attended Police Station	17
Words of Advice	13
Youth Referral	3
Grand Total	1041

Chorley
Council



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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	20 th November 2014

REVENUE AND CAPITAL BUDGET MONITORING 2014/15 REPORT 2 (END OF SEPTEMBER 2014)

PURPOSE OF REPORT

1. This report sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2014/15.

RECOMMENDATION(S)

2. Note the full year forecast position for the 2014/15 revenue budget and capital investment programme.
3. Following the success of the Chorley in Bloom and buy-in from the community, Council is requested to approve the setting aside of £40,000 from in-year underspend to develop proposals surrounding the in bloom concept.
4. Request Executive approves the use of £30,000 from budget savings in 2014/15 to fund the additional cost of borough-wide campaigns and events.
5. Request Council approve the use of £112,000 from budget savings achieved on the Property Services contract in 2014/15 to contribute a sum of £65,000 towards the Town Hall refurbishment works and £47,000 towards the capital cost of Christmas attractions and events. It is further proposed that any additional saving achieved in 2014/15 against this budget is transferred to the Buildings Maintenance Reserve to fund future asset improvement works.
6. Note the transfer of a sum of £30,000 received from Chorley Community Housing to an Earmarked Reserve to fund continuation of the Employability Officer post in 2015/16.
7. Note the forecast position on the Council's reserves.
8. Request Council approve the following additions to the capital budget all externally funded from Section 106 receipts: £120k for the programme of improvement works at Ranglett's Recreation Ground; £63k for the improvement of the boroughs playing fields; and £2k from three small contributions to the Eaves Green development.
9. Note the addition of a £10k contribution received from Lancashire County Council to the Buttermere Play and Recreation budget.
10. Request Council approve the transfer of budgets between the capital and revenue budgets to better reflect future delivery of schemes – for further information see paragraph 59.
11. Request Council approve the removal of a £80k budget in the capital programme originally earmarked to fund the Council's contribution to a future highway improvement scheme which is no longer going ahead.

- 12. Request Council approve the removal from the capital programme of £25k for IT Projects. This element of the project will be funded from in-year revenue savings rather than borrowing, which will save the Council the cost of repayment in future years.
- 13. Note the addition to the capital programme of £1.1m to fund the agreed Council contribution to the Croston Flood Prevention Scheme approved at Council on 23rd September 2014.
- 14. Request Council approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2014/15.

EXECUTIVE SUMMARY OF REPORT

- 15. The projected revenue outturn currently shows a forecast underspend of £217,000 against budget (excluding additional net income from Market Walk). No action is required at this stage in the year. It is proposed elsewhere on the agenda that part of this underspend will be used to fund design and appraisal of the Extra Care scheme at Fleet Street.
- 16. The latest forecast excludes any variation to projected expenditure on investment items added to the budget in 2014/15. These projects are forecast to fully expend in 2014/15 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.
- 17. In the 2014/15 budget the expected net income from Market Walk is £543k. The latest projection – after taking into consideration £190k reserved to fund feasibility costs of the proposed extension and £100k transferred to fund further Town Centre Investment – is £707k. It is proposed that the £164k surplus be transferred to reserves, allocated 80:20 between the change management reserve and the Market Walk income equalisation reserve. This will bring Market Walk reserves to £198k by 31st March 2015.
- 18. The forecast of capital expenditure in 2014/15 is £5.767m.
- 19. The Council expected to make overall target savings of £130k in 2014/15 from management of the establishment. Excellent progress has been made in this area and I am pleased to report that the full savings target for 2014/15 has been achieved.
- 20. 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 shows that the General Fund balance could be around £2.406m.

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

REASONS FOR RECOMMENDATION(S)**(If the recommendations are accepted)**

21. To ensure the Council's budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

22. None.

CORPORATE PRIORITIES

23. This report relates to the following Strategic Objectives:

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

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

BACKGROUND

24. The Council's current net revenue budget is £15.850m.

25. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first six months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.

26. The 2014/15 budget included additional revenue and capital investment which focused on the Council's corporate priorities, together with major investment budgets carried forward from 2013/14. A sum of £0.660m (revenue) and £0.424m (capital) was approved for new investment. Details of the revenue costs incurred and expenditure committed to date can be seen in Appendix 2.

27. The Council's approved revenue budget for 2014/15 included target savings of £130,000 from management of the staffing establishment.

28. It was recommended in the June budget monitoring report that £100k of additional income from Market Walk be transferred to invest in the Town Centre Grants Programme and that any surplus additional income, currently forecast to be around £164k, be divided on a 80:20 basis between two reserves: the equalisation reserve to smooth any fall in forecast income from Market Walk in future years; and the change management reserve which would assist in funding future organisational change.

29. The latest forecast of capital expenditure in 2014/15 is £5.767m. Explanations for the changes to the previously reported position to Cabinet in August 2014 are expanded on in Section B of this report. The latest three year capital programme is shown in Appendix 4 based upon actual and committed expenditure during the first half of the financial year and adjusted for future spending based upon the latest timescales for project delivery.

SECTION A: CURRENT FORECAST POSITION – REVENUE

30. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £217,000 (excluding any additional net income from Market Walk). The significant variances from the last monitoring report to Executive are shown in the table below. Further details are contained in the service unit analysis available in the members' room.

ANALYSIS OF MOVEMENTS**Table 1 – Significant Variations from the last monitoring report**

Note: Savings/underspends are shown as ().

	£'000	£'000
Expenditure:		
Staffing Costs	(44)	
Management of the Establishment	(30)	
Citizens Advice Bureau (Debt Advice)	(30)	
Campaigns & Events	30	
Computer Equipment/Software - ICT Services	(40)	
Leisure Services Contract	(20)	
Transport Fleet	(33)	
Chorley Local Plan	42	
Bengal Street Depot – Business Rates	<u>10</u>	
		(130)
Income:		
Bengal Street Depot – Rent/Service Charge	<u>23</u>	
		23
Other:		
Development of in bloom concept	40	
Housing & Council Tax Benefits	(35)	
Pensions Account	(12)	
Other minor variances	<u>(15)</u>	
		(22)
Net Movement		(129)

31. The forecast saving of £55,000 on staffing costs shown in the table above is in addition to a further contribution of £30,000 made this quarter to meet the corporate savings target for 2014/15. The additional savings have been as a result of vacant posts from both the Chief Executive and Customer & Advice Services directorates remaining in the establishment following the departmental restructures being implemented.
32. In setting the estimates for 2014/15 the Council identified a budget provision of £30,000 to help support third sector advice organisations (in particular the Citizens Advice Bureau) who provide advice and support to residents in need of help with managing finances and debt. The council has worked closely with local advice organisations over the past two years to identify potential gaps in service provision and ensure that the required support is available to residents. Partner organisations are redirecting their advice to provide the necessary support and as a result, the budget provision of £30,000 is no longer required giving a saving in 2014/15.
33. The Council is to invest further on the campaigns and events scheduled for in and around the town centre leading up to Christmas. This year there is an opportunity to bring a number of

attractions together to encourage people to visit the town and stay for longer. It is anticipated that the additional cost of these attractions will be in the region of £30,000 and as a result it is recommended that the Council approve the budget transfer from the saving on debt advice outlined above to cover this additional cost in 2014/15.

34. The current budget forecast for Computer Equipment/Software is for an underspend of around £40,000 in the current year. This includes a provision of £27,000 included in the base budget for 2014/15 to help cover the increase in contract costs for Microsoft Licences. It is now anticipated that the increase will not come into effect until 2015/16. A further saving of around £13,000 is forecast on ICT contracts, with one of the main savings being the reduction in costs for Members internet charges following the roll-out of Members iPads.
35. In the June monitoring report, a budget shortfall of around £20,000 on the Council's leisure centre's contract was outlined. This was as a result of a reduction in the recharge of staff time to the Capital Programme as the main roof works are now anticipated to start towards the end of the financial year. I am pleased to report that the forecast deficit of £20,000 has now been offset by a reduction in the contract costs following recent negotiations with Active Nation. Although negotiations are still ongoing and the revised contract is yet to be signed off, the ongoing monthly charges have already been revised to reflect this reduction.
36. The Council recently acquired a number of new grounds maintenance vehicles (mowers, sweepers, tractors) for use in the Streetscene Delivery teams and these have now been placed on lease with effect from late August of this year. As the lease only commences mid-year there will be a one-off saving against budget as only charges for August to March will be incurred in 2014/15. In addition, the fleet of vehicles are relatively new at three years old and therefore require minimum maintenance allowing for further fleet savings. Assuming that any further vehicle acquisitions will only be placed on lease with effect from April of 2015, the current forecast is for a saving on fleet transport costs of around £33,000 this year.
37. One issue still to be resolved is the proposed site allocation for Gypsy and Traveller and Travelling Showpeople under the Chorley Local Plan 2012-26. The Council's proposed allocation has recently been approved for submission to the Local Plan Inspector for examination, due to reconvene on 23 and 24 September. The Council will likely incur significant costs following the re-opening of the examination hearing, with initial estimates of around £42,000 required to cover potential costs of the Programme Officer, Inspector and Barrister. Previous budget provision to cover costs associated with the Council's Local Development Framework have been fully utilised in 2013/14 but considering the current forecast revenue outturn position these costs can be met from current year underspends.
38. A report to Executive Cabinet on 21st March 2013 outlined the benefits of sharing the Bengal St Depot site with registered charity Recycling Lives. The proposals detailed the potential budget savings of £86,000 going forward from shared site costs and rental income. Based on these proposals, the Council's budget for 2014/15 included a total sum of around £45,000 for the first year savings on shared business rates and rental income. As the final details of the lease have still to be agreed, the full year savings will not be realised this financial year. As a result, the anticipated saving from shared business rates will not be achieved resulting in a cost of around £10,000 and there will be a loss of rental income of around £23,000 assuming the lease is finally signed off for a commencement date of 1 January 2015.
39. Following the success of the Chorley in Bloom and buy-in from the community, we are proposing to set aside £40,000 to develop proposals surrounding the in bloom concept. This will be funded from in-year underspends.
40. As outlined in previous monitoring reports, one budget that could have a significant impact on the Council's year-end position is the budget for housing benefit payments. Figures for the second quarter continue to show an increase in the level of costs recovered as a result of proactive investigation work. As a result, the revised forecast is for a further additional income sum of around £35,000 against the 2014/15 budget.

41. The 2014/15 revenue budget for compensatory added years pension costs was based on an estimate of the charges due from both Lancashire County Council and Tameside Council, and also included a provision for additional pension costs arising from any future early retirements. Details of the actual charges for 2014/15 have now been received from LCC and are lower than anticipated in budget. This should result in a budget underspend of around £12,000 in the current year.
42. One area excluded from the forecast figures detailed in Appendix 1 is the potential savings achievable on the property services contract now that the Liberata contract has ended and the service brought in-house. It is estimated, based on costs to date in the current year that a budget saving of over £120,000 should be achievable in 2014/15. It is proposed that the budget saving in 2014/15 is used to contribute a sum of £65,000 towards the cost of the Town Hall refurbishment works and also a sum of £47,000 towards the additional cost of Christmas lighting in 2014. Any remaining saving should be transferred to the Buildings Maintenance Reserve to fund future asset improvement works.
43. Earlier this year the Council launched an employability service to help unemployed local people, aged 25 to 49, to increase their chances of finding work. With funding from the Department for Work and Pensions, the new post of Employability Officer was created to help deliver the service, initially for a period of nine months. Subsequently, additional funding of around £30,000 has since been received from Chorley Community Housing to enable continuation of the service. It is therefore proposed that the CCH funding is transferred to a specific earmarked reserve to fund this post into 2015/16.

MARKET WALK

44. The budgeted net rental income from the Market Walk in 2014/15 is £543k. The latest forecasts estimate the Council will receive an additional £454k. This improved position is due to the letting of three units over the summer, savings to operational costs and reduced costs of financing the acquisition.
45. Of the additional income forecast £190k is to be used to fund design, planning and feasibility costs in relation to the extension to Market Walk and £100k has been transferred to finance further investment in the Town Centre through the Town Centre Grants Programme, continuing the Council's support of new local businesses through the award of shop front and shop floor grants.

Table 2: Market Walk Income Forecast (September 2014)

	2014/15 Budget	2014/15 Sep-14 Forecast	2014/15 Variance
Income Budget			
Gross Income	(1,759,827)	(1,795,580)	(35,753)
Expenditure Budget			
Operational costs and financing	1,216,630	798,295	(419,546)
	(543,197)	(997,284)	(453,213)
Commitments			
Market Walk Extension - design / feasibility costs	0	190,000	190,000
Transfer to Reserve for Town Centre Investment	0	100,000	100,000
Net Income	(543,197)	(707,284)	(163,213)
Transfer to reserve as per 2014/15 Budget Report			
Equalisation Reserve (annual contribution)	50,000	50,000	0
Asset Management re Market Walk	50,000	50,000	0
Revised Net Income	(443,197)	(607,284)	(163,213)

46. The approved budget made provision for a £50k transfer to reserve to fund asset maintenance costs outside of the service charge agreement and a £50k transfer to an equalisation account to build up a reserve to fund any future reduction to income levels. Should these amounts remain unchanged, based on current forecasts the revised net income will exceed budgeted estimates by £164k in 2014/15.
47. It is proposed that the additional income of £164k is transferred to reserves, allocated on the 80:20 basis in line with previous allocations, between the Market Walk income equalisation reserve and the change management reserve.

GENERAL FUND RESOURCES AND BALANCES

48. With regard to working balances, and as per Appendix 1, we started the year with a balance of £2.189m. The approved MTFs proposes that working balances are to be no lower than £2.0m given the budgetary challenges facing the Council. The current forecast to the end of September shows that the General Fund closing balance will be around £2.406m as detailed in the table below.

Table 3 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2014/15	2.189
Provisional revenue budget underspend	0.217
Forecast General Fund Balance 2014/15	2.406

49. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2014/15.

RETAINED BUSINESS RATES

50. The Business Rates Retention (BRR) scheme was introduced in April 2013. It provides a direct link between business rates growth or decline, and the amount of money the council has to spend on local people and local services. The Council is able to keep a proportion of business rates revenue, as well as growth generated on that revenue, within their local area. Conversely any decline in Business Rates revenue levels reduces the income received by the Council.
51. The calculation of the Business Rates expected to be retained (which was included in the 2014/15 approved budget) and a comparison with our latest forecast for the year is outlined below. The council receives resources for the year based on the initial estimate of business rates income included in the budget at the start of the financial year. Any change, be it a surplus or deficit, will normally be realised in the following two years.

Table 4 – Business Rates Income Projection

	Budget 2014/15 £000	June Forecast 2014/15 £000	Variance £000	
Net Rate Yield (after deducting reliefs, cost of collection and appeals)	27,015	27,547	532	1% growth forecast in 2014/15 and small reduction in reliefs (mirrored by reduction in section 31 grant below)

Calculation of Chorley retained income:

Retained by Chorley (before tariff/levy)	10,806	11,019	213	CBC retain initial 40% of income collected before further deductions
Tariff to Central Government	(7,646)	(7,646)	0	Fixed deduction to Central Government
Levy to Central Government	(620)	(694)	(74)	Reduction calculated against excess collected over base funding level
Estimated retained business rates	2,540	2,679	139	
Section 31 Grant	753	681	(72)	S31 grant compensates councils for an increase in reliefs – currently forecasting a slight reduction in line with reduced reliefs
Retained Rates and Section 31 Grant	3,293	3,360	67	

Budget split:

Base Funding Level	2,619	2,619	0	
Growth included in base budget	171	171	0	
Growth earmarked for Business Rates Reserve	503	570	67	Included in the budget to smooth future years fluctuations in income
	3,293	3,360	67	

52. The latest forecast of the income yield – net of costs for reliefs, cost of collection, bad debt and estimated appeals – is an increase in Chorley's share of retained rates of £67k. At this stage the monitoring of performance against budgeted estimates for the local retention of business rates is subject to change due to the volatility of variables such as the outcome of outstanding appeals. These latest estimates indicate we are meeting expectations included in the budget however further fluctuations will be closely monitored and any significant variances reported in the next monitoring report to Cabinet.

53. Central Government is committed to refunding Local Authorities for their loss in income from Retained Business Rates as a result of temporary changes to Small Business Rate Relief, Empty Property Relief and Retail Relief. DCLG have confirmed that the Council will receive compensating payment in the form of a section 31 grant in relation to reliefs in 2014/15.

54. In the latest forecast above the projected section 31 grant to the Council has reduced but there has been an equal reduction in the number of reliefs, which accounts for some of the increase in net yield.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

55. The Capital Budget for 2014/15 to 2016/17 as approved at Special Council in February and taking into account amendments reported to the Executive in June and August is as follows:

- 2014/15: £13.014m (includes £6.65m for Chorley East Health Centre)
- 2015/16: £1.228m
- 2016/17: £0.390m

56. Capital expenditure and commitments raised as of 30th September 2014 are £1.668m. This represents 30% delivery against the latest forecast for 2014/15. It is expected that with many schemes now on site that expenditure will accelerate throughout the second half of the year.

Amendments

57. Executive Cabinet is asked to approve the following additions to the capital budget:

- The improvement works at Ranglett's Recreation are being funded from section 106 contributions received in relation to the former Lex Autologistics site. The balance of funding following the initial cost plan for the scheme was £120k. It is proposed to add the remaining funding to the capital budget.
- £63k has been received for improving playing pitches in the borough.
- We have received a contribution of £10k from Lancashire County Council to add to the budget already in place for work on a new ball court and play area enhancement at Buttermere Green.

58. Executive Cabinet is asked to note the addition to the budget of the Croston Flood Prevention scheme. The Council is financing the funding gap of £1.1m and the budget has provisionally been profiled into 2015/16. This will mean the repayment of borrowing, over 50 years, will commence in 2016/17. The Council is continuing to lobby partners and third parties to raise additional funding in order to minimise this sum.

59. Executive Cabinet is asked to approve the following budget transfers between the capital and revenue budget to better reflect delivery:

59.1. The budget of £15k for an HR IT system, funded from a revenue reserve, will fund the new employee benefits software and is best categorised as revenue expenditure.

59.2. A contribution of £13,500 from Places for People is to be transferred to the capital programme.

59.3. In 2013/14 a three year recurring budget of £100k per annum was approved as part of the Play and Open Space Strategy. The scale of the schemes are such that the budget is more suitable to be classified as capital and so it is proposed to transfer the full allocation of £300k to the capital programme and reserve for schemes to improve play provision at parks as follows:

- £100k Astley Park (matched with an additional £75k from the existing Astley Park improvements capital budget);
- £50k King George V playing fields;
- £50k Tatton Recreation Ground;
- £50k Harpers Lane Recreation Park;
- £50k Coronation Recreation Ground.

60. The budget for the Chorley East Health Centre is to be re-profiled to reflect the latest timetable of delivery. The estimated cost is £6.650m and this will be split with approximately one quarter costs in 2015/16 and the remainder in 2016/17.

61. The budget for the scheme improving play facilities at the Jubilee recreation ground in Adlington has increased by £30k following a transfer of section 106 funding from the repair and renewal of playing fields budget.

62. The replacement bin capital programme has already utilised the initial budget profiled for this financial year. £40k of the 2015/16 budget has been accelerated to deal with the increase in demand. Bin stocks will be closely monitored for the remainder of the year with a view to increasing the annual budget going forward should the current level of activity continue.

63. The programme of improvement works to Ranglett's Recreation Ground is funded from section 106 contributions. The section regarding the increase to the budget is explained above, however £150k of the funding has been held on another budget line. This report brings together all the funding required to complete the scheme. The main elements and

costs are listed below; the full scheme is now budgeted to cost £705k; £605k this financial year.

- £100k Mineshaft and ground treatment works (completed 2013/14);
- £32k Mineshaft and ground treatment works and other preliminaries;
- £278k Phase 1 – footpath, lighting, installing car parking and other hard/softworks;
- £125k Phase 2 – creation of a MUGA and extension of existing play area;
- £100k Phase 3 – construction of a wheeled sport area;
- £70k towards enhanced parking works on Bolton Road.

64. The budget of £726k reserved for a project at the Buckshaw Railway Station and funded from section 106 contributions has been re-phased to 2015/16.

65. The final recommendations with regards to the capital programme are:

- (i) The removal of the £80k budget for the Council's contribution to a future highway scheme at Eaves Green Link Road. The scheme has not materialised and the funding from a section 106 contribution has not been received.
- (ii) The IT Projects budget of £47k included £25k to be financed from borrowing. Given the projected underspend within the Customer Services and ICT department this will now be funded from in-year revenue savings and in addition save on the cost of borrowing in future years.

66. If all the recommendations above are approved the revised capital programme will be as summarised below and as presented in Appendix 4:

- 2014/15: £5.767m
- 2015/16: £4.977m
- 2016/17: £5.378m

Capital Financing

67. The capital programme is financed using different sources of funding. The table below shows the latest proposed financing based on the forecast of expenditure in 2014/15. This in line with budget and will be reviewed at year-end to best manage the Council's own resources.

Table 5: Capital Financing as at 30th September 2014

Fund	2014/15 £'000
External Contribution	2,507
Government Grant	929
New Homes Bonus	424
Revenue	498
Capital Receipts	159
Borrowing	1,250
Capital Financing 2014/15	5,767

IMPLICATIONS OF REPORT

68. 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

69. The financial implications are detailed in the body of the report.

COMMENTS OF THE MONITORING OFFICER

70. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond	5488	29/07/14	Revenue and Capital Budget Monitoring 2014-15 Report 1

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	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2014/15 Forecast to end of September 2014	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive	5,715,980	(1,063,130)	(34,200)	119,132	4,737,782	(80,000)		4,657,782	4,629,340	(28,442)	-0.6%
Customer & Advice Services	1,048,820	985,900	55,840	113,860	2,204,420	(30,000)		2,174,420	2,062,840	(111,580)	-5.1%
Public Protection, Streetscene & Community	6,459,780	77,230	(21,640)	170,540	6,685,910	(20,000)		6,665,910	6,676,250	10,340	0.2%
Directorate Total	13,224,580	-	-	403,532	13,628,112	(130,000)	-	13,498,112	13,368,430	(129,682)	-1.0%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	244,380				244,380			244,380	232,259	(12,121)	-5.0%
Pensions Deficit Recovery (Fixed Rate)	709,600				709,600			709,600	709,600	-	-
Benefit Payments	91,040				91,040			91,040	(12,549)	(103,589)	-113.8%
Market Walk	(542,000)				(542,000)			(542,000)	(542,000)	-	-
Corporate Savings Targets											
Management of Establishment	-			(130,000)	(130,000)	130,000		-	-	-	-
Reduction in Pension Rate	-			-	-			-	0	-	-
Efficiency/Other Savings	-			-	-			-	0	-	-
Total Service Expenditure	13,727,600	-	-	273,532	14,001,132	-	-	14,001,132	13,755,740	(245,392)	-1.8%
Non Service Expenditure											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(130,000)			130,000	-			-	0	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	424,000			503,000	927,000			927,000	927,000	-	-
Net Financing Transactions	357,240				357,240			357,240	357,240	-	-
VAT Shelter Income	-				-			-	0	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-				-			-	0	-	-
Parish Precepts	564,710				564,710			564,710	564,713	3	
Total Non Service Expenditure/Income	1,215,950	-	-	633,000	1,848,950	-	-	1,848,950	1,848,953	3	
Total Expenditure	14,943,550	-	-	906,532	15,850,082	-	-	15,850,082	15,604,693	(245,389)	-1.5%
Financed By											
Council Tax	(6,462,660)				(6,462,660)			(6,462,660)	(6,462,669)	(9)	
Grant for freezing Council Tax 2014/15	(66,250)				(66,250)			(66,250)	(66,138)	112	
Revenue Support Grant	(2,998,550)				(2,998,550)			(2,998,550)	(2,998,546)	4	
Retained Business Rates	(2,531,460)				(2,531,460)			(2,531,460)	(2,531,460)	-	
Government S31 Grants (Small Business Rate Relief)	(752,580)				(752,580)			(752,580)	(752,580)	-	
Business Rates Retention Reserve	502,940				502,940			502,940	502,940	-	
New Homes Bonus	(2,629,750)				(2,629,750)			(2,629,750)	(2,629,818)	(68)	
New Burdens Grant	(16,400)				(16,400)			(16,400)	(16,402)	(2)	
Collection Fund (Surplus)/Deficit	(35,840)				(35,840)			(35,840)	(35,848)	(8)	
Use of Earmarked Reserves - capital financing	-			(503,000)	(503,000)			(503,000)	(503,000)	-	
Use of Earmarked Reserves - revenue expenditure	47,000			(403,532)	(356,532)			(356,532)	(328,532)	28,000	
Budgeted Contribution to General Balances	-				-			-	-	-	
Total Financing	(14,943,550)	-	-	(906,532)	(15,850,082)	-	-	(15,850,082)	(15,822,053)	28,029	-0.2%
Net Expenditure	-	-	-	-	-	-	-	-	(217,360)	(217,360)	
General Balances Summary Position				Target	Forecast						
				£	£						
General Fund Balance at 1 April 2014				2,000,000	2,188,920						
Budgeted Contribution to General Balances					0						
Provisional (Over)/Under Spend					217,360						
Forecast General Fund Balance at 31 March 2015				2,000,000	2,406,280						

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Budget Growth Projects 2014/15

This is a summary of current spend to date and outcomes. This is an iterative process and as such is to be treated as a live document and subject to change. Further discussions will be undertaken with project managers to discuss progress and outcomes of the projects listed below. Spend is defined as actual spend and approved commitments.

Project	Investment 2013/14	Recurring investment	New Investment 14/15	Total Investment 2014/15	Spend 2014/15	Balance 2014/15	Key Outcomes
Involving residents in their local area and equality of access for all							
Deliver agreed neighbourhood priorities	44,760		104,500	149,260	52,845	96,415	This project delivers priorities established through the neighbourhood group meetings and agreed by Executive Cabinet. The budget investment provides additional funding to support works over and above business as usual. Approved budget carried forward of £54,500 has been transferred to this project.
Chorley in Bloom			10,000	10,000	10,000	0	In October 2013, Chorley was awarded a Gold Medal Award in the best Small City Category and for the first time was nominated to represent the North West finalists in the national In Bloom finals. A capital budget of £15,858 was raised for the project, £10,000 funding from Council and £5858 funding through sponsorship from local business. Actual expenditure as at project close, 5th August 2014, is £15,230, leaving a balance of £628. Judging took place on 6th August 2014, the National Judges advising that the improvements in Chorley for 2014 are the best they have ever seen, commenting on the excellent Community involvement. This reflects how the project has united partners in working together resulting in improved working with Schools, Friends Groups, Volunteers, Chamber of Commerce and Traders Alliance amongst many others. The project ran well with planned targets of improvement being met on time and within budget. The town centre was highlighted by the judges as an area of concern with the lack of quality planting, although the project has received considerable positive feedback from residents and visitors in Chorley.
Connecting Communities through food			12,000	12,000	2,000	10,000	The aim of this project was to review activity to alleviate social isolation following the findings from the successful 6 month meals on wheels pilot launched in November 2013. The aim of this project is to put in place interventions to support a reduction in the level of social isolation across the borough with initiatives such as <ul style="list-style-type: none"> • Develop options and agree a way forward • Implement the way forward which may include extension and/or expansion of the current meals on wheels scheme (see project below) • Investigate alternative solutions such as casserole and luncheon clubs, community transport and community kitchens • Develop a number of initiatives such as Wheels 2 meals • Implement initiatives and monitor success. £2,000 has been committed for food based initiatives in the Western Parishes
Meals on wheels service			30,000	30,000	2,089	27,911	After a successful pilot the Meals on Wheels service has now been launched across the whole of Chorley. So far 46 new customers have signed up for the service, with most customers committing to 3 meals a week. Weekly numbers are steadily growing and currently stand at 225 meals per week being administered. The service is being further developed with the intention to deliver an evening service towards the end of October. The budget spend is ongoing with the contractor raising an invoice every 4 weeks.
Expand the food bank			15,000	15,000	15,000	0	The focus of this project was to ensure the availability of short term food provision for individuals and families from across the borough in crisis situations. A budget of £15,000 was allocated to The Living Waters Storehouse who provide the main food bank facility in Chorley. This funding was provided to enable them to improve their existing facility and meet increasing local demand. 1143 food parcels were administered between December 2013 and September 2014. However it should be noted that overall performance for this project is not measured through the number of food parcels administered, as the overall aim of the project is to decrease the number of referrals into the Food Bank through preventive measures and this can be either into the council's employability and housing officers or external agencies. Numbers of referrals into the employability officer have been steadily increasing with just 5 referrals being made in April 2014 increasing to 20 referrals in August 2014. Review meetings are ongoing with all partners to improve the number of referrals and engagement with support services.
Community development and volunteering	28,230	70,000		98,230	18,175	80,055	Working with the social enterprise SPICE. 75 local government organisations/community groups using time credits involving 750 volunteers.
Support to the VCFS Network		15,000		15,000	15,000	0	This investment is paid to support the infrastructure of the VCFS network which supports the sector.
A strong local economy							
Inward Investment Delivery	253,600		100,000.00	353,600	159,798	193,802	This includes Market Street Shops refurbishment, inward investment events and Choose Chorley Grant funding. So far comprehensive visual improvements to Market Street have been completed with 27 shops taking part in the scheme. Whilst this work was underway several additional premises took the opportunity to improve without our help i.e. Argos, Outlet, Yorkshire Bank, DW Sports, Swinton Ins. 2 Choose Chorley grants have been awarded leveraging in £135,500 from the private sector and improving 870 sq.ft employment floor space with the potential to create an additional 40 jobs.
Support the expansion of local businesses	46,620		45,000	91,620	38,395	53,225	As part of the business support service for existing businesses a reward scheme was launched in April 2013 to support existing businesses in their expansion and growth plans. This scheme is called the Chorley Business Investment for Growth grant (Chorley BIG) and aims to support businesses that are creating or safeguarding jobs with capital investments or works. The scheme is delivered through a hybrid grant model with businesses undertaking to re-pay into the community for the funding they have received. 3 Chorley Business Investment for Growth grant applications have been approved with 21 jobs forecasted.
Business start-up scheme			67,000	67,000	3,210	63,790	The Starting Business Grant was introduced in September 2012 and has supported over 100 businesses to date. This project reviews the scheme in order to deliver a more sustainable support mechanism for business start-ups through moving away from a straight, non-repayable grant into a hybrid grant/loan scheme and provide a cost-effective means of continuing to financially support new start-up businesses in the borough. After reviewing the scheme the decision has been taken to no longer fund the loans through the council but to provide loans through the Credit Union. This provides a more cost effective means and provides savings for the council. So far 10 loans have been authorised by the Credit Union at a total cost of £910. Action - Discussions have taken place with Cath around carrying forward the budget next year to fund grant.
Town Centre and Steeley Lane pilot action plans			100,000	100,000		100,000	This is part of a two year programme of local area projects within the town centre and Steeley Lane areas of Chorley. Spend has been delayed, however to date 80k has been identified for CCTV, new pavements and public realm which are to be implemented this financial year.
Town Centre campaign			20,000	20,000	20,000	0	This campaign is focused on brining a more coordinated approach to events held in the town centre, providing a better experience for visitors. It is hoped this approach will also help us understand who is visiting the town centre and identify what we can do to increase town centre visits.
Promoting the council's assets campaign							The aim of this project is to encourage people to view the council's visitor attractions as a destination for spending their free-time
Town Centre master plan			35,000	35,000	35,000	0	The budget was also earmarked for the creation of a detailed master plan for Fleet St investment opportunity. This has now been prepared in house and details usage for residential and extra care. The savings generated through using in house resources will be used for initial costs of the proposed extra care scheme at Fleet Street and earmarked for other town centre masterplanning.
Joint Employment Initiative with Runshaw College	29,370			29,370	29,370	0	Two year programme assisting employers through grant assistance to help overcome some of the obstacles in employing an Apprentice i.e. IT Equipment and office resources
Clean, safe and healthy communities							
Free Swimming			8,000	8,000	7,500	500	This project offers free swimming to 16 year olds and under during the summer school holiday period (Monday to Friday). There were 3,579 free swimming attendances during summer 2014. That's a 5% increase on last year's figures. Of these 1403 were children who on average attended the All Season Pool 2.2 times and the Brinscall Pool 4.5 times. The average age of the children participating were between 10 and 12 years old.

Project	Investment 2013/14	Recurring investment	New Investment 14/15	Total Investment 2014/15	Spend 2014/15	Balance 2014/15	Key Outcomes
16/17 young person's drop in centre			21,000	21,000	9,000	12,000	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. The service has been delivering outcomes since January 2012 and was developed following a one-off payment of £30k from the Department for Communities and Local Government. Funding of £21,000 has been allocated for the cost of the service to be delivered until March 2015. The funding will be used to pay for the two part time mediation/support workers, the hiring of the venue, equipment and some materials.
Street Furniture	6,340		35,000	41,340		41,340	In 2011 a replacement litter bin programme was implemented and investment over the last three years has totalled £130k to primarily invest in new combined litter bins. However the project has now been expanded to include cycle racks, further green litter bins and picnic benches in Astley Park as well as the purchase of further black litter bins with an investment of £35k for 2014/15. The following items have been purchased with delivery due towards the end of October 2014. <ul style="list-style-type: none"> • Eight cycle racks that will be installed at Tatton Rec, Coronation Rec, Harpers Rec, King Georges (double near changing rooms), Astley Park near walled garden and bowling hut, Jubilee Rec and Rangletts. • Twenty green litter bins for Astley Park. • Fifteen green picnic benches for Astley Park • One hundred black litter bins – to replace town centre car park bins, additional bins for the top end of Market Street when work completed and replacement of other old bins throughout the borough. Installation of the items will then be scheduled into Streetscene work taking into consideration that installation in development areas will take place after the work has been completed. Because of this some installations will not be completed until 2015. The project enhances our areas and through awareness campaigns encourages people to use the bins helping to keep our areas litter free and meet our corporate priorities.
Provide a mediation service for ASB case resolution (Mediation service for anti social behaviour disputes)			7,000	7,000		7,000	The aim of the project is to procure an external mediation service which can be used by the Intervention and Prevention Officers together with partner agencies to resolve antisocial behaviour and neighbour disputes where it is deemed appropriate.
Play and Open Play Strategy	100,000	100,000	50,000	250,000		250,000	The Play, Open Space and Playing Pitch Strategy builds upon the Opens Spaces Study undertaken in 2011-12 and covers three key areas, open spaces, playing pitches and play areas. Following approval at Executive Cabinet in August 2014 the strategy and associated action plan will be implemented from 2014-19, year 1 of the strategy will therefore now commence 2014/15. The budget has been transferred to the Capital Budget to best reflect project delivery.
British Cycling tour of Lancashire			20,000	20,000	10,000	10,000	This project supports the development and delivery of a cycling and sporting programme of activities and events in Chorley in partnership with British Cycling. Many actions have been completed including a cycling festival held in March and the launch of Sky Ride Local which has developed routes for community rides that impact on all neighbourhood areas. The project culminates with the promotion and delivery of a weekend long sporting event planned in April 2015; this event will help 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.
An ambitious Council that does more to meet the needs of residents and the local area							
Chorley Council Energy advice switching service			15,000	15,000	1,500	13,500	The Energy Switching Support contractor has provided services at Civic Offices on a weekly basis since Monday 2nd June and the service has been promoted to partner agencies including Help Direct, Age UK and Parish Councils.
Develop the offer at Chorley's Credit Union	9,000	50,000		59,000	30,900	28,100	This is a three year recurring budget from 2013/14 and contributes to rent and staffing costs of the Credit Union in the Town Centre
Private Property Improvement Scheme	48,030			48,030		48,030	This budget is being used to fund a new Empty Homes Officer post within HEN for a period of 18 months. Around 60 properties have been identified within the borough that have fallen into disrepair, the officer will work closely with owners to improve the appearance of the properties and bring them back into use. During the 18 months the work will be monitored assessing impact and reviewing how we have engaged with owners to improve properties and bring them back into use.
Employee health scheme			20,000	20,000	3,979	16,021	The Health Care Cash plan scheme proved to be very successful in its first year and this project sees the scheme extended for a further 12 months. The investment enables the council to pay a fixed contribution per employee, allowing employees to claim back costs of health related treatments. Claims for the period 1st January to date are at £15,192 with 392 claims being made. This is up from the same period last year when £14,123 was paid with 360 claims made, reflecting that the scheme is well used by staff.
	565,950	235,000	714,500	1,515,450	463,761	1,051,689	

Analysis of Reserves and Provisions 2014/15

Reserve or Provision	Purpose	Opening Balance 01/04/14 £	Other Transfers 2014/15 £	Forecast Use in 2014/15 £	Forecast Balance 31/03/15 £	Notes
Reserves						
General Fund Balance		2,188,920	217,360		2,406,280	(1)
Change Management Reserve	Unused balance from 2012/13	6,600			6,600	
Change Management Reserve	From Market Walk net income 2013/14	260,950	130,400		391,350	
VAT Shelter Income	Capital/revenue financing	121,340		(121,340)	0	
Provision for Pension Liabilities	Payment to Lancashire Pension Fund	1,750,000			1,750,000	
Non-recurring growth	Budgeted financing of new investment	0			0	
Market Walk	Income Equalisation Reserve	65,240	82,600		147,840	
Market Walk	Asset Management	0	50,000		50,000	
S31 Grant	Empty property/small business rate relief	331,770		(115,000)	216,770	
Business Rates Retention	Surplus on levy payment	30,470	502,940		533,410	
Non-Directorate Reserves		2,566,370	765,940	(236,340)	3,095,970	
Chief Executive						
	Slippage from 2012/13	0			0	
	Slippage from 2013/14	24,000		(24,000)	0	
Chief Executive's Office		24,000	0	(24,000)	0	
	Slippage from 2012/13	0			0	
	Slippage from 2013/14	9,000		(9,000)	0	
	PRG - capital financing	48,860		(48,860)	0	
	PRG - uncommitted	29,350		(29,350)	0	
	2013/14 New Investment Projects	9,000		(9,000)	0	
Policy & Performance		96,210	0	(96,210)	0	
	Town Centre Grants	92,900	100,000	(92,900)	100,000	
	Town Centre Reserve	158,300		(158,300)	0	
	2013/14 New Investment Projects	329,590		(329,590)	0	
Economic Development		580,790	100,000	(580,790)	100,000	
	Legal Case Mgt System	1,520		(1,520)	0	
	Town Hall Roof Safety Boards	16,000		(16,000)	0	
	Union Street Roof Safety Boards	10,000		(10,000)	0	
	Capital financing	73,760		(73,760)	0	
	2013/14 New Investment Projects	48,030		(10,000)	38,030	
	Slippage from 2013/14	26,140		(26,140)	0	
	Buildings Fund	176,680		(176,680)	0	
	Elections	85,000		(27,000)	58,000	
Governance		437,130	0	(341,100)	96,030	
	Slippage from 2013/14	5,000		(5,000)	0	
Shared Financial Services		5,000	0	(5,000)	0	
	Slippage from 2013/14	13,640		(13,640)	0	
	HR Reserve from 2013/14 underspends	20,000		(20,000)	0	
	Impact of 2014/15 Pay Policy	0	10,000	(10,000)	0	
	Additional NEETs	44,330		(21,265)	23,065	(3)
Human Resources & OD		77,970	10,000	(64,905)	23,065	
Chief Executive		1,221,100	110,000	(1,112,005)	219,095	
Customer & Advice Services						
	Slippage from 2013/14	10,610		(10,610)	0	
	Government Grants (Housing)	542,820	(3,170)	(257,000)	282,650	
	Handyperson Scheme	45,870		0	45,870	
	Capital financing	7,920	3,170	(11,090)	0	
Housing		607,220	0	(278,700)	328,520	
	ICT Projects	211,390	45,830	(257,220)	0	
	Slippage from 2013/14	116,270	(20,830)	(68,900)	26,540	(3)
	ICT Reserve from 2013/14 underspends	25,000	(25,000)	0	0	
	Capital financing	8,450		(8,450)	0	
ICT Services		361,110	0	(334,570)	26,540	
Customer & Advice Services		968,330	0	(613,270)	355,060	

Analysis of Reserves and Provisions 2014/15

Reserve or Provision	Purpose	Opening Balance 01/04/14 £	Other Transfers 2014/15 £	Forecast Use in 2014/15 £	Forecast Balance 31/03/15 £	Notes
Reserves						
Public Protection, Streetscene & Community						
	Environmental clean-ups/grot spots.	56,500		(56,500)	0	
	Neighbourhood Working (pump priming)	71,270		(71,270)	0	
	2013/14 New Investment Projects	72,990		(72,990)	0	
	Slippage from 2013/14	7,600		(7,600)	0	
	Health, Environment & Neighbourhoods	208,360	0	(208,360)	0	
	2013/14 New Investment Projects	106,340		(106,340)	0	
	Slippage from 2013/14	45,010		(45,010)	0	
	Astley Hall Works of Art	5,840			5,840	(2)
	Allotment Development	10,830		(10,830)	0	
	Maintenance of Grounds	62,200	10,000		72,200	(2)
	Streetscene & Leisure Contracts	230,220	10,000	(162,180)	78,040	
	Planning Appeal Costs	47,830		(47,830)	0	
	Government Grants (Personal Searches)	34,350		(34,350)	0	(2)
	Local Development Framework	0			0	
	Planning	82,180	0	(82,180)	0	
	Public Protection, Streetscene & Community	520,760	10,000	(452,720)	78,040	
	Directorate Reserves	2,710,190	120,000	(2,177,995)	652,195	
	Earmarked Reserves	5,276,560	885,940	(2,414,335)	3,748,165	
	Total Reserves	7,465,480	1,103,300	(2,414,335)	6,154,445	

Provisions

Insurance Provision	Potential MMI clawback	20,778		(20,778)	0	
Other Provisions	Asda re: land at Bolton Street	10,000		(10,000)	0	
	Total Provisions	30,778	0	(30,778)	0	

Notes

(1) Based on forecast as at 30 September 2014.

(2) Use of these reserves outlined in revenue budget monitoring reports during 2014/15.

(3) Committed for use in 2015/16.

Appendix 4 - Capital Programme (September 2014)

	2014/15 Actuals	2014/15 Commitments	2014/15 Previous Forecast	2014/15 Current Forecast	2014/15 Variance	2015/16 Previous Forecast	2015/16 Current Forecast	2015/16 Variance	2016/17 Previous Forecast	2016/17 Current Forecast	2016/17 Variance	2014/15 to 2016/17 Previous Forecast	2014/15 to 2016/17 Current Forecast	2014/15 to 2016/17 Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Regeneration Programme														
Market Street Redevelopment			1,000	1,000	0	0	0	0	0	0	0	1,000	1,000	0
Other Regeneration Projects			300	300	0	0	0	0	0	0	0	300	300	0
Car Park Resurfacing	220	152	358	358	0	0	0	0	0	0	0	358	358	0
Market Street Refurbishment (98-102)	48		32	32	0	0	0	0	0	0	0	32	32	0
Asset Improvement Programme	19		200	128	-72	200	200	0	200	200	0	600	528	-72
Bengal Street Grant			40	40	0	0	0	0	0	0	0	40	40	0
Chorley East Health Centre			6,650		-6,650	0	1,663	1,663	0	4,988	4,988	6,650	6,650	0
HR Management System			15	0	-15	0	0	0	0	0	0	15	0	-15
Chorley Market Gazebo	8		10	10	0	0	0	0	0	0	0	10	10	0
Total Chief Executives	295		8,605	1,868	-6,737	200	1,863	1,663	200	5,188	4,988	9,005	8,918	-87
Affordable Housing Projects														
St George's Street		136	272	272	0	0	0	0	0	0	0	272	272	0
Halliwell Street		77	77	77	0	0	0	0	0	0	0	77	77	0
Beaconsfield Terrace	28		27	27	0	0	0	0	0	0	0	27	27	0
Housing Renewal	83		83	83	0	0	0	0	0	0	0	83	83	0
Disabled Facilities Grant	190		405	405	0	420	420	0	0	0	0	825	825	0
Cotswold House Improvements	206	65	466	538	72	0	0	0	0	0	0	466	538	72
Bengal Street Depot Accommodation			75	75	0	0	0	0	0	0	0	75	75	0
Home Energy Repair Grants			3	3	0	0	0	0	0	0	0	3	3	0
Climate Change Pot			7	7	0	0	0	0	0	0	0	7	7	0
IT projects			47	22	-25	0	0	0	0	0	0	47	22	-25
Unified Intelligent Desktop			3	3	0	0	0	0	0	0	0	3	3	0
Total Customer and Advice Services	507		1,465	1,512	47	420	420	0	0	0	0	1,885	1,932	47
Astley Hall & Park Development Programme														
Astley Hall & Park Development (carried forward)	167	13	438	438	0	0	0	0	0	0	0	438	438	0
Play Areas - Astley Park - 2013/14 Investment (Year 1)			0	0	0	0	100	100	0	0	0	0	100	100
Astley Hall & Park Development - New Investment	2		324	324	0	218	218	0	0	0	0	542	542	0
Adlington Play Facilities (s106)	42	58	133	163	30	0	0	0	0	0	0	133	163	30
Big Wood Reservoir			12	12	0	0	0	0	0	0	0	12	12	0
Clayton Brook Village Hall Extension	1		130	144	14	0	0	0	0	0	0	130	144	14
Eaves Green Play Development (s106)		1	178	180	2	0	0	0	0	0	0	178	180	2
Leisure Centres Improvements		5	59	59	0	275	275	0	75	75	0	409	409	0
Play & Recreation Fund (s106) [BUTTERMERE]			24	34	10	0	0	0	0	0	0	24	34	10
Play Areas - 2013/14 Investment (Years 2 and 3)			0	0	0	0	200	200	0	0	0	0	200	200
Play Area and Playing Pitch S106			155	188	33	0	0	0	0	0	0	155	188	33
Rangletts Recreation Ground (s106)	3	3	365	635	270	0	0	0	0	0	0	365	635	270
Recycling receptacles (bin replacement)	129	10	110	150	40	115	75	-40	115	115	0	340	340	0
Buckshaw Village Cycle Network (s106)			11	11	0	0	0	0	0	0	0	11	11	0
Buckshaw Village Rail Station (s106)			726		-726	0	726	726	0	0	0	726	726	0
Eaves Green Link Road - contbn to LCC - (s106)			80	0	-80	0	0	0	0	0	0	80	0	-80
Highway Improvements Pilling Lane Area (s106)			150	0	-150	0	0	0	0	0	0	150	0	-150
Puffin Crossing Collingwood Letchworth (s106)			48	48	0	0	0	0	0	0	0	48	48	0
Yarrow Valley Country Park Reservoir Work	2		2	2	0	0	0	0	0	0	0	2	2	0
Croston Flood Prevention Scheme			0	0	0	0	1,100	1,100	0	0	0	0	1,100	1,100
Total Public Protection, Streetscene and Community	346	90	2,945	2,388	-557	608	2,694	2,086	190	190	0	3,743	5,272	1,529
Total Capital Programme	1,148	520	13,014	5,767	-7,247	1,228	4,977	3,749	390	5,378	4,988	14,632	16,121	1,489

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Report of	Meeting	Date
Director of Customer and Advice Services (Introduced by the Executive Member for Customer and Advice Services)	Executive Cabinet	20 th November 2014

LANCASHIRE COUNTY COUNCIL: RECOMMISSIONING OF INTEGRATED HOME IMPROVEMENT SERVICES (IHIS)

PURPOSE OF REPORT

1. To advise Executive Cabinet of Lancashire County Council's (LCC) intention to recommission Home Improvement Services, and to seek approval for the Council's Home Improvement Agency (HIA) to accept LCC's invitation to enter into a partnership arrangement to deliver this service on their behalf in Chorley from April 2015.

RECOMMENDATION(S)

2. Executive Cabinet is requested to approve a recommendation for the Council to accept LCC's offer of a partnership arrangement to deliver the IHIS service in Chorley (contract area 3) from April 2015, on an initial 3 year term to 31st March 2018, with an option to extend for an additional 2 years to 31st March 2020.
3. Executive Cabinet is requested to approve a recommendation for Officers to investigate the feasibility of the Council tendering for the IHIS service in contract area 4, which comprises West Lancashire, South Ribble and Preston. Exploring the potential for such an opportunity would include dialogue with Preston Care & Repair (with whom we already work closely as our existing Handyperson provider) as potential partners in a joint bid for this contract.

EXECUTIVE SUMMARY OF REPORT

4. LCC are re-tendering the IHIS service with a view to awarding contracts from April 2015. LCC have confirmed that in Districts which already have 'in-house' Home Improvement Agencies delivering the service which are accredited by Foundations (<http://www-foundations-uk-com-hia-search>) - such as Chorley - there will be no requirement to tender and that HIAs in such areas will be invited to deliver the service on a "partnership basis".
5. The report describes the services which LCC are expecting providers to deliver. The HIA is already delivering some of these services (either directly or via sub-contractors). However, there are other elements of the service which are not currently delivered by the HIA and for which it would be necessary to gear up in order to be in a position to deliver by April 2015.

Confidential report Please bold as appropriate	Yes	
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Key Decision? Please bold as appropriate	Yes	
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 6. Accepting the IHIS contract will enable the Council – through the HIA - to continue to directly deliver a holistic service to some of the most vulnerable members of the community.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 7. An option of declining LCC’s offer to enter into a partnership agreement to deliver the IHIS service was considered and rejected. To decline LCC’s offer would have meant loss of funding to the HIA. It could have also compromised the Council’s position in the sense that its ability to influence and direct the activities of the delivery agent would be reduced if that role was not performed by the HIA.

CORPORATE PRIORITIES

- 8. 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

- 9. LCC have embarked on a project to achieve what they describe as *Integrated Home Improvement Services*. Their explanation for moving towards this approach is as follows:

- Currently there is no consistent offer across the 12 Districts of Lancashire.
- The financial context of reducing budgets (LCC are aiming to achieve savings of £300 Million over the period 2013 to 2017) means that LCC wish to ‘*make the best use of the resources that are available to maintain quality services which address the needs of our communities*’.

- LCC want to see services that are well-co-ordinated, targeted at those in need and as efficient in their delivery as possible. They want the same offer for people no matter where they live in Lancashire.
 - LCC want to commission services in lots or contract areas which, as far as possible, reflect the Clinical Commissioning Groups (CCG) footprints across Lancashire, the commitments within the Lancashire Better Care Fund (BCF) submission and which provide opportunities to work at a neighbourhood level.
10. The IHIS service 'package' consists of a number of elements, which LCC have confirmed must all be accepted by providers in order to be awarded the IHIS contract or 'partnership arrangement' in the case of in-house HIAs. It makes sense that these elements have been brought together and, coupled with DFG and energy efficiency, will provide a comprehensive offer to vulnerable members of our community.
 11. LCC's Procurement Manager has recently stated, in response to a query from HIA Officers, that *"we would expect Chorley to be delivering the services in-house. If there is a wish to subcontract the Handyperson and Minor Adaptations then I believe we would be challenged on the legality of transferring the money to Chorley and not going to tender. If Chorley do not wish to deliver all the service then we will need to go to tender for this lot"*.
 12. The IHIS service elements are as follows:
 - Healthy Homes Assessment
 - Handyperson service
 - Core HIA service
 - Minor Adaptations service
 - Retailer of small items of equipment
 13. It would appear that to comply with LCC's expectations it will therefore be necessary to directly deliver the Handyperson and Minor Adaptations service, which are likely to incur capital and revenue set up costs which are yet to be quantified.
 14. As an existing HIA service provider with a proven track record of delivery, this is an opportunity to build on our existing success and retain control of a vital service in Chorley.

INDICATIVE FUNDING FOR 2015/16

15. Applying a formula which uses various weightings including factors such as the number of residents in each District aged 65 and over, Index of Multiple Deprivation (IMD) methodology and Lower Super Output Area (LSOA) data, LCC have provided details of the anticipated budgets to be allocated to Chorley in 2015/16.
16. The outcomes are that for the Core HIA and Handyperson service for 2015/16, Chorley has been allocated £72,724, which is an increase of £16,812 on the current funding level received from LCC via its *Supporting People* budget.
17. The Council would be able to determine the percentage of this budget to be used for the core HIA service and the percentage to be used for the Handyperson service in order to meet the outcomes defined in the service specification.
18. The £72,724 proposed for Chorley includes a "preventative" funding allocation of 10% of this total amount. These funds are to be paid upfront to providers in year one, to enable

them to develop links with neighbourhoods to promote prevention and to target specific ‘at risk’ groups that may not meet the eligibility criteria for the Core or Handyperson service.

- 19. Such ‘at risk’ groups may vary from District to District but could include people who may need grab rails but are not eligible under the Fair Access to Care Services (FACS) criteria, and all people aged 85 and over.
- 20. The funding for the Minor Adaptations service is based on contract value per job based on 2012/13 data circulated by LCC. The fixed price per job will be paid regardless of the cost of the actual work.
- 21. Thus there may be instances when the work is carried out at a lower cost than the fixed price. Conversely the actual cost may on occasion exceed the fixed price payable.
- 22. Based on the 2012/13 data which LCC are using to predict expenditure on the Minor Adaptation service in 2015/16, Chorley would expect to receive a further £94,500 in 2015/16 for delivering Minor Adaptations. However, funding for the Minor Adaptation service is based on usage so it will fluctuate subject to customer demand.

POTENTIAL DEVELOPMENT OPPORTUNITIES

- 23. The HIA, being accredited by Foundations, is eligible to submit an expression of interest to LCC in respect of delivering the IHIS contract in other Districts.
- 24. Contract area 4 (West Lancashire, South Ribble and Preston) is the closest geographically to our current operational focus in Chorley, and it would be prudent to examine the feasibility of bidding to provide the IHIS service across those three Districts.
- 25. LCC are arranging a ‘capacity building’ session for potential providers in mid-November, and their Procurement team will carry out a provider briefing session towards the end of November. The Housing Team Leader (Private Sector) is to attend these sessions.
- 26. The tender period is expected to be from the end of November to mid-January 2015. Thus there would be an opportunity to report further to Executive Cabinet at the 11th December 2014 meeting to seek confirmation of the Council’s position in respect of this matter.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

28. Presently some part of the team is funded from the monies received from Lancashire County Council in respect of the Supporting People element. Therefore, any continued support is welcomed, as without it Members would need to determine if the Council would be prepared to fully fund the service. There are still some details to resolve, but the funding available will be able to cover the cost of the proposed service.
29. In respect of development opportunities, again we will need to consider the impact on resourcing and service delivery before determining whether or not to bid. However, the opportunity does exist, should the Council decide to bid, to potentially improve the resilience of the service and also deliver a contribution to the Council's overheads.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

30. Subject to Member approval the councils agreed consultation process will be followed which will entail a period of pre-consultation allowing staff to make suggestions for the delivery of the partnership arrangements should the councils bid be successful. There will be a subsequent period of formal consultation once the outcome of the tendering process is known. At which time staffing proposals will be prepared and agreed for consultation with staff. Should any restructuring be necessary the agreed Restructure Policy will be followed and internal recruitment procedures will apply.

COMMENTS OF THE MONITORING OFFICER

31. The Council have legislative authority to partner with the County Council pursuant to section 101 of the Local Government Act 1972. The processes proposed within this report for the bidding of the service provision in other areas are appropriate.

LESLEY-ANN FENTON
DIRECTOR OF CUSTOMER & ADVICE SERVICES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Martin Sample	5704	22 nd October 2014	***

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Report of	Meeting	Date
Director of Customer and Advice Services (Introduced by the Executive Member for Customer and Advice Services)	Executive Cabinet	20 November 2014

FLEET STREET MASTERPLAN- EXTRA CARE SCHEME

PURPOSE OF REPORT

1. To provide the details of the outcome of the Fleet Street master plan consultation exercise.

RECOMMENDATION(S)

2. That the Council proceeds with developing the business case and design for an extra care scheme on Fleet Street.
3. That an options appraisal is incorporated into the project which includes exploring the option for a council owned and managed Extra Care Scheme.
4. That the Council authorises site accumulation works.
5. That the Council agrees to allocate sufficient resources in order to proceed with the project, which will enable the commission of an architect and if necessary professional fees to assist in the modelling of the scheme finances, including capital costs and income and expenditure.
6. That subject to the findings of the business case, a future report is submitted to Executive Cabinet which will seek permission to allocate the land, any capital funding and to progress the scheme.

EXECUTIVE SUMMARY OF REPORT

7. Nationally and locally we face significant challenges in meeting the needs of a changing demographic profile, with increasing life expectancy and demands for housing which balance independence with varying levels of care and support.
8. With this in mind, Lancashire County Council published an Extra Care and Specialist Housing Strategy in May 2014 and this document provides the strategic context for this emerging issue, as well as a compelling argument for significant volume of new provision of older person's accommodation across Lancashire, to meet both need but also deliver efficiency savings from the use of residential care and also hospital admissions.
9. The Council welcomes this strategy, as we are committed to working with partners to influence 'place shaping' in the borough and identify opportunities for affordable housing, both general needs and specialist and the drive to make best use of our assets has provided a catalyst for this scheme.

10. Fleet Street was identified as a potential parcel of land suitable for housing development as part of the Town Centre Masterplan, which was produced in August 2013. A detailed consultation exercise was undertaken with local residents to engage them in the scoping and ensure they feel they have had a say in how Fleet Street is taken forward.
11. The outcome of the consultation was positive and demonstrated a support locally for older person’s accommodation.
12. Extra care in particular was identified as a suitable option as it is more than simply accommodation only for older persons, enabling care and support to be provided as part of an independent living environment, for those whose only other option is residential care.
13. This report sets out the detailed context and includes details of initial discussions with relevant stakeholders including LCC, the CCG and the HCA which have been very positive.

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)

14. To deliver appropriate housing for older persons and develop a scheme which will become a long-term council asset which will generate a revenue income stream.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

15. An alternative option is to transfer the site to an RP for use for general needs housing however this was rejected because there is a compelling case for new older persons accommodation and the Council needs to explore ways of combining the delivery strategic objectives with generating income.

CORPORATE PRIORITIES

16. 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

17. It is well documented that life expectancy in the UK is increasing at a fast pace and yet the services provided for older people, including housing, care and support are not keeping up.
18. Population growth in Lancashire of those aged 65 years and over is projected as 22.6% between 2011 and 2021 (source:ONS). Generally we are living longer and therefore this increases the chances of developing one or more health conditions which require the support or intervention of either social care and or, a health professional.

19. This demographic change is regularly reported in the media with concerns raised about the impact on the NHS, Adult Social Care departments and extended families who may face the burden of caring for those in older age.
20. Statutory responsibility for the provision of care and support services for older people rests firmly with LCC however, as the local strategic housing authority, Chorley Council have a role to play in identifying local housing needs and enabling new development to meet those needs.
21. There are a number of benefits of this approach including making the best use of DFGs, freeing up family housing for new households who need them, reducing the energy costs for older persons who often cannot afford to heat large family homes, and managing demand for bungalows which may not always be appropriate for those with care needs.
22. LCC published an Extra Care and Specialist Housing Strategy in May 2014 and this document sets the scene for Chorley, providing both the level of need, looking at population projections and residential care admissions.
23. LCC states in the strategy that despite efforts to move away from the use of residential care, "the reality is that there is still a heavy reliance on residential care which has continued to grow". This is stated to be for a variety of reasons including growing demand for older person's services, a lack of well understood alternatives to residential care and relatively high capacity in the residential care system in Lancashire.

DESCRIPTION OF EXTRA CARE

24. Extra care is accommodation primarily for older people, although it can and is used to meet the needs of other customers such as those with physical or learning disabilities. There is no national standard age limit however generally the age of 55 years or over is reflected in many scheme allocation policies.
25. Extra care is very much about enabling independent living and so is a step down from residential care or nursing accommodation, with built-in flexibility to adapt to changing needs as customers grow older and health deteriorates. It differs from sheltered housing which may have some warden or alarm presence but this not necessarily 24 hours and no actual care is delivered, it's more a tool for engaging relevant support on behalf of the resident.
26. Extra care can also be a suitable option for those with early onset of dementia or other lower level mental illnesses. The key is to have a mix of customers with low to medium to high level care needs in order to have a balanced community and one which promotes integration and positivity about growing old. The service should not feel 'institutional' or hospital-like.
27. The accommodation is always self-contained and includes a private kitchen, bathroom, bedroom and living space. Usually these are apartments however larger complexes and sometimes provide bungalows. Generally the accommodation will be built to wheelchair housing design standards (i.e. incorporate widening doorways, circulation space, lower plug sockets etc.) and will include walk in showers and flexibility for future adaptation to accommodate future need such as lifting equipment.
28. Additionally, there are communal areas and facilities and these differ depending on the size and complexity of the scheme. Best practice in extra care design promotes schemes as a 'community hub' and therefore schemes often have commercial services on site such as hairdressers or cafés which are available to both the residential customers and also

members of the public. Some schemes also deliver essential local clinic services such as community mental health or day centres for those with early onset of conditions such as dementia.

29. There is always 24 hour care provided on site, with all residents obliged to pay for at least the minimum level of care (i.e. emergency only), and with the availability of a range of domiciliary care and support packages typically charged for as it is used. This can include help with domestic tasks such as cooking, cleaning, shopping, cooking and through to personal care and bathing. Often schemes provide a range of on-site group activities which promote a community feel and engagement, such as music, games, dancing and films.
30. The menu of services ensures that care and support can flex in accordance with the persons need and enables continued independent living for as a longer period as is feasible.
31. The landlord or owner of an accommodation based scheme is usually separate from the care provider. Often the landlords of an extra care scheme are Registered Providers of social housing (RPs), for example the Brookside scheme in Ormskirk is owned and managed by Yourhousing Group.
32. Your housing Group will let the rented properties, collect the rent and manage the overall building including arranging for any repairs and providing a reception service to manage the main entrance to the scheme.
33. The care and support service is commissioned by LCC under their statutory duties to adults who require and are eligible for additional support. This service will be commissioned to a Care and Quality Commission registered provider (CQC) and will have to demonstrate rigorous standards and procedures etc. because of the nature of the work.
34. LCC currently fund services to those who have a need defined as substantial or critical, in accordance with the statutory duty under Fair Access to Care Services (FACS). However given the need to move to a prevention focussed model, LCC have indicated they will fund extra care services which provide for a proportion customer with a minimum low level of need and whom anticipate a future need or change in personal circumstance for which, extra care would be a positive and appropriate choice.
35. It is unusual for a non-stock holding local authority to own and manage an extra care scheme (or any housing provision) however that is not to say it is not feasible and local authorities are well placed to deliver good quality extra care accommodation.
36. Chorley Council already deliver a successful supported accommodation service for homeless families and single people and the recent acquisition of Market Walk demonstrates an ability to transfer skills and adapt quickly to meet new challenges in order to deliver high quality services for local people.

BENEFITS OF EXTRA CARE PROVISION

37. There is evidence to demonstrate that consistent revenue savings can be achieved through promoting extra care rather than defaulting to residential or nursing care.
38. Inappropriate use of residential care often occurs simply because there is a limited supply of suitable alternatives yet can actually reduce the person's ability to live independently and result in an increase in dependency for care, which is to their detriment both in terms of health but also dignity and quality of life.

39. This overreliance on residential care means LCC face spiralling costs and is not making the best use of resources, which if redirected, could be used to facilitate more appropriate, lower level care and accommodation and that which delivers far better outcomes including promoting social inclusion and community engagement.
40. LCC forecast that by 2021, the net savings from making this switch from use of residential care to extra care (that is, savings exclusive of any additional cost to deliver the extra care provision) would be £3,420,406.
41. LCC estimate in the strategy that a minimum of 988 older people could be provided for in extra care as opposed to residential care by simply changing the commissioning model and providing extra care as an option.

FORECAST OF EXTRA CARE NEED IN CHORLEY

42. The Lancashire strategy uses two separate methodologies to assess need for extra care in each district. The first method looks at over admissions to residential care and suggests that an additional 49 units of extra care are required in Chorley in order to reduce over admissions to residential care.
43. The second dataset of need which is included in the strategy uses specialist consultants' HGO formula, utilising population, SHMA, benefit take-up and income rates, and mortality. This second method concluded that an additional 196 units of extra care are required in Chorley by 2013, a further 250 by 2023 and 303 by 2033.

FUNDING FOR EXTRA CARE SCHEMES

44. The Lancashire Strategy strongly suggests an appetite from LCC to provide capital funding to support the delivery of new extra care schemes in addition to the revenue funding required to commission the on- site support.
45. HCA grant is also available through a bid to the Affordable Homes Programme for 2015-2018 through continuous market engagement (CME) although a requirement of this funding would be a bid submission and funding allocated by 30th May 2016 and the scheme practically complete and ready for occupation by 31st March 2018.
46. Other funding may include NHS Clinical Commissioning Group (CCGs) given the strategic links to health outcomes and in particular, the need to prevent hospital admissions, reduce hospital admissions and facilitate appropriate hospital discharge.
47. Any funding will be in addition to capital contribution from the Council.
48. Details of the financial model including available funding will be explored as part of the project and detailed in a future executive cabinet report.

FLEET STREET SITE

49. The Chorley Town Centre Master plan identified an opportunity through a phased approach to introduce a medium density residential community at Gillibrand Street and Fleet Street. Four sites were included, with Fleet Street South (0.7ha), which is the biggest of the sites, being identified for an extra care scheme.
50. Fleet Street South is bounded to the west by mid-19th century terraced housing and to the East, 2 storeys terraced dwellings and therefore is well placed for residential development.

- 51. The Council does not own all the land in the development site. The next step will be for the Council to undertake site accumulation and as part of that process liaise with the affected landowners and where relevant consult users of the existing properties as the business case and design for the scheme is developed.
- 52. The master plan states that the Fleet Street South site can accommodate 70-80 one and two-bedroom apartments subject to design considerations. This will also depend on the number of facilities we decide to incorporate into the scheme.
- 53. A detailed consultation exercise was undertaken and the response from members of the public was positive, with support particularly for older person’s accommodation.
- 54. A project team comprising of colleagues from LCC, CCG, HCA, planning policy and property services has been established and had a very positive, inaugural meeting.

NEXT STEPS

- 55. Colleagues from LCC, HCA, CCG have all informally advised that they support the project and the next steps will be to obtain more formal commitment and detail of any financial commitment to the scheme, both capital and revenue. LCC and HCA in particular have advised in principle that capital funding is available and LCC are committed to ongoing revenue funding for extra care (support) element.
- 56. A project plan will be developed and this will include arranging for an architect to design a scheme in liaison with planning colleagues and developing a financial model to demonstrate viability and model costs including capital build costs and revenue costs associated with establishing the infrastructure and income likely to be generated from rental income.

IMPLICATIONS OF REPORT

- 57. 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

- 58. The report sets out the need for extra care to be developed, but this will require funding of approximately £30k up front for some of the work around design, planning and feasibility to be done. Should the development go ahead this cost would form part of the overall capital project. However if the scheme did not proceed these initial costs would need to be funded from the revenue in-year underspend, as identified elsewhere on the agenda.
- 59. The final budget and its impact on the Council’s budget will only be known once the business case is completed. Members will then need to make a decision about if and how to proceed.

COMMENTS OF THE MONITORING OFFICER

- 60. At this stage there are no legal restrictions on adopting the recommendations. Further consideration should be given at each stage to review any new legal obligations that arise.

LESLEY-ANN FENTON
 DIRECTOR OF CUSTOMER AND ADVICE SERVICES

Report Author	Ext	Date	Doc ID
Zoe Whiteside	5771		

Background Papers			
Document	Date	File	Place of Inspection
Extra Care and Specialist Housing Strategy for Lancashire	May 2014	***	LCC Website

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REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

1. This report summarises the business considered at the meetings of the Overview and Scrutiny Committee on 9 October, the Overview and Scrutiny Performance Panel's on 25 September and 4 December and the work to date on the Task Groups relating to Neighbourhood Working and Public Transport Issues in Chorley.

OVERVIEW AND SCRUTINY COMMITTEE – 9 OCTOBER 2014

Notice of Executive Decisions

2. The Committee considered the current Notice of Executive Decisions which gave notice of both key and other decisions that the Executive Cabinet expected to take, over the forthcoming 28 days. Further information on Land at Crosse Hall, Chorley was requested. The refresh of the Economic Development Strategy was discussed and we were informed that the Strategy would be subject to a four week period of consultation which would provide us with an opportunity to put forward our views.
3. We were also informed that due to its popularity, the Executive Cabinet had agreed that a further £100k from additional income from Market Walk would be invested in the Shop Front Grants scheme. The Committee was also provided with an explanation on the Big Grant Funding scheme which focussed on supporting existing businesses in Chorley to grow and create additional permanent jobs in the Borough.

Scrutiny of Crime and Disorder

4. We received a report of the Director of Public Protection, Street Scene and Community regarding proposals to scrutinise the Community Safety Partnership under the authority's requirement to scrutinise crime and disorder related activity in line with the Crime and Disorder (Overview and Scrutiny) Regulations 2009.
5. The Chorley and South Ribble Partnership consists of a number of key agencies that form a statutorily determined Responsible Authorities Group (RAG). In previous years the RAG had met on a quarterly basis to oversee the delivery of the Partnerships Strategic Assessment. It had recently been agreed that the number of meetings would be reduced to a single meeting per year. The Officer Working Group would continue to meet on a regular basis to carry out the detailed delivery of the projects contained within the Strategy.
6. The first annual meeting and its conference was to be held on 29 October in the Town Hall, Chorley. It was at this meeting, that the RAG would review the strategic priorities of the Partnership for 2015/16 and determine the action necessary to address them and it was decided upon to scrutinise the effectiveness of these new arrangements at a dedicated meeting in January.

Overview and Scrutiny Task Group: Health Impact Assessment – Response of Executive Cabinet

7. The Committee received a report on the Executive's response to the final report of the Health Impact Assessments Scrutiny Review. The report set out the action taken to address each of the seven accepted recommendations of the Task Group.

8. A review of the Integrated Impact Assessment had been undertaken and the assessment criteria in relation to health and wellbeing had been amended to reflect the priorities of both the Lancashire Health and Wellbeing Board and the local Health and Wellbeing Partnership:
 - Starting Well
 - Living Well
 - Ageing Well
9. One of the review's key recommendations was the delivery of training for relevant officers and all Elected Members of the Council to help gain a greater understanding of the reviewed assessment toolkit and the process involved and all the Committee were encouraged to attend a Member Learning Session that had been scheduled for 3 November.
10. We were pleased with the Executive Cabinet response to our recommendation's and asked that a six monthly monitoring report of the implemented actions be brought to a future meeting of the Committee.

Overview and Scrutiny Task Group: Select Move – Response of Executive Cabinet

11. We received a report on the Executive Cabinet's response to the recommendations made by the Task Group that undertook the review of Select Move. The majority of the Group's recommendations were the responsibility of the Registered Providers; however the Council was a represented partner on the Strategic Housing Partnership. This Partnership was chaired by our Executive Member responsible for housing, Councillor Graham Dunn, who had also chaired the Task Group review of Select Move.
12. We were informed that the final report of the Select Move review was on the agenda for the Partnerships next meeting and that the Chair, along with other representatives of the Council would encourage the registered providers to accept the recommendations. Council officers also hold regular meetings with the main providers of social housing in Chorley, Chorley Community Housing and Places for People and would use this opportunity to talk through the recommendations with them.

Disable Facilities Grant Funding Task Group with Lancashire County Council

13. The Committee received the scoping of the review for the Disabled Facilities Grant Funding Task Group that was currently being undertaken jointly with Lancashire County Council following a request made by this Committee in 2013/14.
14. We also received an update on the Group's progress to date following consultation event that had been taken place at County in August with officer and Member representatives from all the districts across the Lancashire. There appeared to be a lot of inconsistency in approach taken by the different authorities across the county and we discussed many of the points that had been raised at the consultation event that included, standard of approach, waiting lists, out of date assessments, lack of flexibility to changing circumstances, second hand adaptations and the policy in relation to adapted property.

OVERVIEW AN SCRUTINY PERFORMANCE PANEL – 25 SEPTEMBER 2014**Scrutiny Focus – Customer Dissatisfaction**

15. We received a report of the Chief Executive that provide contextual information and proposed initial questions to initiate discussions regarding current levels of customer dissatisfaction with Council services. The Head of Customer and ICT Services, Asim Khan and Head of Policy and Communications, Chris Sinnott along with Policy and Partnership Officer, Natalie Taylor Proctor attended the meeting to answer questions of the Panel about the information contained with the report.
16. We were assured that ensuring customer satisfaction for the services they receive from the Council is a high priority for the authority. The Council measures satisfaction in a number of ways including a comprehensive residents survey every few years that captures residents' views on levels of satisfaction of the quality of life in their local area, the Council and its services, together with a monthly survey which seeks feedback from customers on specific services they have requested from the Council.
17. The 2013 resident's satisfaction survey showed that 73% of people were satisfied with the way in which the Council runs things, a significant improvement on the 50% satisfaction recorded in 2008. A target of less than 20% had been set to measure customer levels of dissatisfaction with the services that they receive from the Council. This target reflected the authority's ambitious approach in continually improving its services and levels of customer satisfaction. The latest figures taken at the end of August reported current performance levels at 22.6% which indicated that the figures were continuing to fall and officers were confident that the target could be achieved.
18. The main reason for customer dis-satisfaction was staff not getting back to customers in a timely manner and many steps have been taken throughout the Council to address this. The My Account application now available on the Council's website enables customers to track the progress of their requests 24/7 and contractors such as Veolia have been issued with mobile devices enabling them to provide up to date progress on customer requests.
19. We were informed that there has been an internal communications drive advising all staff to get back to the customer within two working days. Customer dissatisfaction levels are available via the Loop and articles appear on a regular basis reminding all staff of the importance of customer call backs. Everyone within the authority can use the My Tasks system to assess the current status of any request and work is progressing to ensure that the same standards are implemented across all services, whether by email, phone or face to face.
20. The sample survey is sent via the Attain system which enables the Council to maximise the number of respondents. The survey has been optimised to ensure that respondents are able to give their views quickly and easily and the Council has built up quite a comprehensive data base of emails that can be used in this way.
21. However, the Council is aware that there are some people that do not have an email address and a piece of work is currently being undertaken to establish the different pathways that people

access Council services. This will allow the authority to find alternative ways of gaining feedback from all strands of the community across the borough.

22. The Panel commented that they are impressed with the My Account application and the work that was being done in the One Stop to encourage people to use the system. We were satisfied with the work that was being undertaken to bring customer dis-satisfaction levels down.

Monitoring of the Organisational Improvement Plan 2014/15

23. The Chief Executive submitted a report giving progress made to date on the delivery of the Organisational Improvement Plan, including the delivery of key projects and the performance of key indicators. Good progress was being made with 83.6% of projects rated green or complete. One projected was rated amber and one, rated red. 13.11% of projects had not yet been started, with work scheduled to start over the next few months.
24. A breakdown of the projects by Corporate Priority was included within the report, there one project, development of the Buttermere Community Centre that was rated red and one project, provision of Off Street Parking in Croston, that had been rated amber, we were given explanations as to why and what action had been taken to get them back on track.
25. There were a number of key performance indicators that were off track and we were updated on each one:
 - Percentage of domestic violence indications
 - Number of long term empty properties in the borough
 - Average time taken to process new claims and change events for Housing and Council Tax Benefits
 - New customers requiring housing advice (monthly not year to date)
 - Number of older people (65+) visiting Council leisure centres

OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 4 DECEMBER 2014

Chorley Council Performance Monitoring – Second Quarter 2014/15

26. The Panel considered a report of the Chief Executive that set out performance against the Council's Corporate Strategy and key performance indicators for the second quarter of 2014/15, 1 July to 30 September 2014. Overall performance of key projects was excellent, with the majority either completed or on track. Performance on the Corporate Strategy indicators and key service delivery measures was also excellent, 71% of the Corporate Strategy indicators and key service delivery measures were performing above target or within the 5% tolerance.
27. The Home Office has introduced a new classification for the recording of crimes which is based on a positive outcomes framework. This has resulted in changes to the way Domestic Violence is measured with positive outcomes now being recorded rather than the number of detections. As result, this has meant that the Council is no longer able to report on one of its key performance indicators within the corporate strategy; the percentage of domestic violence detections, target 70% and the Panel were informed that alternative measures for obtaining this indicator were currently being explored.

28. There was one indicator that was performing below target, the time taken to process new claims and change events for Housing and Council Tax benefit was currently performing at 10.5 days against a target of 12.5 day. The service was still impacted by the high work volumes which occurred during the first quarter and overtime had been and still continued to be offered to help manage the workload. Performance has been further impacted by the ongoing implementation of the single front office transformation programme approved by Members in January 2014. We were informed that the programme of staff training and mentoring in this area is a two year programme, and to assist in keeping reductions in performance to a minimum while the training was being delivered, the Council were temporarily using the Capacity Grid to process some housing benefit work.

Performance Focus: Market Walk

29. We welcomed the Executive Member for Resources, Councillor Peter Wilson and Head of Governance, Chris Moister, who attended the meeting to answer questions of the Panel about the information contained within the report. The Market Walk shopping centre had been purchased by the Council on 29 November 2013 as the purchase supported the council's priorities in developing a vibrant town centre and would allow the authority have greater control and influence over the future development of the town centre.
30. The centre has 35 units with a good spread of tenants and the centre is not solely reliant on an anchor tenant. Vacancy rates are similar to the rest of the town centre in that they are low and at the time of purchase only four retail units were empty. The average footfall is 460,000 a month and is the highest concentration of footfall across the town centre. Following the purchase the Council had entered into a 12 month agreement with Deloitte regarding the day to day operational, financial and strategic management of the site. Following a review of the arrangements after the first 12 months, the Executive Cabinet have recently agreed proposals to bring the operational and financial management of Market Walk in house at the end of the existing contract in 2015.
31. We were updated on the work that has been undertaken to look into the feasibility of extending Market Walk. This work was being considered by the Market Walk Steering Group who has selected one of the six available options as a preferred option and as a basis for further detailed design and consultation work. Consultation has been undertaken with the residents of Chorley and we were informed of the feedback received.
32. We asked about the purchase price and confidence in being able to make the repayments in addition to achieving a reasonable income. Councillor Wilson explained that it was expected that the income from the 35units within the centre would not only cover the loan repayments, but also bring in additional income of at least £400,000 a year. At the request of the Executive Cabinet the Council's Chief Financial Officer had been able to explore different options for financing the centre that had resulted in the Council borrowing different amounts over differing lengths of time. The authority had also used some of its capital savings, to borrow a lesser amount which had helped the Council to increase its margins of profit and had already seen greater income generation than had been previously expected.
33. The centre has also been rebranded to demonstrate the change in ownership and in the summer the Council took on full responsibility for the marketing and promotion work. Since then work has been undertaken to improve the number of events to increase footfall. Currently 100% of the units

are taken up in terms of rental income, although there appeared to be one not actually in operation and there are some contracts to be re-negotiated in the New Year. There are currently no performance indicators against the centre at present but the Council does receive monthly monitoring reports that give information in relation to rent collections, works undertaken and insurance claims. The contract with Deloitte's will end on 31 March 2015 and the Council will take over the monitoring of its performance at that time.

34. Overall the Council are happy with its decision to purchase the Market Walk shopping centre and have been pleased with the additional income that has been generated over the past 12 months. They have greater confidence going forward in facilitating the actual management of the centre and have plans in place to develop the asset in the future.

OVERVIEW AND SCRUTINY TASK GROUP – NEIGHBOURHOOD WORKING

35. The Group has met several times and is nearing completion of the review. A number of community and parish council representatives have been interviewed to ascertain their views on current neighbourhood working arrangements and to identify best practice. The task group will submit its final report to the Overview and Scrutiny Committee at the end of January 2015.

OVERVIEW AND SCRUTINY TASK GROUP – PUBLIC TRANSPORT ISSUES IN CHORLEY

36. The Group has also met a number of times and has received a presentation from County Councillor John Fillis, Executive Member for Highways and Transportation as well as discussing the current criteria for subsidised bus services which was subject to consultation by LCC.

In considering community and rural transport schemes, the Task Group has invited a representative of Cumbria County Council to attend the next meeting to talk about their successful Rural Wheels programme.

COUNCILLOR JOHN WALKER
CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

DS



Report of	Meeting	Date
Director of Public Protection Streetscene and Community	Council	13 January 2015

ANTI SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

PURPOSE OF REPORT

- To approve the amendment of the Councils Constitution to include the Anti-Social Behaviour Crime and Policing Act 2014 and the necessary delegations and authorisations to take enforcement action.

RECOMMENDATION

- It is recommended that Council approve the amendment of the Councils Constitution to include the relevant provisions of the Anti-Social Behaviour Crime and Police Act 2014 so that the appropriate delegations approved by Executive Cabinet can be properly authorised.

EXECUTIVE SUMMARY OF REPORT

- The Anti-Social Behaviour Crime and Police Act 2014 contains a number of new and replacement powers for dealing with anti-social behaviour. These are summarised in the main body of the report.
- In order for Council officers to use the enforcement powers within the Act, it is necessary to amend the Councils Constitution to include the relevant provisions of the Act with its scheme of delegations.
- The Executive Cabinet have approved the necessary delegations to the Director of Public Protection Streetscene and Community which will become effective when the approval sought in this report has been granted.

Confidential report Please bold as appropriate	Yes	No
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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

7. The Anti-Social Behaviour Crime and Police Act 2014 contains a number of new tools and powers available to local authorities and agencies in order to deal with anti-social behaviour. Below is a brief outline of these new tools and powers.
8. Civil Injunctions
Civil injunctions can be sought by District Councils, Registered Social Landlords (where the ASB is housing related only), Police, Environment Agency and National Health Service providers. There are two tests to be applied before their use:
 - a. Non-housing related test: the ASB conduct is likely to cause harassment, alarm or distress to any person (not affecting housing management functions).
 - b. Housing related test: the ASB conduct is capable of causing nuisance or annoyance to a person in relation to a person's occupation of residential premises or conduct capable of causing housing related nuisance or annoyance to any person.

Members should note that there is currently a delay to the introduction of the civil injunction provisions so as to allow unavoidable and necessary changes to be made to the civil legal aid system to ensure that applications for advocacy assistance can be assessed for those involved in civil injunction hearings. This will require amendments to the Legal Aid, Sentencing and Punishment of Offenders Act 2012 which should be completed by the end of January 2015 at the latest. Once the Council is advised that these necessary changes have been made then the recommendation in relation to authorisations and delegations (paragraphs 6 and 7 above) will come into effect with regard to this new power.

9. Criminal Behaviour Orders (CBO)
CBO's are available to be used on conviction of a criminal offence, to manage an offender's behaviour.
The Crown Prosecution Service can seek the making of a CBO as part of antisocial behaviour criminal proceedings.
10. Community Protection Notice (CPN)
The CPN is used to prevent a person over 16 years old, a business or an organisation committing ASB. CPN's can be issued by local authorities, the police or housing providers where they have been co-opted to do so. Irrespective of who has served the CPN it appears that the Council retains the responsibility for undertaking any remedial action required under a Remedial Order issued by the Courts as a result of a Community Protection Notice.
11. Public Space Protection Orders (PSPO)
PSPO can be used to stop ASB in a public space. The local authority can only issue a PSPO following consultation with police, Police and Crime Commissioner, and other agencies. A PSPO is time limited to a maximum period of 3 years and can impose restrictions and requirements relating to the use of the public space such as consumption of alcohol restrictions, dog walking and others. The use of this power has to pass a test of being reasonable. When a PSPO is made, extended, varied or discharged it must be published in accordance with Regulations made by the Secretary of State. The 'Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014' have now been published and set out the legal process in relation to PSPO's.
12. Closure Powers
These new provisions enable police and local authorities to quickly close premises that are a source of ASB for periods up to 48 hours. A Closure Notice is served in the first instance and is then followed by a Closure Order which must be applied for in the courts.

13. Dispersal Power

The dispersal power is a flexible power which the police can use in a range of situations to disperse anti-social individuals and provide immediate short-term respite to a local community.

14. Absolute Ground For Possession

The legislation introduces a new absolute ground for possession which can be used by landlords to expedite eviction of tenants who are a source of anti-social behaviour, so bringing swifter relief to victims.

15. A full account of the new provisions “Anti-Social Behaviour, Crime and Policing Act 2014: Reform of Anti-Social Behaviour Powers” can be accessed via the Home Office website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final_2_.pdf

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

17. There are no financial implications contained in this report

COMMENTS OF THE MONITORING OFFICER

18. Adoption of the recommendation is necessary to enable the Council to make use of the new powers. The proposed delegations to the Director of Public Protection, Streetscene and Community are appropriate to enable efficient and effective use of them.

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECTION STREETSCENE AND COMMUNITY

Background Papers			
Document	Date	File	Place of Inspection
Executive Cabinet Report ASB New Tools and Powers	23/10/14	Agenda Pack	Mod Gov

Report Author	Ext	Date	Doc ID
Simon Clark	5732	21 November 2014	CouoncilASB2014

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Report of	Meeting	Date
Chief Executive as Returning Officer	Council	13 January 2015

POLLING STATION REVIEW

PURPOSE OF REPORT

- To report on the review of Polling Station premises and locations and to seek approval from Members for the reported findings.

RECOMMENDATION(S)

- That approval is given to proposed actions in paragraphs 5 to 9 below.

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

- As part of the polling place review we are required to carry out this year, we received a number of requests for consideration as follows:
 -

REQUESTS FOR CONSIDERATION AND PROPOSALS

- EUXTON SOUTH BOROUGH WARD

A request was received from the Head Teacher of Balshaw Lane Primary School for us to use an alternative to the school as a polling station.

We have look at this request before and are again unable to find a suitable alternative and therefore propose that the school remains as a polling station. Should there be another suitable location in future then the situation could be reviewed.

6. COPPULL WARD

A request was received from the Chair of Governors for Coppull Parish C of E Primary School for us to look into an alternative location. Again we have been unable to find a suitable location but will review the situation should a suitable location emerge in future.

7. CLAYTON LE WOODS AND WHITTLE LE WOODS WARD

A request was received to consider introducing an additional polling station between the area of the Seaview public house on Preston Road and the existing polling station at the Village Hall on Union Street. No suitable premises have been identified and more detailed analysis of elector numbers is required. This request will therefore be investigated further after the May 2015 elections.

8. EUXTON NORTH WARD

A request was also received to look into an additional polling station within this ward. As above this will be investigated further after the May 2015 elections.

9. HEATH CHARNOCK AND RIVINGTON WARD

We received a request to reconsider the use of Rivington Village Hall as a polling station due to the low numbers of electors using the station. The suggestion is that these electors instead go to Anderton Primary School on Babylon Lane Anderton. A change is not being proposed for the 2015 General Election year but this request will be considered after May 2015.

IMPLICATIONS OF REPORT

10. 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

11. As no changes are proposed at this time there are no additional budgetary implications

COMMENTS OF THE MONITORING OFFICER

12. There are no comments from the Monitoring Officer.

GARY HALL
CHIEF EXECUTIVE AS RETURNING OFFICER

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Phil Davies	5131	24 November 2014	***