

OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 29TH JANUARY 2015, 6.30 PM
COMMITTEE ROOM 1, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

1 MINUTES

1A OVERVIEW AND SCRUTINY COMMITTEE MINUTES

(Pages 5 - 10)

To confirm the minutes of the Overview and Scrutiny Committee meeting held on 9 October 2014 (enclosed)

1B OVERVIEW AND SCRUTINY PERFORMANCE PANEL MINUTES

(Pages 11 - 14)

To note the minutes of the Overview and Scrutiny Performance Panel meeting held on 4 December 2014 (enclosed)

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 PUBLIC QUESTIONS

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

4 SCRUTINY OF EXECUTIVE CABINET

4A EXECUTIVE CABINET MINUTES

(Pages 15 - 32)

To consider the minutes of the Executive Cabinet meetings held on 23 October, 20 November and 11 December 2014 (enclosed)

4B NOTICE OF EXECUTIVE DECISIONS

(Pages 33 - 46)

To consider the Notice of Executive Decisions that was published on 16 January 2015 (enclosed)

5 BUDGET SCRUTINY - DRAFT BUDGET AND SUMMARY BUDGET POSITION OVER THE MEDIUM TERM

(Pages 47 - 172)

To consider the report of the Chief Executive (enclosed)

The Executive Member for Resources, Councillor Peter Wilson will be in attendance at the meeting.

6 OVERVIEW AND SCRUTINY TASK GROUP: CCTV PROVISION AND INFRASTRUCTURE REVIEW - RESPONSE FROM THE EXECUTIVE CABINET

(Pages 173 - 202)

Report of Director of Public Protection, Street Scene and Community (enclosed)

7 OVERVIEW AND SCRUTINY TASK GROUP: DISABLED FACILITIES GRANT FUNDING - FINAL REPORT BY LANCASHIRE COUNTY COUNCIL

(Pages 203 - 218)

To consider the Final Report of the Overview and Scrutiny Task Group review on Disabled Facilities Grant Funding undertaken by Lancashire County Council (enclosed)

8 REPORTS FROM THE TASK AND FINISH GROUPS

(Pages 219 - 230)

Overview and Scrutiny Task Group – Neighbourhood Working

The Chair, Councillor June Molyneaux will present the final report of the Neighbourhood Working Inquiry (enclosed).

Overview and Scrutiny Task Group – Public Transport Issues

The Chair, Councillor Robert Fynamore will present a verbal update on the inquiry.

9 OVERVIEW AND SCRUTINY WORK PROGRAMME 2014/15

(Pages 231 - 232)

To note the updated Work Programme for 2014/15 (enclosed)

10 ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Overview and Scrutiny Committee Councillor John Walker (Chair), Councillor June Molyneaux (Vice-Chair) and Councillors Eric Bell, Julia Berry, Charlie Bromilow, Doreen Dickinson, Robert Fynamore, Margaret France, Mike Handley, Mark Jarnell, Matthew Lynch, Greg Morgan, Alistair Morwood and Kim Snape.

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MINUTES OF OVERVIEW AND SCRUTINY COMMITTEE

MEETING DATE Thursday, 9 October 2014

MEMBERS PRESENT: Councillor John Walker (Chair), Councillor June Molyneaux (Vice-Chair) and Councillors Eric Bell, Julia Berry, Charlie Bromilow, Doreen Dickinson, Margaret France, Mike Handley, Mark Jarnell, Matthew Lynch, Greg Morgan, Alistair Morwood and Kim Snape

OFFICERS: Lesley-Ann Fenton (Director of Customer and Advice Services), Simon Clark (Head of Health, Environment and Neighbourhoods), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer)

APOLOGIES: Councillor Robert Fynamore

14.OS.11 Minutes

14.OS.11a Overview and Scrutiny Committee Minutes

a) Confirmation

RESOLVED - That the minutes of the Overview and Scrutiny Committee meeting be held on 19 June 2014 be confirmed as a correct record for signing by the chair.

b) Matters arising from those minutes

14.OS.9: Scrutiny Training

The Chair commented on the successful scrutiny training session that had taken place earlier in the year and was satisfied with the way in which the authority approached scrutiny.

14.OS.11b Overview and Scrutiny Performance Panel Minutes

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meetings held on 10 July and 25 September 2014 be noted.

14.OS.12 Declarations of Any Interests

There were no declarations of interests.

14.OS.13 Public Questions

No questions were received.

14.OS.14 Scrutiny of Executive Cabinet**14.OS.14a Executive Cabinet Minutes**

Members considered the minutes of meetings of Executive Cabinet held on 26 June and 28 August 2014.

RESOLVED - that the minutes be noted.

14.OS.14b Notice of Executive Decisions

Members considered the current Notice of Executive Decisions which gave notice of both key and other decisions which the Executive 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 Members were informed that the Strategy would be subject to a four week period of consultation which provided an opportunity for Members to put forward their views. Shop Front Grants in relation to the amount of funding being invested in the scheme was raised. Members were informed that due to the popularity of the scheme, at the previous Executive Cabinet it had been agreed that a further £100k from additional income from Market Walk would be invested in the Town Centre Grants Scheme. At their request, Members also received an explanation on the Big Grant Funding scheme which was focused on supporting existing businesses in Chorley to grow and create additional permanent jobs in the Borough.

RESOLVED – that the Notice of Executive Decisions be noted.

14.OS.15 Scrutiny of Crime and Disorder

The Director of Public Protection, Street Scene and Community submitted a report on the 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.

It was explained that the Chorley and South Ribble Community Safety 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.

In 2014, it was agreed, that in an effort to increase partners capacity, the number of meetings would be reduced to a single meeting per year with the ability for any RAG partner to call an extraordinary meeting as necessary. The Officer Working Group would continue to meet on a more regular basis to carry out the detailed delivery of the projects contained with the Strategy.

The first annual meeting and conference is being held on 29 October at the Town Hall in Chorley. At this event, the RAG will review the strategic priorities of the partnership for 2015/16 and determine the action necessary to address them. It was suggested that the Overview and Scrutiny Committee could scrutinise the effectiveness of these new arrangements.

Partner representatives would be invited to comment to the Overview and Scrutiny Committee's next meeting in January so that Members can review the new meeting arrangements in terms of:

- If the new format of the conference worked?
- Were partners content with the new format?
- was the public engagement adequate?
- has it resulted in a robust strategic assessment for local action?

In order for the Committee to fully understand the format of the annual meeting and conference and to form a view, Members were encouraged to attend the event in October.

RESOLVED – That the Overview and Scrutiny Committee review the new meeting arrangements for the Responsible Authorities Group (RAG) at its next meeting in January 2015.

14.OS.16 Overview and Scrutiny Task Group: Health Impact Assessment - Response of Executive Cabinet

The Committee received a report of the Director of Public Protection, Streetscene and Community on the Executive's response to the final report of the Health Impact Assessments Scrutiny Task Group.

The report set out the seven recommendations of the Task Group and the views of the Executive. Each recommendation had been accepted and would be implemented.

A review of the toolkit 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. The assessment would now be made against the following criteria:

- Starting Well
- Living Well
- Aging Well

This would consider the impact of the policy/service against these criteria and provide a whole life approach to public health priorities.

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. The Chair of the Task Group, Councillor Julia Berry encouraged all Members of the Overview and Scrutiny Committee to attend a Member Learning Session that had been scheduled to take place on 3 November 2014.

RESOLVED – that the report be noted and a six monthly monitoring report of the recommendations be brought back to a future meeting.

14.OS.17 Overview and Scrutiny Task Group: Select Move - Response of Executive Cabinet

The Committee received a report of the Director of Customer and Advice Services and Community on the Executive's response to the final report of the Select Move Scrutiny Task Group.

The report set out the 15 recommendations of the Task Group and the views of the Executive. Each recommendation had been accepted and would be implemented.

The majority of recommendations related to the Registered Providers; however the Council was a represented partner on the Strategic Housing Partnership. This Partnership was chaired by the Executive Member responsible for housing, Councillor Graham Dunn, who had also chaired the Task Group review of Select Move.

The final report of the Select Move review was on the agenda for the Partnerships next meeting on 11 November and the Chair, along with other representatives of the Council would encourage the registered providers to accept the recommendations.

Council officers also held regular meetings with the two main registered 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.

The Committee asked for further information about the Gentoo product and were informed that this was an affordable housing scheme whereby an individual or family could purchase a home through a renting scheme without having to find a deposit. For a fixed rental over a specific period of time, the home owner(s) would buy a share of the property and the house could be purchased outright after a period of 30 years. The house could still be sold and any profit made invested in another Gentoo home, a private marketed property or just retained dependent on circumstances.

RESOLVED – That the report be noted and that a six monthly monitoring report on the recommendations be brought to a future meeting.

14.OS.18 Disabled Facilities Grant Task Group with Lancashire County Council

The Committee received the scoping documentation 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.

Councillor Julia Berry had been the Council's representative on that Group and updated the Committee on the progress made to date. Following a consultation event that had taken place at County in August with officer and Member representatives from all the districts across Lancashire, a further meeting had taken place to look at the issues that had been raised.

There appeared to be a lot of inconsistency in approach taken by the different authorities across the county and the Committee 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
- Adapted properties

RESOLVED – That the report be noted.

14.OS.19 Overview and Scrutiny Task Group - Neighbourhood Working

The Chair, Councillor June Molyneaux updated the Committee on the work of the Overview and Scrutiny Task Group – Neighbourhood Working Review. The Group had held its first meeting and were currently in the process of scoping the review.

The Groups overall objective was for the development of a neighbourhood working footprint that will encourage sustainable engagement with neighbourhoods across Chorley. A lot of work had already been undertaken to try to embed neighbourhood working across the authority and the group wanted to ensure that this is happening.

The Group intended to interview a variety of different people over the next two months to establish if the current arrangement were working or if there were any improvements that could be made and anticipated that the review would be completed by the end of the year.

RESOLVED – That the report be noted.

14.OS.20 Overview and Scrutiny Task Group - Public Transport Issues in Chorley

The Vice Chair, Councillor Julia Berry updated the Committee on the work of the Overview and Scrutiny Task Group – Public Transport Issues in Chorley Review. The Group had invited County Councillor John Fillis, Cabinet Member for Highways and Transport and Tony Moreton, Assistant Director of Transport from Lancashire County Council, along to their first meeting to give an overview of current arrangements regarding bus provision across Chorley.

The next steps for the group was to effectively scope the review as Members were aware that there would be limits to what they could hope to achieve due to the private system of public transport, the Group were also aware that any discussions with the public may raise unrealistic expectations.

The overall aim of the Group was for the provision of reliable services that cover the whole of Chorley, reflective of people needs and Members discussed what aspects they would like to try to influence/improve upon.

RESOLVED – That the report be noted.

14.OS.21 Overview and Scrutiny Committee Work Programme 2014/15

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

RESOLVED – that the work Programme be noted.

Chair

Date



MINUTES OF	OVERVIEW AND SCRUTINY PERFORMANCE PANEL
MEETING DATE	Thursday, 4 December 2014
MEMBERS PRESENT:	Councillor John Walker (Chair), Councillor June Molyneaux (Vice-Chair) and Councillors Greg Morgan
OFFICERS:	Lesley-Ann Fenton (Director of Customer and Advice Services), Dianne Scambler (Democratic and Member Services Officer), Chris Moister (Head of Governance) and Natalie Taylor-Proctor (Policy and Partnerships Officer)
APOLOGIES:	Councillors Julia Berry, Mark Jarnell and Alistair Morwood
OTHER MEMBERS:	Councillors Peter Wilson (Executive Member (Resources)), Charlie Bromilow and Doreen Dickinson

14.OSP.62 Minutes

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meeting held on 25 September 2014 be confirmed as a correct record for signing by the Chair.

14.OSP.63 Declarations of Any Interests

There were no declarations of any interests.

14.OSP.64 Chorley Council Performance Monitoring - Second Quarter 2014/15

Members 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. Only two projects, deliver the Chorley Youth Zone and the Friday Street Health Centre were rated amber due to issues relating to timescales in delivering the initial actions, however work was underway to bring these projects back on track. Both of these projects would be contained within the Corporate Strategy for 2015/16.

Overall performance on the Corporate Strategy indicators and key service delivery measures was excellent, 71% of the Corporate Strategy indicators and key service delivery measures were performing above target or within the 5% tolerance.

Two indicators, the number of long term empty properties in the borough and percentage of customers dissatisfied with the way were treated by the Council were currently below target, however, work had been undertaken to address these figures and improvements were starting to be made.

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. 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 Members were informed that alternative measures for obtaining this indicator were currently being explored.

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 on due to the ongoing implementation of the single front office transformation programme approved by Members in January this year. Members were informed that the programme of staff training and mentoring in this area was 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.

Members were also informed that there had been a change to the way the processing of planning applications is now calculated, to align with the planning performance submitted through government returns to the DCLG and also to reflect the actual performance of the service in determining applications within agreed timescales. Performance would be reported under two measures from quarter 3 onwards, the number of applications where extensions had been agreed and the percentage of extended applications determined in the agreed time and it was expected that the service would perform well.

RESOLVED – That the report be noted.

14.OSP.65 Exclusion of Press and Public

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

14.OSP.66 Performance Focus: Market Walk

The Panel received a report of the Chief Executive that provided contextual information and proposed initial questions to initiate discussions regarding the performance of the Corporate Strategy project, Market Walk.

The Executive Member for Resources, Councillor Peter Wilson and Head of Governance, Chris Moister 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. The purchase enabled the Council to have greater control and influence over the future development of the town centre and would improve opportunities to implement Economic Development Strategies and the Town Centre Masterplan over the long term. In addition the purchase supported the council's medium term financial strategy by providing additional income stream which could the Council could use to further invest in the Town Centre.

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 management of the site that consisted of the following arrangements:

- The day to day management of the centre, financial management, managing a database of tenant lease terms and working with letting agents to fill voids and providing regular maintenance reports on the performance of the centre in terms of footfall and rental income.
- Contract management arrangements which include regular meetings between the Council and Deloitte as well as monthly management reports.
- The development of a lettings strategy, which the Council plans to develop into a more comprehensive document
- The day to day operational works, including general maintenance and minor repair work and developing relationships with existing tenants

Following a review of the arrangements after the first 12 months, the Executive Cabinet agreed proposals to bring the operational and financial management of Market Walk in house at the end of the contract in 2015.

In addition, work has been undertaken to look at the feasibility of a range of options for extending market walk. This work is 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 had been undertaken with the residents of Chorley and the Panel were informed of the feedback received.

The Panel asked if the Council were happy with the amount that they had paid for the shopping centre and if they were confident that they would be able to make the repayments in addition to achieving a reasonable income.

Councillor Wilson reported that it is expected that the income from the 35 units within the centre will not only cover the loan repayments, but also bring in additional income of at least £400,000 a year. Market Walk also has a marketing budget of £50,000 that is funded 50:50 from the landlord (the Council) and tenants (through the service charge).

The Council's Chief Financial Officer had been able to explore different options for financing 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.

The Market Walk centre has also been rebranded to demonstrate the change in ownership and the 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 to the mall.

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 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 Deloittes will end on 31 March 2015 and the Council will take over the monitoring of its performance at that time.

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.

The Chair thanked Councillor Wilson and Chris Moister for attending the meeting.

RESOLVED – That the report be noted.

Chair

Date



MINUTES OF	EXECUTIVE CABINET
MEETING DATE	Thursday, 23 October 2014
MEMBERS PRESENT:	Councillor (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley
MEMBER RESPONSIBLE:	Councillors Steve Holgate and Danny Gee
COUNCIL CHAMPIONS:	Councillors June Molyneaux, Jean Cronshaw and Julia Berry
OFFICERS:	Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Customer and Advice Services), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment and Neighbourhoods), Jamie Dixon (Head of Streetscene & Leisure Contracts), Asim Khan (Head of Customer, ICT and Transactional Services), Rebecca Huddleston (Head of Policy (Communications)) and Dianne Scambler (Democratic and Member Services)
APOLOGIES:	Councillor Alistair Bradley
OTHER MEMBERS:	Councillors Charlie Bromilow, Mike Handley, Marion Lowe, Matthew Lynch, Alistair Morwood, Mick Muncaster and John Walker

14.EC.65 Minutes of meeting Thursday, 28 August 2014 of Executive Cabinet

RESOLVED – The minutes of the meeting of the Executive Cabinet held on 28 August 2014 be confirmed as a correct record and signed by the Executive Leader.

14.EC.66 Declarations of Any Interests

There were no declarations of any interests.

14.EC.67 Public Questions

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

14.EC.68 Chorley's Economic Development Strategy Refresh 2014

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

The report updated Members on the Council's refreshed Economic Development Strategy and summarised the main changes. Following a four week consultation period the Strategy would be subject to minor amendments before its formal adoption delegated to the Executive Leader and Executive Member (Economic Development and Partnerships).

The refreshed strategy identified new actions to continue the delivery of the Inward Investment Action Plan and the Town Centre Action Plan which were two of the administrations five priority themes.

It also provided a strategic framework to develop the Chorley economy within the context of an updated evidence base, challenges, priorities and funding opportunities and funding opportunities at local, sub-regional, national levels and beyond.

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.

Decision:

- 1. That the refreshed Economic Development Strategy set out in Appendix A be adopted.**
- 2. Delegated authority be granted to the Executive Leader and Executive Member for Economic Development and Partnerships for final approval following any changes made through the consultation process.**

Reasons for decision: To ensure that the priorities and actions contained within the refreshed Strategy are clearly aligned to current issue and strengths facing the borough.

Alternative options considered and rejected: None

14.EC.69 Trial Reopening of Market Street

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

The trial re-opening of Market Street had been identified, along with other initiatives, by the Town Centre Team to kick-start the Town Centre. The scheme was opened in November 2013 and had operated successfully without issue for the past 10 months.

Traffic Speed monitoring surveys had been carried out by Lancashire County Council and the results were contained within the report. The average speed over the week was less than 10mph and 97% of all vehicles are travelling at less than 15mph. Other surveys included Traffic Cut Through monitoring and Air Quality readings.

Feedback from all representatives on the Town Team was that they are fully in favour of keeping the trial scheme in its current format and Lancashire County Council were recommending permanent adoption in its current format.

Decision:

To recommend that Lancashire County Council formalises the trial reopening of Market Street as a permanent arrangement.

Reasons for decision: The scheme has helped to revitalise the top end of Market Street and Chorley Town Centre, by providing additional parking which has attracted more shoppers and boosted trade in the area.

Alternative options considered and rejected:

1. To revert back to closing Market Street to traffic between 11am and 4pm as with the remaining pedestrianised area. Due to the overwhelming success of the trial this was not considered to be an option worth further consideration.
2. To revise the trial scheme. No elements of the scheme have been problematic or caused issue so this was not considered to be an option.

14.EC.70 Review of Open Space Byelaws - Consultation

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Public Protection), Councillor Paul Walmsley.

As the byelaws relating to the use of Council owned spaces has not been reviewed since 2004, it was 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 site owned by the Council.

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 8 week period from 10 November 2014 to 5 January 2015.

Decision:

That the Council's Open Space Byelaws be reviewed following the consultation detailed within the report.

Reasons for decision: It is over 10 years since the byelaws were reviewed and given the changes in open space during this period it is now appropriate to review them.

Alternative options considered and rejected: Not to review the byelaws.

14.EC.71 Anti Social Behaviour - Community trigger and additional tools and powers

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Public Protection), Councillor Paul Walmsley.

The report advised Members of the introduction of new tools and powers to deal with anti-social behaviour (ASB) under the Anti-Social Behaviour Crime and Policing Act 2014 and sought approval for the adoption of proposed 'community triggers' when a review of an anti-social behaviour case was being sought by victims of ASB.

The purpose of the community trigger provision is to provide recourse to victims who believe that the relevant agencies have failed to deal with their case properly, using a community risk assessment approach.

Trigger levels have been agreed across the Lancashire County footprint in order to ensure consistent approach and ease on the administrative burden on agencies and authorities that operate on a wider area than district councils. The proposed trigger levels are in accordance with Home Office guidance and were set out within the report.

The Act also provides a number of new tools and powers that were summarised, and the report sought approval for the granting of delegated authority to be granted to the appropriate officers to ensure that these new powers are available to use.

Decisions:

1. **Adoption of the community trigger thresholds as detailed in paragraph 12 of the report.**
2. **Delegate authority was granted to the Director of Public Protection, Streetscene and Community in consultation with the appropriate Executive Member to adjust the community trigger thresholds following any future review by the Lancashire Community Safety Partnership.**
3. **To recommend to Full Council that the appropriate delegations be granted to the Director of Public Protection, Streetscene and Community to exercise new powers available to district councils and to the Head of Governance to delete from the constitution references to redundant powers which have been superseded by the Anti-Social behaviour, Crime and Policing Act 2014.**
4. **Delegated authority was granted to the Director of Public Protection, Streetscene and Community in consultation with the appropriate Executive Member for the reasons detailed in paragraph 7 of the report.**

Reasons for the decision: To ensure that the Council has the appropriate delegations and authorisations in place to utilise the tools and powers available to them to deal with anti-social behaviour.

Alternative options considered and rejected: None

14.EC.72 Executive Cabinet response to Overview and Scrutiny recommendations on CCTV Infrastructure

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Public Protection), Councillor Paul Walmsley.

The Executive Cabinet had received a report in August 2014 from the Overview and Scrutiny Committee relating to a task group inquiry that had investigated the Council's CCTV service, including the appropriateness of operation and the state of infrastructure.

The task group had made six recommendations that included a phased capital works programme to upgrade the current CCTV infrastructure.

In particular the investigation had focussed on the impact that the provision of CCTV had in relation to public reassurance and the deterrence, prevention and detection of crime.

Investment in the CCTV infrastructure would ensure that the system is updated, utilises current digital technology and reduces the revenue budget demand on repair and maintenance.

The restructure undertaken in Health Environment and Neighbourhoods during late 2013 had reviewed the operator levels required to provide the CCTV monitoring and support service during periods of high volume activity. The task group had undertaken a further review in light of police data and analysis of crime and disorder and determined the operator levels to be appropriate. Whilst the Executive Cabinet noted and understood the recommendation to maintain current staffing levels within the CCTV suite they were unable to provide a guarantee that staffing level would not change in the future, particularly given that technology is improving all the time.

The Chair, thanked the Task Group for the work that had been undertaken on this review.

Decision:

- 1. The recommendations made by the Overview and Scrutiny Committee Task Group on the CCTV Infrastructure in Chorley were accepted.**
- 2. To recommend to Full Council that a capital budget of £250,000 be established to fund the capital works over a period of three years.**
- 3. Delegated authority was granted to the Director of Public Protection, Streetscene and Community in consultation with the Executive Member for Public Protection to develop and commence the procurement programme to select a suitable contractor to deliver the infrastructure upgrade programme.**

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

(The Executive Member (Public Protection), Councillor Paul Walmsley left the meeting)

14.EC.73 Astley Park Destination Play Area

The Vice Chair of Executive Cabinet, Councillor Peter Wilson AGREED that the following additional agenda item could be considered as a matter of urgency - In order that the Astley Park Destination Play Area is delivered in time for spring next year, work needs to commence prior to Christmas 2014.

The report of the Director of Public Protection, Streetscene and Community was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

The report sought 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 the Executive Member for Resources.

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.

The appointment of Newground Landscape Services was sought for a number of social benefits outlined within the report that would be delivered alongside the scheme.

Decision:

- 1. Approval granted 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.**
- 2. Delegated authority was granted to the Executive Member for Resources to appoint Newground Landscape Services to deliver the Astley Park Destination Play Area.**

Reasons for decision:

1. There is urgency in this matter. In order that the play area is delivered in time for spring next year, work needs to commence prior to Christmas 2014. If this matter was brought to Cabinet in November this timetable would not be met. Also approving the scheme before November will provide more time for local recruitment (via the Job Centre) before the Christmas period closedown.
2. Newground Landscape Services will work alongside independently appointed Quantity Surveyors and open book accounting will operate during construction of the scheme to ensure that value for money is achieved. Newground Landscape Services will deliver numerous social benefits during the construction of the scheme including arrangements of local works placements, creating training opportunities for clients of Brothers of Charity and pupils at Parklands High School. In addition the proposed construction programme does not allow for a full tender process to be undertaken enabling the scheme to be delivered in Spring 2015.

Alternative options considered and rejected: Undertaking a full tender exercise to obtain competitive quotes for the construction of the scheme. The proposed construction programme does not allow for the delay which this process would require therefore this option was disregarded.

14.EC.74 Exclusion of the Public and Press

The press and public were excluded the for the following items of business on the ground that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

14.EC.75 Future management of Market Walk

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

Decision:

The recommendations within the report were approved.

Reasons for decision:

1. The Council is continually looking at options to address the budget deficit through either identifying savings or new ways to generate income. The work undertaken by Deloitte, particularly in relation to financial services and operational management functions can be discharged by officers of the Council. As these are services that can be charged back to the service charge or are costs to the Council by discharging the functions ourselves the council will be able to income and decrease expenditure.
2. The strategic management could be opened up to a procurement exercise. However, due to Deloitte's knowledge and experience of the centre which has been demonstrated over the last 12 months, and to enable a level of continuity it is proposed to seek a waiver to enable to enter into a new contract with Deloitte for strategic management advice specific to Market Walk. It is estimated the advice will cost no more than £12k per annum.
3. It is felt that this mix of delivering the financial and operational management in house, and continuing to outsource the strategic management advice would give the best balance of income generation and risk management.

Alternative options considered and rejected: At this point the Council could continue to outsource the management of Market Walk. Whilst continuing with the existing management agreement provides some continuity this is at best cost neutral for the council neither generating any significant savings or income. A tender exercise may lead to low level savings, but not to the extent that could be achieved through in house management.

14.EC.76 Universal Credit Delivery Partnership Agreement

The report the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

Decision: Approval granted for Chorley Council to be a Delivery Partner in accordance with the Delivery Partnership Agreement detailed in Appendix 1 of the report.

Reasons for decision: All local authorities where Universal Credit is being rolled out have been approached by the Department of Works and Pensions to enter into a Delivery Partnership Agreement to the end of the 2014/15 financial year, to ensure that claimants of Universal Credit can readily obtain the support they need to access universal credit services. Council's signing up to the agreement is reimbursed for a range of services provided. As far as the Council are aware, all local authorities to date where the roll-out has occurred including neighbouring authorities have entered into a Delivery Partnership Agreement.

Alternative options considered and rejected: Universal Credit is a new central government policy which is now rolling out across the North West. The Council could refuse to enter into the agreement. However, this would not stop the roll-out of Universal Credit in Chorley and would impact negatively on Chorley claimants as there would be less support on offer to those claimants than Universal Credit claimants in neighbouring authorities.

Chair

Date



MINUTES OF	EXECUTIVE CABINET
MEETING DATE	Thursday, 20 November 2014
MEMBERS PRESENT:	Councillor Peter Wilson (Chair) and Councillors Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley
MEMBER RESPONSIBLE:	Councillors Steve Holgate and Danny Gee
COUNCIL CHAMPIONS:	Councillors June Molyneaux and Julia Berry
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), Simon Clark (Head of Health, Environment and Neighbourhoods), Asim Khan (Head of Customer, ICT and Transactional Services), Sarah James (Head of Policy (Public Service Reform)), Hayley Hughes (Public Service Reform Programme Officer) and Ruth Rimmington (Democratic and Member Services Officer)
APOLOGIES:	Councillors Alistair Bradley
OTHER MEMBERS:	Councillors Eric Bell, Mike Handley, Paul Leadbetter, Roy Lees, Marion Lowe, Matthew Lynch, Mick Muncaster and John Walker

14.EC.77 Minutes of meeting Thursday, 23 October 2014 of Executive Cabinet

Decision: The minutes of the meeting of the Executive Cabinet held on 23 October 2014 be confirmed as a correct record and signed by the Executive Leader.

14.EC.78 Declarations of Any Interests

There were no declarations of any interests.

14.EC.79 Public Questions

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

14.EC.80 Chorley Council Performance Monitoring Second Quarter 2014/2015

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

The report set out the performance against the delivery of the Corporate Strategy, and key performance indicators during the second quarter of 2014/15.

Overall performance of key projects was excellent, with the majority of projects either complete or on track. Two projects; deliver the Chorley youth zone, and Friday Street health centre had been rated amber due to issues relating to timescales in delivering initial actions, however work was now underway to bring these projects back on track. The youth zone would be the subject of a report at the next Council meeting and the health centre had progressed significantly since the Council had begun co-ordinating the project.

Overall performance on the Corporate Strategy indicators and key service delivery measures was excellent. 71% of the Corporate Strategy indicators and 90% of the key service measures were performing above target or within the 5% tolerance.

The Corporate Strategy measures performing below target were; 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 had been developed to outline what action would be taken to improve performance. In fact, in month for September 2014 the overall dissatisfaction was 17.7%, against the target of 20%.

The key service delivery measure performing below target was; the time taken to process all new claims and change events for Housing and Council Tax benefit. Again, action plans were included within the report which outline what actions were being taken to improve performance.

Decision: That the report be noted.

Reasons for recommendation(s)

To facilitate the on-going analysis and management of the Council's performance in delivering the Corporate Strategy.

Alternative options considered and rejected

None.

14.EC.81 Revenue and Capital Budget Monitoring 2014/15 Report 2

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

Members discussed the recommendations in turn and raised several queries.

Members highlighted the fantastic work which had been undertaken by the Council, partners, schools and the community for "in bloom" and the success achieved at the North West in Bloom and Britain in Bloom awards.

Decision:

1. That the full year forecast position for the 2014/15 revenue budget and capital investment programme be noted.
2. Following the success of the Chorley in Bloom and buy-in from the community, Council be requested to approve the setting aside of £40,000 from in-year underspend to develop proposals surrounding the in bloom concept.
3. Approval granted to the use of £30,000 from budget savings in 2014/15 to fund the additional cost of borough-wide campaigns and events.
4. Council be requested to 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 be transferred to the Buildings Maintenance Reserve to fund future asset improvement works.
5. That 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 be noted.
6. That the forecast position on the Council's reserves be noted.
7. Council be requested to 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.
8. That the addition of a £10k contribution received from Lancashire County Council to the Buttermere Play and Recreation budget be noted.
9. Council be requested to approve the transfer of budgets between the capital and revenue budgets to better reflect future delivery of schemes – for further information see paragraph 59.
10. Council be requested to approve the removal of an £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.
11. Council be requested to 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.
12. That 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 be noted.
13. Council be requested to approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2014/15.

Reasons for recommendation(s)

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected

None.

14.EC.82 Fleet Street Master Plan - Extra Care Scheme

The report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

Nationally and locally there were 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.

Lancashire County Council published an Extra Care and Specialist Housing Strategy in May 2014 and this document provided 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.

Fleet Street was identified as a potential parcel of land suitable for housing development as part of the Town Centre Masterplan. A detailed consultation exercise was undertaken with local residents. The outcome of the consultation was positive and demonstrated a support locally for older person's accommodation.

Extra care in particular was identified as a suitable option as it was 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 was residential care.

Several site visits had been undertaken, at Wigan, Salford and Ormskirk. The project would require thorough planning and the support of relevant stakeholders including LCC, the CCG and the HCA. Initial discussions with these partners had been positive.

Members noted that a balance of tenure would be required.

Decision:

- 1. Council be requested to proceed with developing the business case and design for an extra care scheme on Fleet Street.**
- 2. Approval granted that an options appraisal is incorporated into the project which includes exploring the option for a council owned and managed Extra Care Scheme.**
- 3. Council be requested to proceed with site accumulation works and associated consultation.**
- 4. Council be requested 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.**
- 5. 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.**

Reasons for recommendation(s)

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

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.

14.EC.83 Digital Changes to Business Processes

The report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

The Councils Digital Strategy aimed to help residents/customers with digital access to services and information. Significant progress continued with the digital agenda and work was underway to promote digital inclusion for customers to access services online.

Changes to services would be made aimed at speeding up digital access and digital inclusion which otherwise would require an increase in resources. The changes were 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.

Members noted that the Councils customer service centre would continue to support in person access to services and through its digital access points.

In response to a query it was noted that savings based on staffing resources were not cashable, at this stage, but intended to be used to enhance both single front office and planning services to the customer throughout the changes.

Members noted that Universal Credit would be launched the following week, which would be resource intensive for staff.

Decision: That the changes outlined in the report be noted.

Reasons for recommendation(s)

Changes to how customers access services are necessary:

- a. The changes improve access to services for customers whilst promoting digital access.
- b. There has been an increase in customer contact over the last 18 months due to a number of initiatives and external changes:
There has been a high demand for waste collection services such as the free waste electrical and electronic equipment and recycling waste container service
There have also been external factors such as the welfare reform changes, including the Council Tax Support Scheme and the expansion of Buckshaw Village that have led to an increase in the demand for services and information from the council
- c. Balancing resources without compromising services is at the forefront of these change proposals.

Alternative options considered and rejected

No viable alternative options have been identified at this stage.

14.EC.84 Exclusion of the Public and Press

Decision: To exclude the press and public for the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

14.EC.85 Lancashire County Council Recommissioning of Integrated Home Improvement Services (IHIS)

The confidential report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

Decision:

- 1. Approval granted 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 31 March 2018, with an option to extend for an additional 2 years to 31 March 2020.**
- 2. Approval granted 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.**

Reasons for recommendation(s)

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

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.

Chair

Date

**MINUTES OF****EXECUTIVE CABINET****MEETING DATE****Thursday, 11 December 2014****MEMBERS PRESENT:**

Councillor Alistair Bradley (Chair) and Councillors Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley

MEMBER RESPONSIBLE: Councillor Steve Holgate

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), Andrew Daniels (Communications Manager) and Ruth Rimmington (Democratic and Member Services Officer)

APOLOGIES:

Councillor Peter Wilson

OTHER MEMBERS:

Councillors Eric Bell, Paul Leadbetter, Marion Lowe, Mick Muncaster and John Walker

14.EC.86 Minutes of meeting Thursday, 20 November 2014 of Executive Cabinet

Decision: The minutes of the meeting of the Executive Cabinet held on 20 November 2014 be confirmed as a correct record and signed by the Executive Leader.

14.EC.87 Declarations of Any Interests

There were no declarations of any interests.

14.EC.88 Public Questions

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

14.EC.89 Open Space Provision Update

The report of the Chief Executive was presented by the Executive Leader and Executive Member (Economic Development and Partnerships), Councillor Alistair Bradley.

The report provided an update on open space provision data in the Borough since the Open Space Study 2012.

The data would be used for a number of purposes, which included 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 would also be used to inform and assess bids for the Play and Recreation Fund and to inform development plan monitoring reports.

Appendix One of the report set out the current provision by settlement.

Members discussed the facilities owned by schools and that some facilities were more accessible than others.

Decision: That the report be noted.

Reasons for recommendation(s)

To ensure Members are aware of the up to date evidence on open space.

Alternative options considered and rejected

None.

14.EC.90 Approval for Procurement of Neighbourhood Vans

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Streetscene Services), Councillor Adrian Lowe.

The report sought for the procurement approach including the award procedure, evaluation methodology and criteria for eight Neighbourhood Vans.

A mix of diesel / electric vehicles had been chosen as this would provide savings whilst also ensuring service resilience. For most daily duties the charging range of the electric vehicles was sufficient (80 miles). By also having some diesel vehicles this would ensure service resilience for any duties or ad-hoc work that required greater traveling distances, such as dropping off stray dogs to kennels outside of the borough.

Members noted that leasing opportunities were not currently available for electric vehicles.

Decision:

- 1. Approval granted to the procurement approach for 8 x Neighbourhood Vans via direct award through the Crown Commercial Service Vehicle Purchase Framework Agreement Reference RM 859.**
- 2. Approval granted to the procurement approach for the fitting out of the neighbourhood vans as detailed in the report.**

Reasons for recommendation(s)

Under the Council's contract procedure rules approval by the Executive Cabinet of contract award procedure and evaluation criteria for tenders greater than £75,000 in value is required.

Alternative options considered and rejected

The Council has considered alternative procurement routes including Open Tender and other framework options.

14.EC.91 Exclusion of the Public and Press

Decision: To exclude the press and public for the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

14.EC.92 Extension of Existing Insurance Long Term Agreements

The confidential report of the Chief Executive was presented by the Executive Leader and Executive Member (Economic Development and Partnerships), Councillor Alistair Bradley.

The report informed Members of the arrangements that underpin the Council's portfolio of general insurance covers and sought approval to accept a two year extension of the existing Long Term Agreements.

Decision: Approval granted to accept the offer of an extension to the LTA's in place with the relevant insurers for a further two years commencing from 1st January 2015 in accordance with the conditions of contract and the terms set out in the body of the report.

Reasons for recommendation(s)

The suggested approach to accept the final two year extension period with existing insurers on the terms offered is the course of action recommended by the Council's independent insurance broker in their renewal report.

Alternative options considered and rejected

In view of the prevailing market conditions and following advice and discussion with JLT, both Councils' CEO's agreed not to seek to re-tender at this stage. Instead it was agreed to work with JLT to facilitate the extension process and also develop and evaluate options for selfinsurance and/or varying excess levels on key policies to ascertain their impact on insurance premiums.

In conjunction with JLT the work to identify options and to quantify and assess their impact on insurance premiums options has now been completed.

14.EC.93 Procurement of the Night Caretaking and Concierge Services at Cotswold Supported Housing

The confidential report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services).

The report outlined the procurement process undertaken for the concierge service at Cotswold Supported Housing and sought approval to award the contract to the successful contractor.

Decision: Approval granted to award 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. This will be for the period 01.02.2015 to 31.01.2017.

Reasons for recommendation(s)

In accordance with the Councils contract procedure rules, approval to award the contract to the highest bidder.

Alternative options considered and rejected

1. The option to extend the current contract with Profile Security would not have complied with the Councils procurement rules.
2. The option to tender for a concierge service for another one or three or more year contract was considered. However another one year contract was felt to be too short and more continuity of service was required, while any more than a two year contract was felt to be too restrictive for a changing and improving service.

Chair

Date

Chorley Council –Notice of Executive decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.
2. A ‘Key’ Decision is defined as:
 - a) A, Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Partnerships)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources)	Councillor Peter Wilson
Executive Member (Community Services)	Councillor Beverley Murray
Executive Member (Public Protection)	Councillor Paul Walmsley
Executive Member (Streetscene Services)	Councillor Adrian Lowe
Executive Member (Customer and Advice Services)	Councillor Graham Dunn
4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk.

Gary Hall, Chief Executive

Last updated: 16 January 2015

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
January							
2015/16 Budget and Summary Budget Position Over the Medium Term	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A significant impact in environmental, physical, social or economic terms on communities living or	22 Jan 2015	No	No	Report of the Chief Executive
Approval to tender for architectural services for design options for an extra care scheme	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		22 Jan 2015	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=37404	Report of the Director of Customer and Advice Services
Proposed Sale of Freehold Reversionary Interest at Ackhurst Road, Common Bank	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	22 Jan 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings							
Report of Overview and Scrutiny Task Group - Neighbourhood Working	Executive Cabinet	Executive Member (Community Services)		12 Feb 2015	No	No	Report of the Head of Health, Environment & Neighbourhoods
Discretionary Rate Relief scheme	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Partnerships)		12 Feb 2015	No	No	Report of the Chief Executive
Revenue and Capital Budget Monitoring 2014/15 Report Three	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A new or unprogrammed capital scheme of £100,000 or more	12 Feb 2015	No	No	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Three 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		12 Feb 2015	No	The previous report will be posted here	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Local Government Declaration on Tobacco Control	Executive Cabinet	Executive Member (Community Services)	A significant impact in environmental, physical, social or economic terms on communities living or	12 Feb 2015	No	No	Report of the Director of Public Protection, Streetscene and Community
Home Energy Conservation Act (HECA) Report 2015	Executive Cabinet	Executive Member (Customer and Advice Services)	A significant impact in environmental, physical, social or economic terms on communities living or	26 Mar 2015	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=29462	Report of the Director of Customer and Advice Services
Report of Overview and Scrutiny Task Group - Public Transport Issues	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Partnerships)		25 Jun 2015	No	No	Report of the Chief Executive

Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 22 January 2015, 12 February 2015 and 26 March

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member Decisions							
Choose Chorley Grant: Halco Pharmaceuticals	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		August 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Head of Economic Development
Chorley BIG Grant: Ravat & Ray	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		August 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Head of Economic Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley BIG Grant: Secure Assure	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		September 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Head of Economic Development
Chorley BIG Grant: Utiligroup	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		November 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Head of Economic Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley BIG Grant: DVM Pigments	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		January 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Head of Economic Development
Chorley BIG Grant: Little Explorers	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		January 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Head of Economic Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley's Economic Development Strategy Refresh 2014: final approval following any changes made through the consultation process	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)	A significant impact in environmental, physical, social or economic terms on communities living or	November 2014	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=36823	Report of the Chief Executive
Corporate Debt Management and Recovery Policy	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		April 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Unit 6 Market Walk	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	May 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Land at Union Street and Chorley Old Road Play Area Whittle le Woods	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		June 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Land at Crosse Hall Lane	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	August 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Proposed Sale of Land to the Rear of 18a The Farthings Astley Village Chorley PR7 1TP	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		October 2014	No	No	Report of the Chief Executive
Town Hall Maintenance Project: Award of Contracts	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	November 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=36554&PlanId=472	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for any changes to the roles and responsibilities following the results of the consultation relating to Market Walk operational and financial management services	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		December 2014	Paragraph 1: Information relating to any individual	No	Report of the Chief Executive
HR Policy: Flexi Policy	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		4 Dec 2014	No	No	Report of the Chief Executive
HR Policy: Shared Parental Leave Policy	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		4 Dec 2014	No	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Shop Floor/ Shop Front Refurbishment Grant: Flame Nails and Beauty	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		December 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democra cy.chorley.gov. uk/ielIssueDetail s.aspx?IId=282 98&Opt=3	Report of the Chief Executive
Shop Floor/Shop Front/Business Rate Subsidy: Cakes by Ruth/Eat my Logo	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		16 Jan 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democra cy.chorley.gov. uk/ielIssueDetail s.aspx?IId=282 98&Opt=3	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Shop Floor Refurbishment Grant: Believe Clinic, Friday Street	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		16 Jan 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&Opt=3	Report of the Chief Executive
Shop Floor/Shop Front grant: The Bob Inn	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		January 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&Opt=3	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
102A Market street, Chorley	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		January 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Proposed Disposal of Council Land at Longfield Avenue, Coppull and Peartree Road, Croston	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		January 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=1752&Ver=4	Report of the Chief Executive
Scrap Metal Dealers Act 2013	Executive Member (Public Protection)	Executive Member (Public Protection)		September 2014	Para 1: Information relating to any individual.	No	Report of the Director of People and Places



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	22 January 2015

2015/16 DRAFT BUDGET AND SUMMARY BUDGET POSITION OVER THE MEDIUM TERM

PURPOSE OF REPORT

1. To set out the budget position for 2015/16 including the forecast for the following 2 years to 2017/18 and also present the relevant proposals in respect of:
 - Potential investment in the Council's Corporate Strategy priorities in 2015/16.
 - Increasing budget resilience in the longer term.
 - Budget Consultation.

RECOMMENDATION(S)

2. That Members agree the contents of this report in order to start the Budget Consultation process and note the following proposed budget items, in particular:
 - Council Tax to be frozen in 2015/16.
 - The proposed New Investments for 2015/16.
 - New Growth Items funded from budget savings.
 - The balanced budget position for 2015/16.
 - The forecasted budget position to 2017/18.

EXECUTIVE SUMMARY OF REPORT

3. The budget forecasts over the next 3 years have been updated to take account of the following:
 - Council Tax will be frozen in 2015/16.
 - Local Government Settlement 2015/16 – provisional issue published on 18th December 2014.
 - Progress against the current Medium Term Financial Strategy's (MTFS) budget efficiency objectives including Market Walk income generation and the new in-house arrangements for the Property Services function.
4. The recent Local Government Finance Settlement for 2015/16 continued the programme of Central Government core grant reductions for the immediate forthcoming year, adding to the previous cuts since the Comprehensive Spending Review in 2010 (CSR2010) as follows:

Year	Reduction £000	%
2011/12	1,154	-13.6
2012/13	857	-11.7
2013/14	435	-7.4
2014/15	879	-13.5
2015/16	883	-15.5
Total	4,208	

5. Due to the successful implementation of the MTFs, budget efficiency savings totalling £0.707m have been applied to the budget to achieve a balanced budget position for 2015/16. This results in headroom being created within the budget as budget efficiencies have been overachieved. The proposals below use this headroom to fund budget growth items.
6. As well as the budget now placed in a headroom position for 2015/16 to accommodate budget new growth items, another package of New Investment projects totalling £4.422m is proposed for both revenue and capital expenditure. This investment is in addition to the 2013/14 and 2014/15 investments that were approved for a period of 3 and 2 years respectively. The new proposals to be funding in 2015/16 are listed below and set out in more detail in Appendix Two.
7. **2015/16 Proposed budgeted new investments - £4.422m**

Investment Area (Revenue)	2015/16 Amount £
Digital access and inclusion	50,000
Development and delivery of community action plans	200,000
Chorley Flower Show	50,000
North West in Bloom	45,000
Town and Country Festival	10,000
Delivery of neighbourhood priorities	50,000
Support the food bank	15,000
Supporting communities to access grant funding	20,000
16/17 Young persons' drop in centre	19,000
Provide an accommodation finding service for 'non-priority' households who are homeless or threatened with homelessness	24,000
Free swimming	8,000
Progress key employment sites	50,000
Increase visitor numbers to Chorley	35,000
Support the expansion of local businesses	40,000
Investigate further opportunities to expand Chorley Markets	30,000
Chorley Council Employment Support Fund with Runshaw College	20,000
Additional events at Astley Hall/Park	14,000
Deliver the Chorley Public Service Reform Board work	15,000
Campaigns and events	65,000
Employee health scheme	20,000
Provide a mediation service for Anti-Social Behaviour (ASB) case resolution	7,000
Disabled and dementia online venue access guides	20,000
Total (Revenue)	807,000

Investment Area (Capital)	2015/16 Amount
	£
Buckshaw Community Centre	600,000
Delivery of CCTV provision	250,000
Bengal Depot Site	120,000
Yarrow Valley Car Park	225,000
Deliver improvements to Market Street	1,000,000
Youth Zone	1,000,000
Land assembly	250,000
Recreational pitch strategy	170,000
Total (Capital)	3,615,000

8. **Updated Budget Deficit as at December 2014**

	2015/16	2016/17	2017/18
Updated Budget Deficit – December 2014	0	1,663	2,555

9. It is important to clarify, however, that this is not a sustainable position over the medium term and the projected budget position in future years consistently shows a significant budget gap in future years in 2016/17 and 2017/18. This shortfall, as in the table below, together with heightened uncertainty and risk in the form of year on year variable new funding regimes means that budget austerity measure will continue to impact on the Council's budget. A more detailed breakdown is contained in Appendix One.
10. It should also be borne in mind that the latest budget position is based on the following key assumptions:

Key Budget Assumptions	2015/16	2016/17	2017/18
Increase in Council Tax	0%	0%	0%
Reduction in Government Grant	£883k	£350k	£350k
Profiled Reduction in Grant Settlement	(15.5%)	(7.3%)	(7.9%)
Payaward	2.2%	1%	1%
Pension Fund Employers' Contribution – Future Service	11.1%	11.1%	11.1%
Business Rates Retention Growth – previous years	(£0.130m)	(£0.130m)	(£0.130m)
Pension Fund Deficit Recovery	£0.832m	£0.956m	£1.076m
National Insurance Contributions	10.4%	10.4%	13.8%
Grant for freezing Council Tax in 2015/16	£66k	-	-
Use of New Homes Bonus (NHB) in the base budget to date	£1,044k	£1,044k	£1,044k

11. To confirm, the above key budget assumptions, to confirm the following approach has been taken:-
- Council Tax will be frozen at its current level in 2015/16.
 - NHB receipts in respect of 2013/14 to 2015/16 have not been built into the base budget as recurring core funding to enable the Council to improve budget resilience and flexibility to respond to future annual uncertainty inherent in the new public finance funding regimes. Future years' awards will be dependent upon the level of housing development.
 - No adjustments have been made to date to the original forecasted Business Rates retained income as this will be set as part of the Central Governments NNDR1 return process in January 2015. As at today the government return has not been received, however, the ratings list and outstanding appeals as at the end of December 2014 are being analysed in preparation. The final outcome will be dependent on movements in the local tax base and also collection performance including the outcome of appeals awarded by the Valuation Office Agency (VOA) during the current year 2014/15.
 - The assumed reduction in Government Grant in 2016/17 and 2017/18 is estimated and will be subject to change as part of CSR 2014.
12. Despite the additional funding cuts announced on 18th December 2014 a planned early budget preparation process has enabled the Council to apply New Homes Bonus (NHB) funds to invest in the corporate strategy priorities in 2015/16, these aim to:
- **INVOLVE RESIDENTS IN IMPROVING THEIR LOCAL AREA AND EQUALITY OF ACCESS FOR ALL.**
 - **CLEAN, SAFE AND HEALTHY COMMUNITIES.**
 - **AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA.**
 - **A STRONG LOCAL ECONOMY.**
13. Potential investment proposals are summarised in the report and set out in detail in project mandates detailed in Appendix Two. Funding has been achieved by not building New Homes Bonus income received since 2013/14 into the base budget. This approach has been taken to enable the council flexibility and resilience in order to address the volatile and variable nature of future core funding. New homes bonus is top sliced from the government grant pot, and whilst recurrent for a number of years, it is not guaranteed in the future and is of course directly linked and dependent on future housing development.
14. NHB funding is also used to finance New Investment Package Capital Projects which enables investments to be made in the Borough whilst at the same time keeping borrowing as a financing option to a minimum. The proposed Capital Programme and its financing are attached in Appendix Three.
15. This latest round of projects brings the total new investment in the Council's corporate priorities since 2013/14 to £9.163m, as summarised below:-

Priority	New in 2013/14 £m	New in 2014/15 £m	Year 2 2013/14 Budget £m	New in 2015/16 £m	Year 3 2013/14 Budget £m	Year 2 2014/15 Budget £m	Total £m
Involve residents in improving their local area and equality access for all – TOTAL £1.733m							
Revenue investment	0.250	0.138	0.085	0.440	0.085		0.998
Capital investment	0.135			0.600			0.735
Clean, safe and healthy communities – TOTAL £1.997m							
Revenue investment	0.284	0.120	0.100	0.051	0.100	0.045	0.700
Capital investment	0.060	0.424		0.595		0.218	1.297
An ambitious Council that does more to meet the needs of residents and the local area – TOTAL £2.156m							
Revenue investment	0.160	0.055	0.050	0.141	0.050		0.456
Capital investment	0.280			1.420			1.700
A strong local economy – TOTAL £3.277m							
Revenue investment	0.655	0.347		0.175		0.100	1.277
Capital investment	1.000			1.000			2.000
TOTAL INVESTMENT PROGRAMME - £9.163m	2.824	1.084	0.235	4.422	0.235	0.363	9.163

16. In addition to the 2015/16 New Investment Package the budget proposals also include two other proposed budget items that are to be funded from New Homes Bonus in 2015/16. These are:

- an uplift in General Balances by £0.350m to increase the financial resilience of the Council's budget, and
- a set aside funds of £0.100m to meet the cost of a unitary status local poll (noting that progressing unitary status is subject to approval by Full Council).

17. As well as investing within across the borough it is also proposed to set aside funds to increase balances as the financial austerity measures continue to erode Revenue Support Grant (RSG). This financial pressure is coupled with the difficulties posed to financial planning due to the volatility of Business Rates Retention (BRR) Income. The complexities of BRR also expose the Council's budget to risk in the form of cash flow adjustments to deal with its technical accounting framework and also its lateness in the budget setting process.
18. Accurate forecasting of BRR will be even further exacerbated as a national re-valuation of all Rateable Values is due to happen in 2017/18 and the Baseline Funding Level (the financial foundation on which benefit is calculated) will be reviewed and re-set as part of the Local Government Finance Settlement in 2020/21.
19. The current forecasted balanced budget position for 2015/16 has accommodated a proposal for new recurring growth to be built into the budget. This is in respect of providing the running costs of Youth Zone in Chorley. The creation of the Youth Zone is a proposed new capital scheme contained within the total new development package of investments proposed for 2015/16. Two other budget growth items are also proposed, these additions will be at least self-financing from the generation of additional income in accordance with the MTFS follows:-
 - Sports Development in Schools – providing sports and recreational activities in schools.
 - Astley Hall additional resources – allocation of additional resource to manage the venue and facilitate the maximisation of income generation.
20. The current Medium Term Financial Strategy (MTFS) sets out options over a 3 year period that effectively addresses the budget deficit position over the longer term to secure financial resilience and sustainability. This timeframe is considered the maximum period whereby reasonable forecasts can be made. Options that will be considered over the next three year MTFS period are:
 - Re-engineering of services to fundamentally review service provision to reduce net expenditure and improve efficiency.
 - A programme of reducing the Council's debt position which has an impact on the revenue account
 - Income generation schemes as a continuation of the projects implemented to date.
 - Increasing in Council Tax is also available as an option available to Councils to close funding gaps.
21. Consultation on the proposed budget for 2015/16, which includes a freeze on Council Tax, will commence following approval of the proposals by Executive Cabinet at this meeting. The consultation will focus on obtaining feedback on the key investment areas in order to help prioritise activity. It will also highlight the impact of a reduction in Council funds and ask residents to give us their views on the budget. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online). Results will be analysed and published in February for consideration as part of budget finalisation.

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

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

- 22. To progress the Council’s 2015/16 Budget Setting process to achieve an approved and balanced budget.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 23. Setting the budget is a statutory responsibility.

CORPORATE PRIORITIES

- 24. This report relates to the following Strategic Objectives:

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

THE BUDGET - BACKGROUND

25. The Medium Term Financial Strategy (MTFS) approved in February 2014, covering the period 2014/15 to 2016/17, contained the budget deficit projection below. This being estimated on the basis of information published in the Government’s Comprehensive Spending Review (CSR) 2010 and the subsequent Local Government Finance Settlement announcements. As settlements are now published periodically during the four year period and not upfront, the MTFS is increasingly based on estimates and key assumptions. This issue is amplified as the relatively new Business Rates Retention Scheme is also based on significant budget estimates and projects of future income and the outcome of future appeals made against property Rateable Values outside the control of the Council. All of the above means that accurate BRR budget forecasting is increasingly problematic in terms of both the cash value of net tax base growth and also its cash flow phasing and budget setting timing.

26. **Budget Gap in the Current MTFS approved February 2014**

	2015/16 £000	2016/17 £000
Previously Estimated Forecasted Budget Gap - 2013/14 Budget MTFS	962	2,198

27. The provisional stage of the last settlement round within the 2010 CSR period was announced recently on 18th December 2014. Unlike last year, this issue contained the provisional core funding level for a single year, that being, 2015/16 only. This adds to the difficulties in accurate forecasting and financial planning in addition to the variable nature of the core funding allocations themselves.

28. The changes from that previously issued are:

- Council Tax Freeze Grant applicable to freezing Council Tax in 2014/15 has been rolled up into the total funding pot.
- There was a marginal negative change from the anticipated grant reduction of £7k.

29. Due to the fact that significant reductions in core funding are expected for the foreseeable future, a robust budget preparation process has been progressed using reasonable financial assumptions where actual data is absent. Despite the settlement only being announced on 18th December this approach has enabled the budget to achieve a headroom position in advance of the next financial year. This not only serves to mitigate the risk to service provision inherent in such a significant and complex process, but also provides funding for a new budget growth item to be accommodated. This refers to the running costs of the proposed Youth Zone in the sum of £0.050m. The Youth Zone is a corporate priority and has been included as a Capital Scheme in the proposed New Investment Package for 2015/16.

30. Two other budget growth items are also proposed, these additions will be at least self-financing from the generation of additional income in accordance with the MTFS follows:-

- Sports Development in Schools – providing sports and recreational activities in schools.
- Astley Hall additional resources – allocation of additional resource to manage the venue and facilitate the maximisation of income generation.

31. This approach has also secured a balanced budget next year without incorporating any further NHB funds into the base budget for a further year. This makes NHB received in

2013/14 up to 2015/16 available to finance one-off investments projects that support and enhance the delivery of the Corporate Strategy priorities.

THE PROPOSED BUDGET POSITION

Council Tax will be frozen in 2015/16 for the third consecutive year

32. Council Tax will be frozen and will not increase in 2015/16. This will be the third consecutive year that the current administration has achieved a balanced budget position for the forthcoming financial year without increasing Council Tax.
33. The publication of the Local Government Finance Settlement now completes the CSR 2010 financial planning period. It has resulted in large scale reductions in Central Government grant placing unprecedented levels of pressure on the Councils budget. For 2015/16 this being £0.883m (equating to -15.5%). This is in addition to the reductions in the previous three years: 2011/12 £1.154m (-13.6%); 2012/13 £0.857m (-11.7%); 2013/14 £0.435m (-7.4%), and 2014/15 £0.879m (equating to -13.5%). Thus making the four year reduction in grant total £ 4.208m.
34. As above this Local Government Finance Settlement has been made for just one year, this makes any accurate budgetary forecasts with regard to core funding very difficult. Many announcements have stated that austerity measures will continue after 2015/16 and beyond, therefore, a reduction in the region of £0.350m has been assumed in 2016/17 although this will be subject to change as part of the CSR 2014. This results in a forecasted budget deficit position totalling £2.555m.
35. The updated budget position forecasted over the longer term is summarised below, together with the key budget assumptions that have been applied. The table below identifies that a balanced budget position has been achieved in 2015/16 following the successful implementation of the Medium Term Financial Strategy (MTFS). Additionally, as NHB has not been applied to the base budget, funds are available for non-recurring new investment in 2015/16. It should be noted, however, that as a result of the grant reduction above a significant budget gap is expected thereafter. More details are included in the Four Year Budget Summary in Appendix One.
36. An outline financial strategy to achieve a balanced position over the longer term is summarised later in the report and will be set out in detail within the Budget Report to Council in February 2015. The overall strategy will be to balance the forecasted budget deficit of £2.555m across the following areas:-
 - Fundamental review of expenditure and costs - £1.000m
 - Income generation schemes - £1.000m
 - Management of the financing arrangements of Market Walk to continue achieving current performance budgetary savings - £0.555m
 - Council Tax increases are also another option available to Councils to bridge budget funding gaps as explained in financial strategy section below where a small weekly uplift to the Council Tax payer of circa 7p can have an overall significant cumulative effect on Council funding. This equates to a 2% increase generating £122,000 of additional Council Tax income.

37. The current forecasted budget deficit to 2017/18

Budget Assumptions	2015/16 £000	2016/17 £000	2017/18 £000
Revised Budget Deficit – December 2014	657	1,702	2,595
Recurring Budgetary Savings Already Achieved	(707)		
Budget (Surplus)/Deficit	(50)	1,702	2,595
Uncommitted/Surplus NHB	(1,440)	*(2,288)	*(2,586)
Funds available for new investment and growth in 2015/16	1,490		

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

KEY BUDGET ASSUMPTIONS

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

Key Budget Assumptions	2015/16	2016/17	2017/18
Increase in Council Tax	0%	0%	0%
Reduction in Government Grant	£883k	£350k	£350k
Profiled Reduction in Grant Settlement	(15.6%)	(7.3%)	(7.9%)
Pay award	2.2%	1%	1%
Pension Fund Employers' Contribution – Future Service	11.1%	11.1%	11.1%
Business Rates Retention – Growth in previous years	(£130k)	(£130k)	£(130k)
Pension Fund Deficit Recovery	£0.832m	£0.956m	£1.076m
National Insurance Contributions	10.4%	10.4%	13.8%
Grant for freezing Council Tax in 2015/16	£66k	-	-
Use of New Homes Bonus (NHB) in the base budget to date	£1,044k	£1,044k	£1,044k

39. NHB monies received prior to 2013/14 in the sum of £1.044m have been factored into the base budget as recurring funding. With effect from 2013/14, however, NHB receipts have not been incorporated into the base budget on a permanent basis. This is based on the fact that NHB is only received over a 6 year period. The purpose of this approach is to maximise the Council's ability to adjust its budget to respond more quickly to future variations in funding levels.

40. Within the last few years public sector finance has become increasingly exposed to year on year uncertainty with annual fluctuations now built in permanently to the total core funding regime. Business Rates Retention is particularly problematic due to its complex structure and multi-year plus year on year financial impact on the budget. Both core grants have undergone extraordinary change in the form of significant reductions and how they are structured. Therefore it is important the Council's budget is able to demonstrate resilience and flexibility in order to respond to annual fluctuations in core funding levels and BRR collection funds variations. It is for these reasons that new NHB received will not be built into the base budget as permanent recurring funding in 2015/16.
41. With regard to the Business Rates Retention our projected additional retained income, over and above the Baseline Funding Level remains to be finalised. The forecasted budget is also informed by performance within 2014/15 in respect of some high value factors and therefore no reliable assumptions can be quantified at this stage. As income is subject to potential large scale change in the form of appeals made against property valuations and other shifts in the tax base, assessing the out-turn position and subsequent financial impact on 2015/16 and 2016/17 is exceptionally problematic. Accurate forecasting of BRR will be even further exacerbated as an national re-valuation of all Rateable Values is due to happen in 2017/18 and the Baseline Funding Level (the financial foundation on which benefit is calculated) will be reviewed and re-set as part of the Local Government Finance Settlement in 2020/21. Therefore, the budget contains some assumptions on the income level to be achieved in 2015/16 onwards that may still be subject to change.

BALANCING THE BUDGET FOR 2015/16

42. The current MTFs set out ways in which the budget pressures and deficit could be addressed over the longer term by achieving cost reductions and increasing income. The successful implementation of the strategy has secured a balanced budget position in advance of the next financial year by reducing the budget requirement by £0.707m. This is mainly attributable to the following key projects:
- **Market Walk (£0.500m)** – Purchase of Market Walk shopping centre provides a net income positive contribution to the budget in the sum of £0.500m. This occurs on an annual basis and is achieved after making a provision, in the form of an equalisation account, to mitigate against the risk of future temporary fluctuations in income. As this is achieved year on year it is current omitted from the budget shortfall projection in 2016/17 onwards.
 - **Base Budget Review (£0.045m)** – Continual robust challenge and update of the base budget to ensure it fully reflects changing levels of requirement.
 - **Productivity Gains, Efficiency Savings and Pay Policy (£0.162m)** – Mainly attributable to a review into the provision for Property Services was carried out and a decision made to bring the service back in-house.

AN OPPORTUNITY FOR SUBSTANTIAL INVESTMENT IN CORPORATE PRIORITIES AND BUILD FUTURE FINANCIAL RESILIENCE

43. In a similar approach to the last two budget setting years, early planning and preparation has enabled the Council to address the forecasted budget deficit well in advance of 2015/16. Consistency has also been achieved in producing a balanced budget position which has been achieved with no further permanent use of NHB to fund the financial commitments within the base budget.

44. This presents an opportunity to invest in the Council’s Corporate Strategy for a third year despite the significant reductions in core grant funding. The investment projects link to the Corporate Strategy and the priorities contained within it. The New Investment Programme, now in its third year, supports the delivery of the Corporate Strategy priorities. The potential new programme of investments is summarised below and with more detailed individual mandates for each proposal in Appendix Two.
45. **Summary list of New Investments funded in 2015/16 – Total £4.422m**

Investment Area (Revenue)	2015/16 Amount £
Digital access and inclusion	50,000
Development and delivery of community action plans	200,000
Chorley Flower Show	50,000
North West in Bloom	45,000
Town and Country Festival	10,000
Delivery of neighbourhood priorities	50,000
Support the food bank	15,000
Supporting communities to access grant funding	20,000
16/17 Young persons’ drop in centre	19,000
Provide an accommodation finding service for ‘non-priority’ households who are homeless or threatened with homelessness	24,000
Free swimming	8,000
Progress key employment sites	50,000
Increase visitor numbers to Chorley	35,000
Support the expansion of local businesses	40,000
Investigate further opportunities to expand Chorley Markets	30,000
Chorley Council Employment Support Fund with Runshaw College	20,000
Additional events at Astley Hall/Park	14,000
Deliver the Chorley Public Service Reform Board work	15,000
Campaigns and events	65,000
Employee health scheme	20,000
Provide a mediation service for Anti-Social Behaviour (ASB) case resolution	7,000
Disabled and dementia online venue access guides	20,000
Total (Revenue)	807,000

Investment Area (Capital)	2015/16 Amount £
Buckshaw Community Centre	600,000
Delivery of CCTV provision	250,000
Bengal Depot Site	120,000
Yarrow Valley Car Park	225,000
Deliver improvements to Market Street	1,000,000
Youth Zone	1,000,000
Land assembly	250,000
Recreational pitch strategy	170,000
Total (Capital)	3,615,000

46. The New Investment additions to the Capital Programme above will be financed via options other than borrowing, as list below:-

47. **Capital Financing**

	£000
New Homes Bonus to 2018/19	1,140
Revenue Contributions – Earmarked Reserve	1,750
External Contributions	600
Capital Receipts	125
Total Capital Financing	3,615

48. In addition to the 2015/16 New Investment Package the budget proposals also include other proposed budget items that are to be funded from New Homes Bonus in 2015/16. These are:

- an uplift in General Balances to increase the financial resilience of the Council's budget totalling £0.350m, and
- a set aside of funds to meet the cost of a Unitary Status Local Poll in the sum of £0.100m (noting that progressing Unitary Status is subject to approval by Full Council).

49. The latest round of budget investments funded by 2015/16 NHB brings to total investment package since 2013/14 to £9.163m

50. **New Investments By Corporate Priority Since 2013/14 – Total £9.163m**

Priority	New in 2013/14 £m	New in 2014/15 £m	Year 2 2013/14 Budget £m	New in 2015/16 £m	Year 3 2013/14 Budget £m	Year 2 2014/15 Budget £m	Total £m
Involve residents in improving their local area and equality access for all							
TOTAL £1.733m							
Revenue investment	0.250	0.138	0.085	0.440	0.085		0.998
Capital investment	0.135			0.600			0.735
Clean, safe and healthy communities							
TOTAL £1.997m							
Revenue investment	0.284	0.120	0.100	0.051	0.100	0.045	0.700
Capital investment	0.060	0.424		0.595		0.218	1.297
An ambitious Council that does more to meet the needs of residents and the local area							
TOTAL £2.156m							
Revenue investment	0.160	0.055	0.050	0.141	0.050		0.456
Capital investment	0.280			1.420			1.700
A strong local economy							
TOTAL £3.277m							
Revenue investment	0.655	0.347		0.175		0.100	1.277
Capital investment	1.000			1.000			2.000
INVESTMENT PROGRAMME TOTAL	2.824	1.084	0.235	4.422	0.235	0.363	9.163
£9.163m							

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

Investment	Overview – Total Investment 2015/16: Revenue £0.440m; Capital £0.600m
1. Digital access and inclusion - £0.050m	This project involves the delivery of eight specific actions with the aim to ensure that everyone in the borough can get online, do more online and benefit from being online.
2. Development and delivery of community action plans - £0.200m	The aim of this project is to better understand community needs and to work with partner agencies, such as Police, Fire Rescue, LCC, Health and housing providers to coordinate, integrate and deliver services at a local level when it is appropriate.
3. Chorley Flower Show - £0.050m	Following on from Chorley's successes in both the Britain in Bloom and North West in Bloom awards, this project will see the creation and delivery of a flower show in Chorley. The intention is to create a flower show that rivals other well-known shows, attracting visitors to the region and supporting the development of the local economy.
4. North West In Bloom - £0.045m	To further support the on-going In-Bloom work, an budget is requested to cover a range of additional features and improvements
5. Town and Country Festival - £0.010m	This project involves working with a newly-formed committee who are looking to rejuvenate a town and country festival in Chorley. It would be on a similar theme to the Royal Lancashire Show but slightly smaller in scale for its first year. It is expected that the event will increase visitor numbers to Chorley and increase trade in town and surrounding areas.
6. Delivery of Neighbourhood Priorities - £0.050m	This project will deliver priorities established through the neighbourhood group meetings and agreed by Executive Cabinet to provide additional funding supporting works over and above business as usual.
7. Support the Food Bank - £0.015m	This project will support the existing food bank provision so that it is able to effectively support those who are most vulnerable and in need of food parcels and related assistance. This support will consist of funding to support delivery of the service in terms of capacity and resources and will also support residents referred into the service to ensure they are offered appropriate assistance. This will involve close working with partner agencies and the Storehouse themselves with the aim being to reduce the number of vulnerable residents referred into the food bank.

8. Supporting communities to access grant funding - £0.020m	This project will procure a grant finder tool which will support internal services and external partners to work with local community groups and organisation to access grant funding. The overall aim of this project is to support local groups and organisations across Chorley to access opportunities and secure funding to improve services and facilities in the local area.
9. Capital Project - Buckshaw Community Centre - £0.600m	To deliver a new Community Centre on Buckshaw Village.
Corporate Priority: CLEAN, SAFE AND HEALTHY COMMUNITIES	
Investment	Overview – Total Investment 2015/16: Revenue £0.051m; Capital £0.595m
10. 16/17 Young persons' drop in centre - £0.019m	This budget will enable the continuation for another year of the drop-in service for 16/17 year olds that provides housing advice, family mediation and counselling for young people
11. Provide an accommodation finding service for 'non-priority' households who are homelessness or threatened with homelessness - £0.024m	The project will provide an accommodation finding service for 'non-priority' households threatened with homelessness, which will mainly be single people but could include couples or other household types will all members over the age of 18. Households which are 'non-priority' according to homelessness legislation have a right to advice and assistance from the Local Housing Authority, however there is no duty to house them, and with limited resources 'non-priority' households are more at risk of rough sleeping.
12. Free Swimming - £0.008m	This budget will deliver free swimming for 16 year olds and under during the summer school holiday period.
13. Capital project – Delivery of CCTV Provision - £0.250m	This project will fully assess the Councils current CCTV infrastructure and identify which monitoring, recording and camera equipment requires upgrading to current standards of image capture and recording. It will then develop and deliver a three year programme of improvements.

14. Capital project – Bengal Depot Site Split - £0.120m	This project will split the current Bengal street Depot into two areas. One area is to be leased out to Recycling Lives. The remaining area will be retained by the council as its operational depot.
15. Capital project – Yarrow Valley Car Park - £0.225m	To upgrade the main car park at Yarrow Valley to provide up to 135 car parking spaces including drainage.
Corporate Priority: A STRONG LOCAL ECONOMY	
Investment	Overview – Total Investment 2015/16: Revenue £0.175m; Capital £1.000m
16. Progress Key Employment Sites - £0.050m	Creating jobs for local people is one of the Council's top priorities and developing land as employment sites has the potential to create thousands of jobs for local people. Chorley currently has a number of outstanding employment sites; the delivery of this project will see the council taking a 'hands on' approach in working with developers, land owners and the LEP to bring forward these employment sites for development.
17. Increase Visitor Numbers to Chorley - £0.035m	<p>The aim of this project is to bring more short stay visitors into Chorley through the marketing and promotion of Chorley's assets and attractions and through delivery of an annual programme of events.</p> <p>It builds upon the work the Council has done in the last few years to increase the number and quality of events it directly delivers and also links to the support services available to new and existing businesses.</p> <p>Overall, increasing visitors to Chorley will support local businesses and the local economy.</p>

<p>18. Support the Expansion of Local Businesses - £0.040m</p>	<p>The project will aim to:</p> <ul style="list-style-type: none"> • Continue to deliver the Chorley Business Investment for Growth fund (BIG) grant scheme to support the expansion of existing companies who are creating/safeguarding jobs, subject to funding. • Integrate this grant provision into the wider business advice and support service for existing businesses in the Borough who have been trading for more than 3 years in order to help them to survive and grow. <p>The BIG grant can be used for the construction of new buildings; the refurbishment/ adaptation of existing business premises; site engineering works; the purchase of plant and machinery; signage; hard/soft landscaping and security improvements. Grant contributions from the fund are based on the amount of jobs, and other outputs, that the business will create as a result of the overall investment.</p>
<p>19. Investigate Further Opportunities to Expand Chorley Markets - £0.030m</p>	<p>This project aims to investigate and consult on further opportunities to expand Chorley Markets.</p>
<p>20. Chorley Council Employment Support Fund with Runshaw College - £0.020m</p>	<p>Working with Runshaw College, this project supports local businesses in developing apprentice opportunities and supports young people in accessing these opportunities.</p>
<p>21. Capital Project - Deliver Improvements to Market Street - £1.000m</p>	<p>Following the implementation of a shared surface scheme to southern Market Street, as part of the ASDA redevelopment, this scheme will continue the public realm improvements up to the St Thomas Road junction.</p>

Corporate Priority: AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA

Investment	Overview – Total Investment 2015/16: Revenue £0.141m; Capital £1.420m
22. Additional Events in Astley Hall/Park - £0.014m	In line with the Astley 2020 vision, the project will deliver a comprehensive events programme at Astley Hall together with continued funding support for the Big Drum day.
23. Deliver the Chorley Public Service Reform Board work plan - £0.015m	<p>This project is focused on delivering the work plan of the Chorley Public Service Reform Board. The board has a clear focus on how organisations can collectively deliver high quality public services to the public efficiently and effectively ensuring a better service for communities and better outcomes and value for residents.</p> <p>The project will see the delivery of a number of work streams over the next year including assets, data sharing, joint commissioning and integrated wellbeing and resilience services.</p> <p>The delivery of this project provides an opportunity to transform the way public services are delivered locally and to explore public service integration, particularly around health and wellbeing.</p>
24. Campaigns and Events - £0.065m	This work aims to build on the success of the 2013 and 2014 campaigns and events programmes. The programme has been well-received by residents since it started to become established two years ago, and is an important way of engaging with the community. The work would ultimately create an annual programme with something for different interests and audiences each month, bringing new people into the town and borough and supporting the local economy.
25. Employee Health Scheme - £0.020m	<p>This project is a continuation of a Health Cash Plan funded by the council. The council pays a fixed contribution per employee which then enables employees to claim back the costs of health related treatments such as dental charges, eye tests and glasses, consultant appointments, professional therapy and many other benefits.</p> <p>The scheme has proved to be very successful in its three years, and this project would extend the scheme for a further 12 months.</p>
26. Provide a mediation service for Anti-Social Behaviour (ASB) case resolution. (Mediation for ASB disputes) - £0.007m	Investigations into cases of anti-social behaviour can often be dealt with and de-escalated using mediation techniques between the parties affected. This project will deliver a scheme to refer parties into mediation where appropriate and will be assessed over the course of the year in terms of success and impact

<p>27. Disabled and dementia online venue access guides - £0.020m</p>	<p>This is a new project, which aims to maximise choice and independence for disabled people and those with dementia who are visiting venues within the borough. It will include a survey of 200 venues across the borough, taking into account the features of each venue and cross checking them against disability and dementia requirements. This surveying work will provide local employment opportunities for disabled people. The access guides developed as a result will be available online to help people visit the venues in our borough.</p>
<p>28. Capital Project – Youth Zone in Chorley - £1.000m</p>	<p>We will work with partners to progress delivery of the Chorley Youth Zone namely to reach an agreement in terms of funding, location, operational requirements and secured planning permission of the Youth Zone.</p>
<p>29. Capital Project – Land Assembly - £0.250m</p>	<p>This project consists of developing a scheme design and financial appraisal for a proposed Council-owned and managed, extra care scheme.</p>
<p>30. Capital Project – Recreational Pitch Strategy - £0.170m</p>	<p>The project supports the delivery of key schemes within the Council’s Play, Open Space and Playing Pitch Strategy.</p>

51. The one year projects above will be added to the projects approved in previous years to run up to and including 2015/16. These previous years' multi-year projects are listed below and total £0.598m.

Continued New Investment Projects from 2013/14 and 2014/15		
Neighbourhood Working – Building Capacity in Local Communities	This is the final year of a three year programme to deliver agreed improvements to neighbourhood working. The budget is to specifically support community development work and to increase volunteering capacity within the communities.	£70,000
Support to the VCFS Network	The VCF sector has a vital role to play in delivering services for the benefit of Chorley residents, increasing levels of volunteering and encouraging community engagement. This is a continuation of support provided to the VCF network who act as an over-arching organisation responsible for coordinating the sector. Their role is developing all the time, and most recently includes taking over the administration and coordination of the equality forum.	£15,000
Chorley Community Bank	This is the final year of a 3 year project to establish the Chorley Credit union and to develop it to a stage where it becomes self-sustaining.	£50,000
Play Area Improvements	This is the final year of a 3 year programme of improvements to Council owned play areas.	£100,000
British Cycling	This two year project aims to support the development and delivery of a cycling and sporting programme of activities and events in Chorley in partnership with British Cycling. At the beginning of April this will see the delivery of a televised grand prix event being held attracting large numbers of visitors and positive media attention on the borough.	£45,000
Town Centre and Steeley Lane Pilot Action Plans	This is a two year project to deliver improvements to gateway areas to the town centre and link the Steeley Lane shopping area to the town centre through improvements to public realm and signage. This will benefit local businesses and create a more cohesive town centre experience for shoppers and visitors.	£100,000
Astley Hall and Park Developments – Capital Scheme	This budget will provide funds to support the delivery of a number of key actions from the Astley 20:20 development plan including destination play area, event parking, event staging, footpath lighting, sensory garden, street furniture and pathway improvements.	£218,000
Total		£598,000

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

52. As set out in the paragraphs above the Council still needs to address a significant budget deficit in the longer term to 2017/18 brought about in the main by cuts to core funding and Central Government's austerity measures. Despite a balanced budget being achieved for 2015/16 further action is required to achieve the same budget status in future years.
53. The Medium Term Financial Strategy (MTFS) aims to set out options that will effectively address the budget deficit position over the longer term to 2017/18 and secure financial resilience and sustainability. This timeframe is considered the maximum period whereby reasonable forecasts can be made.
54. Options that will be considered over the next three year MTFS period are:
- Re-engineering of services to fundamentally review service provision to reduce net expenditure and improve efficiency.
 - A programme of reducing the Council's debt position which has an impact on the revenue account.
 - Income generation schemes as a continuation of the projects implemented to date.
 - Increases in Council Tax.
55. A key action of correcting a forecasted budget deficit is to carry out a fundamental review of all activities undertaken by the Council in order to seek ways in which the cost of providing services can be reduced. Within this process, priority is given to mitigating risk within the assessment and decision making criteria to highlight and focus on any possible impact on front line services.
56. The revenue budget contains costs associated with servicing debt. Debt will have been incurred appropriately in previous years to fund Capital Projects but as time moves on changing circumstances can present new opportunities to achieve lower cost options by proactively restructure debt repayment plans.
57. As above, additional income has been realised with the acquisition of Market Walk in the Town Centre. The benefits of the purchase include a sizeable net income contribution to the Council's budget which is a significant boost to total income received. This serves to offset some of the erosion in Central Government Revenue Support Grant and also reduces the Council's reliance on external funding. The strategy will be to continue to proactively manage the cost of financing the scheme to its lowest possible option whilst also exploring the potential to expand in a similar vein as the financial model and income generation model has been proven to be successful and an effective option in replacing continually reducing core funding Revenue Support Grant.
58. An option that is also available to the Council is to increase Council Tax. An increase, together with further savings options, would not only help to address the budget deficit but also be used to invest in projects that support delivery of the Council's new priorities and generate further revenues for the Council.
59. The table below shows the impact of increasing Council Tax between 0.5 % and 2% in each of the three years, 2% is the current cap before needing to undertake a referendum.

% Each Year	Year 1 £	Year 2 £	Year 3 £
0.5	31,000	62,000	93,000
1.0	61,000	124,000	187,000
1.5	92,000	186,000	282,000
2.0	122,000	249,000	378,000

60. The table shows that below inflationary increases do have a significant, cumulative and permanent effect, something that the Council Tax Freezing Grant option lacks as it is awarded for a short term temporary period after which it is lost. Even over a short term period approximately £378,000 can be raised.
61. The sum of £122,000 generated by the 2.0% increase can also be put into context with regard to its impact per household in the borough. For example, based on the 2015/16 Band D tax base this amounts to approximately £3.55 per household or 7 pence per week in 2015/16 (based on Council Tax Base). This increase facilitates a significant cumulative sum, therefore, small sustainable council tax increases can generate significant levels of income that can be used to bridge the budget gap. As a balanced budget position has been achieved for 2015/16, however, it is proposed that the benefit of this achievement is passed onto Council tax payers and therefore Council Tax is frozen in 2015/16 at its current level.

OTHER RELEVANT ISSUES – Capital Programme 2015/16

62. This report has dealt, in the main, with the Council's revenue budget. Implicit in the investment programme set out above, however, are financial implications for the Capital Programme, for example:
- Buckshaw Community centre
 - Improvements to Market Street
 - Youth Zone in Chorley
 - Recreational Playing Pitch Strategy
63. Therefore the proposed Capital Programme and financing is attached in Appendix Three and will be dealt with in more detail when the final budget proposals are made. Importantly it should be noted that the programme has been financed substantially by using options other than borrowing.

BUDGET CONSULTATION

64. Consultation on the proposed budget for 2015/16 will commence following approval of the proposals by Executive Cabinet. The consultation will focus on obtaining feedback on the potential key investment areas in order to help prioritise activity. It will also highlight the impact of a reduction in Council funds and ask residents their views on the budget. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online). Results will be analysed and published in mid-February for consideration as part of budget finalisation.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

66. The financial implications of the above report are all contained in the text above but to clarify all proposals are funded and can be accommodated within the 2015/16 Budget. The report does contain some assumptions on some future budget elements and also what the final out-turn position will be for 2014/15, however, should this change due to unforeseen significant circumstances arising before 31st March 2015 this will be reviewed and reported.

COMMENTS OF THE MONITORING OFFICER

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

**GARY HALL
CHIEF EXECUTIVE**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Susan Guinness Rebecca Huddleston	5101 5779	19/12/14	

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Appendix One

Analysis of Budget Variations 2015/16 - 2017/18

	2014/15 ESTIMATE £'000	2015/16 ESTIMATE £'000	2016/17 ESTIMATE £'000	2017/18 ESTIMATE £'000
CASH BASE BUDGET REQUIREMENT	14,303	14,252	13,400	14,081
Cash Movements:				
Transfers between Directorates				
Other Virements (Transfer below the line)	38			
Inflation				
Pay	86	110	254	82
Pensions	67	21	17	9
Pensions Rate Adj.	33	116	117	125
Non-Pay	(32)	(83)	18	18
Contractual	221	155	193	212
Income	70	55	35	31
Increments	41	44	26	9
Volume Expenditure	176	(67)	12	(112)
Volume Income	(16)	151	59	50
Savings Identified 2011/12	(2)	0	0	0
Growth Items 2012/13 & 2013/14	(65)	0	0	0
Growth Items 2013/14 to 2015/16	0	0	(235)	0
One-Off Non-Recurrent Growth 2013/14	(994)	0	0	0
Car Parking Tariffs	100	0	0	0
Mainstreaming of 3 Posts	80	0	0	0
Mainstream Growth Items 2014/15	30	0	0	0
New Revenue Investment 2014/15	630	(485)	(145)	0
New Capital Investment 2014/15	424	(206)	(218)	0
Market Walk - Net Income/Equalisation Account	(442)	(500)	500	0
Base Budget Review Savings 2014/15	(94)	42	0	0
Transformation Strategy Savings 2014/15	(402)	(162)	0	0
Recurrent Budget Growth 2015/16	0	0	50	0
Base Budget Review Savings 2015/16	0	(45)	0	0
DIRECTORATE CASH BUDGETS	14,252	13,400	14,081	14,507
Contingency:				
- Management of the Establishment	(130)	(130)	(130)	(130)
Directorate & Corporate Budgets	14,122	13,270	13,951	14,377
Net Financing Transactions:				
- Net Interest/Premiums/Discounts	16	(17)	6	6
- Minimum Revenue Provision (MRP - capital financing)	341	384	415	429
<i>sub total</i>	357	367	421	435
TOTAL EXPENDITURE	14,479	13,636	14,372	14,812
Financed By:				
Council Tax - Borough	(5,898)	(6,121)	(6,152)	(6,183)
Potential Grant for freezing Council Tax in 2014/15	(66)	0	0	0
Potential Grant for freezing Council Tax in 2015/16	0	(65)	0	0
Parish Precepts	565	565	565	565
Council Tax Parishes	(565)	(565)	(565)	(565)
Revenue Support Grant	(2,999)	(2,132)	(1,782)	(1,432)
Base Line Funding Level	(2,531)	(2,670)	(2,670)	(2,670)
Estimated BRR growth		(132)	(132)	(132)
Government Section 31 Grants	(753)	(753)	(753)	(753)
Business Rates Retention Equalisation Reserve	503	0	0	0
New Homes Bonus 2011/12 & 2012/13	(1,044)	(1,044)	(1,044)	(1,044)
Use of NHB for Growth Items 2013/14 to 2015/16	(235)	(235)	0	0
Use of New Homes Bonus for PCSO's	(297)	(297)	(297)	(297)
Use of NHB for New Investment 2014/15	(1,054)	(363)	0	0
Use of NHB for New Investment 2015/16 - General Reserve	0	(293)		
New Burdens Grant	(16)	0	0	0
Collection Fund (Surplus)/Deficit	(36)	131	184	184
Transfers to/(from) Earmarked Reserves	(53)	(62)	(24)	110
Transfer to/(from) General Balances (NHB £0.293m)	0	350	0	0
TOTAL FINANCING	(14,479)	(13,687)	(12,670)	(12,217)
Net Expenditure	0	(50)	1,702	2,595

Appendix One

Analysis of Budget Variations 2015/16 - 2017/18

	2014/15 ESTIMATE £'000	2015/16 ESTIMATE £'000	2016/17 ESTIMATE £'000	2017/18 ESTIMATE £'000
Analysis of Net Expenditure (Budget Gap):-				
Net Expenditure in Year	0	(50)	1,752	893
Recurrent Budget Growth 2015/16:-				
Sports Development in Schools - self financing		0		
Additional Resources at Astley Hall and Park - self financing		0		
Running costs of the Youth Zone		50		
Net Expenditure	0	(0)	1,702	2,595

New Homes Bonus 2011/12	(302)	(302)	(302)	-
New Homes Bonus 2012/13	(742)	(742)	(742)	(742)
New Homes Bonus 2013/14	(739)	(739)	(739)	(739)
New Homes Bonus 2014/15	(847)	(847)	(847)	(847)
New Homes Bonus 2015/16	-	(749)	(749)	(749)
New Homes Bonus 2016/17	-	-	(650)	(650)
New Homes Bonus 2017/18	-	-	-	(600)
Total New Homes Bonus	(2,630)	(3,379)	(4,029)	(4,327)
Use of New Homes Bonus in Base Budget	1,044	1,044	1,044	1,044
New Homes Bonus Receivable	(1,586)	(2,335)	(2,985)	(3,283)
Use of NHB for Growth Items 2013/14 to 2015/16	235	235	-	-
Use of New Homes Bonus for PCSO's	297	297	297	297
Use of NHB for 2014/15 Growth Items in Year 1	1,054	-	-	-
Use of NHB for 2014/15 Growth Items in Year 2 - Revenue	-	145	-	-
Use of NHB for 2014/15 Growth Items in Year 2 - Capital	-	218	-	-
Use of NHB for 2015/16 Growth Items - Revenue	-	807	-	-
Use of NHB for 2015/16 Growth Items - Capital Contribution	-	240	400	400
Transfer to General Reserve	-	293	-	-
Set aside for proposed Unitary Status Local Poll	-	100	-	-
New Homes Bonus Available Balance	-	-	(2,288)	(2,586)

Key Assumptions	2014/15	2015/16	2016/17	2017/18
Increase in Council Tax	0%	0%	0%	0%
Growth in Council Tax Base	0%	3.8%	0.5%	0.5%
Grant for freezing Council Tax in 2014/15 and 2015/16	£66k	£131k	£0k	£0k
Reduction in Government Grant Settlement (AEF)	£878k	£883k	£350k	£350k
Profiled Reduction in Grant Settlement	-13.5%	-15.5%	-7.3%	-7.9%
New Homes Bonus receipts 2011/12 & 2012/13	£1,044k	£1,044k	£1,044k	£742k
New Homes Bonus estimated receipts from 2013/14	£1,586k	£2,336k	£2,986k	£3,586k
Net Financing of Market Walk	£1,011k	£651k	£1,011k	£1,011k
Future Service Pension Rate	11.1%	11.1%	11.1%	11.1%
Pension Fund deficit recovery	£710k	£832k	£956k	£1,076k
Supporting People Income from LCC	£156k	£147k	£138k	£130k
Pay Award	0%	2.2%	1%	1%

PROJECT MANDATES

REVENUE PROJECTS
1. Digital access and inclusion
2. Development and delivery of community action plans
3. Chorley flower show
4. North West in Bloom
5. Town and Country Festival
6. Delivery of neighbourhood priorities
7. Support the food bank
8. Supporting communities to access grant funding
9. 16/17 young person's drop in centre
10. Provide an accommodation finding service for 'non-priority' households who are homeless or threatened with homelessness
11. Free Swimming
12. Progress key employment sites
13. Increase visitor numbers to Chorley
14. Support the expansion of local businesses
15. Investigate further opportunities to expand Chorley Markets
16. Joint Employment Initiative with Runshaw College
17. Additional Events in Astley Hall/Park
18. Deliver the Chorley Public Service Reform Board work plan
19. Campaigns and Events
20. Employee Health Scheme
21. Provide a mediation service for ASB case resolution (Mediation service for anti-social behaviour disputes)
22. Disabled and dementia online venue access guides
CAPITAL PROJECTS
23. Buckshaw community centre
24. Delivery of CCTV provision
25. Bengal depot site split
26. Yarrow Valley car park
27. Deliver improvements to Market Street
28. Youth Zone in Chorley
29. Land assembly
30. Recreational pitch strategy

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Digital Access and Inclusion

Date: 01/12/2014

Author: Natalie Taylor-Proctor

Responsible Directorate: Customer and Advice Services

1. Project Overview

Digital inclusion is the ability of individuals and groups to gain the benefits of information and communication technologies in order to enhance their access to public services and their quality of life.

This project involves the delivery of eight specific actions with the aim to ensure that everyone in the borough can get online, do more online and benefit from being online.

2. Project Background

The project is driven by the changes to the welfare reform agenda in particular Universal Credit. These changes are a major cultural change in the way people receive and access support and it is clear from the proposals that on-line services is at the heart of the reforms. There is therefore a need to invest in digital inclusion within Chorley to ensure individuals are not excluded from receiving the help and support they need. The term digital inclusion refers to the following –

‘Digital inclusion is the ability of individuals and groups across Chorley to gain the benefits of information and communication technologies in order to enhance their access to public services and their quality of life’.

3. Corporate Priorities

This project supports and contributes to the following corporate priorities:

- An ambitious Council doing more to meet the needs of residents in a local area

4. Objectives

Project objectives include -

1. Raising awareness of online access and technology;
2. Examine options to deliver technology to hard to reach groups;
3. Examine options to provide low cost equipment to non-profit groups.
4. To work with other organisations to provide public access to technology in high need locations.
5. Develop a directory of free public access points across the borough;
6. Deliver the Council’s digital strategy – improving the Council’s online services;
7. To work in partnership with other agencies to develop the skills of welfare benefits claimants to enable them to claim online.
8. To work with other organisations develop options for providing training in the use of computers to events for the public

5. Scope

At present activity regarding digital inclusion is delivered in an un-coordinated manner, and overall investment is relatively low. This project will seek to coordinate and target resources and support in order to provide residents with access to IT resources and training and support to ensure they have the necessary skill set.

Project Mandate

The project will also look to pilot the scheme within more rural localities and discussions will take place with local parish councils as to how this can be moved forward.

6. Key Project Milestones

This is a minimum two year project and the milestones below will cover the first year of the project only. Milestones for the second year will be developed following a review of the activities and outcomes of year one.

The key milestones for year one are:

1. Ensuring appropriate IT equipment/infrastructure including wi-fi is provided in Community Centres across Chorley for use by local residents. March 2015
2. Identify where and who is currently providing digital support to Chorley residents and identify where there are gaps or where the provision can be enhanced. February 2015
3. Linked to the two tasks above, develop the Digital Inclusion offer in particular developing and publicising a directory of free public access points across the Borough and working with other organisations to develop, deliver and promote training sessions for residents in the use of computers, in particular targeting hard to reach groups and residents with minimal if any digital experience and/or no access to ICT equipment. April 2015
4. Linked to 1 work with Community Centre management and Spice to identify an on-going programme of sessions within community centres where the residents without access to a computer can use the equipment and be supported by digital champions identified through the SPICE programme. May 2015
5. Working with third parties develop a project which will provide digital equipment e.g I pads to low income residents who have no IT access. June 2015
6. Working with a parish council, pilot the development of a rural hub which enables local residents to access IT equipment and digital support and training in the rural area. This pilot would form the blueprint of a roll out to other rural areas in Chorley in 2016/17. July 2015

7. Constraints

The project has funding of £50,000 over two years (25k/25k to fund mainly ICT infrastructure, provide match funding for task 5, commission trainers and fund marketing/publicity material). This project will be one part of the workload of the Welfare Reform and Housing Options Manager and will require support from other staff in the organisation to ensure delivery. The timescales have been set to reflect that there is not a full time dedicated resource and to allow sufficient time for the work required to engage Parish Council's and other third parties in the project.

This is a new area of work for the Council and therefore, it is unknown to what extent third parties will be willing to engage and the extent to which residents will be prepared to access IT facilities in public buildings and how successful we will be in attracting volunteers to be digital champions. All three elements will be required if this project is to be successful.

Project Mandate

8. Impact on other Directorates/Projects

The project will require support from ICT, Customer Services, Housing, Street Scene and Leisure and Policy & Communications.

PROJECT DOCUMENTATION

PROJECT MANDATE

Development and delivery of community action plans

Date: 15/12/2014

Author: Natalie Taylor-Proctor

Responsible Directorate: Public Protection, Streetscene and Community

1. Project Overview

2. Project Background

The aim of this project is to better understand community needs and to work with partner agencies, such as Police, Fire Rescue, LCC, Health and housing providers to coordinate, integrate and deliver services at a local level when it is appropriate.

Some elements of this work are already being piloted in Clayton Brook, and will be rolled out to other urban and rural community areas. In each case the community action plan will identify priorities for each area, including the need, use, and requirements for community facilities, transport infrastructure, CCTV, crime and policing, health and wellbeing of communities and improvements to local service centres.

3. Corporate Priorities

This project supports the corporate priority Involving residents in improving their local area and equality of access for all.

4. Objectives

To recruit a community development worker to coordinate the establishment of community actions plans within scope:

- To consolidate the pilot community action plan created for Clayton Brook
- To establish community action plans for the areas of Astley Village and Chorley East
- To develop a rural communities action plan

To ensure all partner agencies are engaged in the development of the community action plans within scope.

To ensure the wider issues of health and wellbeing, social isolation as well as community infrastructure are considered in the development of community action plans

5. Scope

It is intended that community action plans will be developed for four key areas of the Borough; Astley Village, Chorley East, Clayton Brook and Rural. The expected outcome within the year is to have recruited an experienced community development worker to coordinate partners and develop community engagement to produce detailed and coordinated plans.

6. Key Project Milestones

- Recruitment of community development worker to lead on the project – April 2015
- Establishment of multi-agency and community forum to identify needs and actions for the communities within scope – Oct 2015
- To commence delivery of action plans to agreed timescales – Oct 2015

7. Constraints

A budget of £200,000 has been identified to support the delivery of this project; this includes the funding for the community development officer who will coordinate delivery of the project.

8. Impact on other Directorates/Projects

This project is one of a cross cutting nature and representation from a variety of Directorate services will be required to identify current input into the communities within scope as well as contributing to determining future community needs and planning actions to satisfy those needs.

In addition current and future projects may make a contribution to the community action plans and their delivery.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Chorley Flower Show

Date: 11/12/2014

Author: Natalie Taylor-Proctor

Responsible Directorate: Public Protection, Streetscene and Community

1. Project Overview

Following on from Chorley's successes in both the Britain in Bloom and North West in Bloom awards, this project will see the creation and delivery of a flower show in Chorley. The intention is to create a flower show that rivals other well-known shows, attracting visitors to the region and supporting the development of the local economy.

2. Project Background

The Council has a successful horticultural track record, winning the Silver Award for the Best Small City category at the 2014 Britain In-Bloom Awards and the Gold Award for the same category at the 2014 North-West In-Bloom Awards. Chorley also won a number of discretionary awards. Judges were impressed by the overall effort of our first time entry in the small city category and commented on the excellent community involvement and dynamic approach used by the council in order to obtain community participation. The delivery of this project builds on these successes.

3. Corporate Priorities

This project supports the corporate priority involving residents in improving their local areas and equality of access for all and the corporate priority a strong local economy.

4. Objectives

The intention is to create and deliver a flower show that has the potential to become an annual event, rivalling other well-known flower shows and drawing in people from across the region and beyond, increasing visitor numbers to Chorley and increasing trade in the town and surrounding areas.

5. Scope

The Chorley Flower show will follow on from the council's entry in the RHS Chelsea Flower show. The Chelsea exhibit will form the central attraction at the Chorley Flower Show which will be held within the Astley Hall park area.

The Show consists of three key exhibit areas –

- An area for professional exhibitors
- An area for gardening enthusiasts
- An area for local school displays

6. Key Project Milestones

The event is in the diary for Friday, Saturday and Sunday 24, 25 and 26 July 2015. An outline of the key milestones involved in organising and delivering the event are outlined below, however, additional milestones may be identified as the planning and organising of the event develops.

Plan location of marquees and different aspects of the show	December 2014
Draft outline plan of schedule for the three days	December 2014
Engage with Horticultural Exhibitors Association to gain advice on	January 2015

Project Mandate

delivering the show	
Create a working party with member input	January 2015
Invite exhibitors to come forward	Jan/Feb 2015
All logistics in place	April 2015
Preparation of flower show area	May/June 2015
Administration until the event is delivered	Ongoing

7. Constraints

A budget of £50,000 has been identified, with approximately 10k for the marquee, 5k for prizes and 35k for actual delivery of the event. The RHS Flower Show Tatton Park is being held on the same weekend; potential constraints exist in regards to us attracting some of the top exhibitors within the region. It is also worth noting that this will be the first time Chorley Council holds this type of event, it is inevitable that the delivery of this new project will also be a learning experience.

8. Impact on other Directorates/Projects

Delivery of the flower show will require support from Communications in terms of marketing and promoting the event and Economic Development in particular the Town Centre and economic regeneration teams in terms of equipment needed for the event and engagement with local businesses.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

North West in Bloom

Date: 10-12-2014

Author: Jamie Dixon

Responsible Directorate: Public Protection, Streetscene and Community

Project Mandate

1. Project Overview

Additional funding to support the Council in the 2015 North-West In-Bloom.

2. Project Background

The Council won the Silver Award for the Best Small City category at the 2014 Britain In-Bloom Awards and the Gold Award for the same category at the 2014 North-West In-Bloom Awards. A number of discretionary awards were also won.

To further support the on-going In-Bloom work a range of additional features and improvements have been identified for investment as follows:

- 20 Planters in town centre £20K
- 100 Hanging Baskets in Town Centre £5K
- Additional Willow figures £5K
- Formal garden in Astley £5K
- Wildflower areas £10K

3. Corporate Priorities

This project will contribute to the following objectives:

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

4. Objectives

- To win North-West In-Bloom out-right.
- To be nominated for Britain In-Bloom 2016.

5. Scope

The project includes investment in new additional features / planting that will directly support and enhance the Council's entry in 2015 North-West In-Bloom.

6. Key Project Milestones

- *Wildflower planting schemes agreed and installed - Apr/May 2015*
- *New planters / hanging baskets installed May 2015*
- *New willow people figures installed May 2015*
- *Formal garden in Astley installed May 2015*
- *North-West In-Bloom judging – July-Aug 2015 (TBC)*
- *North-West In-Bloom results – October 2015*

Project Mandate

7. Constraints

£45,000 budget to be allocated during quarter 1 of 2015-16.

8. Impact on other Directorates/Projects

Town Centre and economic regeneration teams by supporting a vibrant town centre and local economy.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Town and Country Festival

Date: 10-12-2014

Author: Jamie Dixon

Responsible Directorate: Public Protection, Streetscene and Community

Project Mandate

1. Project Overview

Financial support for the Chorley Town & Country Festival

2. Project Background

This project involves working with a newly-formed committee who are looking to rejuvenate a town and country festival in Chorley. It would be on a similar theme to the Royal Lancashire Show but slightly smaller in scale for its first year. It is expected that the event will increase visitor numbers to Chorley and increase trade in town and surrounding areas.

To support the event in the first year it is proposed that the Council sets aside a £10K fund to support the event.

3. Corporate Priorities

This project will contribute to the following objectives:

- An ambitious Council that does more to meet the needs of residents and the local area.
- A strong local economy.

4. Objectives

- Increased visitor numbers to Chorley and increased trade in town and surrounding areas.
- More events for local residents.

5. Scope

The project includes investment in new additional features / planting that will directly support and enhance the Council's entry in 2015 North-West In-Bloom.

6. Key Project Milestones

- *Event to take place 24-26 July 2015.*

7. Constraints

£10,000 budget to be allocated during quarter 1-2 of 2015-16.

8. Impact on other Directorates/Projects

Town Centre and economic regeneration teams by supporting a vibrant town centre and local economy.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

1. Deliver Agreed Neighbourhood Priorities

Date: 28 November 2014

Author: Simon Clark

Responsible Directorate: Public Protection, Streetscene and Community

Project Mandate

1. Project Overview

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

2. Project Background

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

3. Corporate Priorities

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

4. Objectives

The objectives of this project are:

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

5. Scope

The scope of the project is limited to delivering a programme of a maximum of 24 neighbourhood priorities as determined by the neighbourhood area groups in Jan/Feb 2015 and agreed by Executive Cabinet.

6. Constraints

The project will be delivered during 2015/16 and will be subject to Executive Cabinet approval.

Other constraints will be the level and extent of partner engagement where priorities are dependent on them to contribute and deliver.

Project Mandate

7. Impact on other Directorates/Projects

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

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

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Provide support for food provision schemes

Date: 09/12/2014

Author: Natalie Taylor-Proctor

Responsible Directorate: Chief Executives Office

1. Project Overview

This project makes provision to support schemes that are providing assistance to those who are most vulnerable and in need of food parcels, nutritious meals and related assistance.

This support will consist of funding to support delivery of schemes and will be complemented by the service offered through the Council's welfare reform and employability officers to support residents to ensure they are offered appropriate assistance and related services. This will involve close working with partner agencies and organisations running schemes with the aim being to reduce the number of vulnerable residents who are need of support.

2. Project Background

There are a number of schemes operating in the borough which provide support to extremely vulnerable residents through the provision of food parcels, nutritious meals and other related support when they are most in need. These services have experienced significant increases in demand over recent years; largely resulting from Welfare Reform changes that impacted the availability of Social Fund loans that were previously accessed by individuals and families in crisis.

These services are largely run and delivered by volunteers, relying on donations of food and other support from a variety of community and business sources. They provide an important support to individuals and families in crisis, and also an opportunity to ensure that individuals know about the other sources of support and advice that are available, such as those offered by the council (for example the employability officers). In addition, they help to reduce social isolation of vulnerable individuals who may otherwise have few support networks.

3. This project supports the following corporate priorities:

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

4. Objectives

The objectives of this project are:

- To ensure that the local providers of food parcels and nutritious meals to very vulnerable residents are able to meet local demand through capacity and resources.
- To ensure that those visiting those schemes are advised of the most appropriate support and assistance available to meet their requirements.
- To mitigate the impact of Welfare Reform changes on the most vulnerable residents of the borough.

5. Scope

Project Mandate

The scope of this project is to make available financial support to the suitable schemes to enable them to meet the needs of local residents in crisis situations and to work closely with them and partner agencies to provide additional support to service users. This will be achieved through the following -

- Understanding local need and demand for food related assistance through engaging with local partners.
- Ensuring that the operators are aware of Welfare Reforms changes, their principles and associated support mechanisms such as Urgent Care and Needs fund and other referral pathways.
- Ensuring that support reaches those in the borough who need it most through the development of necessary checks and balances.

The project will be led by Policy and Communications.

6. Key Project Milestones

Actions	Method	Time scale
Identify local schemes and organisations providing support and assess the level of need	Information gathering	April 2015
Agree level of support for suitable organisations and schemes	Contract / grant agreements	May 2015
Work with schemes to ensure that they are aware of appropriate paths for referrals for vulnerable people	Joint working with the Welfare Reform Officer, the Employability Officer and the relevant organisations.	Ongoing

7. Constraints

A budget of £15,000 has been identified to support the schemes in the borough. Most of the schemes are run by volunteers and so the delivery of services are reliant on their capacity. Constraints also exist around partner relations; putting in place successful interventions and reducing the number of residents needing to access the provision is dependent on the Council's relationship with partners in identifying appropriate support that best suits individual circumstances and needs.

8. Impact on other Directorates/Projects

The delivery of this project is closely supported by the Welfare Support Officer and Employability Support Officer who work closely with both partner agencies and the relevant schemes to ensure individuals are advised of the most appropriate support and assistance available to meet their needs.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Supporting communities to access grant funding

Date: 11/12/2014

Author: Rebecca Huddleston

Responsible Directorate: Chief Executives Office

1. Project Overview

This project will procure a grant finder tool which will support internal services and external partners to work with local community groups and organisation to access grant funding. The overall aim of this project is to support local groups and organisations across Chorley to access opportunities and secure funding to improve services and facilities in the local area.

2. Project Background

The Council works with local community groups and organisations across the borough and over the years there have been various funding initiatives offered by the Council to support these groups included core funding and small community grants. While generally only small amounts are available they can and do support communities to access larger pots on money available through other regional and national grant schemes.

There is however no current provision to support community groups to find other grant funding sources applicable to their needs or to apply for it. In the past the Council has employed a dedicated external funding officer, but this comes with a significant cost. Subsequently we have also provided free access to a grant information from our website, which left the onus on groups and individuals to use the system unsupported. Data showed that very few people used this facility.

It is thought that the approached proposed in this project of procuring a system which our staff or partners will use when working with local organisations will have the most impact and be the best value for money.

3. Corporate Priorities

This project supports the council's corporate priority of involving residents in improving their local area and equality of access for all and delivery of the long term outcomes:

- Residents who take pride in where they live and their achievements; and
- All residents are able to take an active part in their community

4. Objectives

The key objectives for this project are to:

- Work more closely with local communities to support them in accessing grant funding.
- Work together with VCFS partners, providing a tool/service for them to enable them to better work with local communities in accessing funding; and
- Increase grant funding coming into the borough, ensuring that the investment more than pays for itself.

5. Scope

The scope of this project involves the:

- Procurement of a grant finder solution;

Project Mandate

- Internal promotions of the facility, ensuring all services are aware of it and how they could use it when working with local groups and organisation. This may include setting targets and/or establishing a small competition for the service/person who can bring in the most funding.
- Communications and possibly training for Members of the service so that they can point local communities and groups in the right direction for support or provide them with support directly;
- Promotion of the service to the local groups and organisations;
- Working with VCFS partners to provide them with access and encourage them to make the most of it; and
- The monitoring and annual evaluation of the new service, in terms of number of times it has been accessed, percentage of successful grant applications and total value of the grants brought into the borough, etc.

6. Key Project Milestones

The key project milestones for the first year are:

- Procurement of a grant finder system – April 2015
- Promotion/communications about the system and service to staff, members, VCFS and public – May 2015
- Monitoring – Quarterly from quarter 2
- Evaluation – April 2016

7. Constraints

The budget requested for this project is £20,000 which should pay for access to a grant system for three years from 2015/16 – 2017/18.

8. Impact on other Directorates/Projects

This project has the potential to support the work of any service which works with local community groups and organisations. However the main users are expected to be from Health Environments and Neighbourhoods service.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

16/17 Young Persons Drop-in

Date: 28 November 2014

Author: Fiona Daniels

Responsible Directorate: Customer and Advice Services

1. Project Overview

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

2. Project Background

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. Since then the service has been funded as a growth item.

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

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

3. Corporate Priorities

The project supports two of the four priorities:

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

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

4. Objectives

65 16/17 year olds have used the service between April 2013 and March 2014, the majority were helped to either stay at home, stay with other members of their family in settled accommodation or accessed supported accommodation.

It is anticipated that the continuation of the service would:

- Provide support to 70 young people (based on current performance)
- Maintain the positive working relationship that has been established between CBC and CSC

Project Mandate

5. Scope

A budget of £19,000 has been identified to enable the service to be delivered until March 2016. The funding will be used to pay for the two part time mediation/support workers, the hiring of the venue, equipment and some materials. .

6. Constraints

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

7. Impact on other Directorates/Projects

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

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Provide an accommodation finding service for 'non-priority' households who are homeless or threatened with homelessness

Date: 12th December 2014

Author: Mick Coogan

Responsible Directorate: Customer and Advice Services

1. Project Overview

The project will provide an accommodation finding service for 'non-priority' households threatened with homelessness, which will mainly be single people but could include couples or other household types will all members over the age of 18. Households which are 'non-priority' according to homelessness legislation have a right to advice and assistance from the Local Housing Authority, however there is no duty to house them, and with limited resources 'non-priority' households are more at risk of rough sleeping. The service will take referrals from the Council's Housing Options

Clients will mainly be assisted by working with private landlords and fostering successful relationships by supporting the landlord where necessary. Landlord incentives can be provided as well as necessities for some tenants such as furniture packs. Once finding accommodation the service will work with tenants and landlord to ensure the tenancy is sustained successfully.

2. Project Background

AAAW have provided an accommodation finding service in Chorley, Preston, South Ribble and West Lancashire funded £44,600 per annum by DCLG ring-fenced funding to help non-priority homeless households and therefore prevent rough sleeping. The service was originally contracted from 1st December 2013 to 30th November 2014, however due to its success the option was taken to extend it a further year to 30th November 2015, however after that date there is no further funding available.

The service, operating under the name Safe Lets, has received positive feedback from Clients, landlords and referrers, and challenging clients have been housed. In the first year 201 referrals were taken by Safe Lets and advice given, 109 of which were from Chorley, and 42 households have been successfully helped into new private rented tenancies (33 from Chorley). 7 households (all Chorley) have maintained successful tenancies for over 7 months so far, and there have been no tenancies that have failed.

Due to the above a bid was bid was put to the Budget Growth New Development Package for £6,000 for the remainder of 2015/16 and £18,000 for 2016/17 to provide a Chorley only service.

3. Corporate Priorities

By commissioning a non-mandatory service the Council is demonstrating that it is: *"an ambitious council that does more to meet the needs of its residents"*, in particular *"an ambitious council that continually strives to improve"*.

The objective of *"clean, safe and healthy communities"* will be met by providing suitable housing and reducing health inequalities by reducing rough sleeping.

4. Objectives

At least 25 households pro rata per annum will be found new private rented properties.

Project Mandate

At least 80 households pro rata per annum will be accepted as referrals and advice provided.

At least 85% of tenants and landlords will be satisfied with the service.

5. Scope

The service will fit under the Housing Options umbrella as a tool to assist households we do not owe a duty to. It is accommodation finding but not emergency access. Priority households cannot be assisted through the service.

Chorley council will commission the service and have regular contract monitoring meeting with the service provider.

6. Key Project Milestones

Draw up tender brief and have the criteria approved by the Executive Member or Executive cabinet as appropriate – Target June 2015

Call for Tender via 'The Chest' – Target July 2015

Shortlisting and tender evaluation - Target September 2015

Appoint contractor – Target October 2015

Contract starts – Target 1st December 2015

7. Constraints

The budget may affect the number of tenders, as there was only one tender for the initial contract. The supply of referrals from Housing Options will be needed in order to hit the targets.

8. Impact on other Directorates/Projects

There is no link to any specific project, however there are demonstrable benefits to the work of the Housing Options team. The Public Protection, Streetscene and Community directorate is likely to benefit if the numbers of occasions of rough sleeping are reduced, in particular the Neighbourhoods Team.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Free Swimming

Date: 28 November 2014

Author: Jo Oliver

Responsible Directorate: Public Protection, Streetscene and Community

Project Mandate

1. Project Overview

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

2. Project Background

Free swimming was offered in 2014 for a 7 week period over the summer holidays in July and August for those aged 16 or under. The scheme was offered in conjunction with Active Nation, the Council's indoor leisure partner.

Attendances in 2014 were 3,579 across the two sites which is a 5% increase on last year's figures and could have been higher had the weather not been as good given that indoor pools are usually busier in poorer weather.

Publicity about the scheme started earlier this year and was more widespread which helped attendances along with Active Nation providing a better registration and entrance system. The scheme is now established and families aware of its existence.

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

Free swim sessions will be offered as last year, Monday to Friday inclusive at All Seasons and on three week days at Brinscall pool. Sessions are usually held in the afternoon and Active Nation manages numbers and the duration of each swim.

3. Corporate Priorities

This project contributes to the following corporate priorities:

- Clean, safe and healthy communities.

4. Objectives

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

5. Benefits

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

Project Mandate

6. Scope

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

7. Key Project Milestones

Task	Duration	Start	Finish
Work with AN to define scope of offer	2 months	April 15	May 15
Develop Communications strategy	1 month	June 15	June 15
Scheme goes live	7 weeks	July 15	Sept 15
Review scheme	1 month	Oct 15	Nov 15

8. Constraints

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

9. Impact on other Directorates/Projects

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

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Progress key employment sites

Date: 05/01/2015

Author: Cath Burns

Responsible Directorate: Chief Executive

1. Project Overview

Creating jobs for local people is one of the Council's top priorities and bringing forward sites that are suitable for inward investment has the potential to create thousands of jobs for local people. A number of employment sites have been identified as suitable for inward investment; the delivery of this project will see the council taking a hands on approach in working with developers, land owners and the LEP to enable these employment sites to be brought forward for development.

2. Project Background

A key priority within the Economic Development Strategy is to promote and increase inward investment in Chorley through maximising best use of available employment land and buildings in the borough in order to support economic growth and provide a mix of well paid, high and low skilled jobs.

The Revolution at Buckshaw Village is Chorley's Strategic Regional Site, providing a high quality logistics and industrial park to attract high profile occupants Kimberly Clark and Parcelforce and creating hundreds of jobs locally.

The Chorley Local Plan will provide a future supply of employment land in Chorley upto 2026. A number of employment sites have been identified as suitable for inward investment. Work is now needed to bring forward key employment sites in Chorley in order to continue to drive economic growth and prosperity.

An Inward Investment Employment Sites Development Plan has been prepared and identifies key milestones in relation to bringing forward the various employment sites. Chorley has approximately 86 hectares of land to offer potential developers, if brought forward the land has the potential to create thousands of jobs for local people. Developing just half of the sites could provide over 3,000 jobs, more than Chorley's current unemployment levels. It is the council's ambition to facilitate 50% of these employment sites by 2022.

3. Corporate Priorities

The project supports the Council's Corporate priority in developing 'A strong local economy', in particular supporting the development of a strong and expanding business sector and providing residents with access to high quality employment opportunities.

4. Objectives

The project will aim to deliver the key milestones for selected sites identified in the Inward Investment Employment Sites Development Plan.

Project Mandate

5. Scope

The scope of this work will include undertaking site investigations and assessments, preparing master plans, establishing stakeholder groups and preparing planning applications. The following sites have been identified as a priority to bring forward for employment :

- The Revolution
- Group 1, Buckshaw village
- Southern Commercial, Buckshaw Village
- M61 Botany Bay
- North of Euxton Lane
- Botany/Great Knowley
- Land East of Wigan Road
- Land NE of M61 Junction

6. Key Project Milestones

Site	Key Milestones to Bring Land Forward
The Revolution	<ul style="list-style-type: none"> • Continue with inward investment campaign (on-going)
Group 1	<ul style="list-style-type: none"> • Meetings with Persimmon (Jan 2015 onwards) • Commission prospectus (Feb 2015 onwards) • Identify developer (Mar 2015 onwards)
Southern Commercial	<p><u>Orbit</u></p> <ul style="list-style-type: none"> • Property Services to revise financial appraisal and meeting with Orbit to agree way forward (Jan 2015) • Proposal made to Orbit to de-risk first speculative build (Feb 2015) <p><u>Gough</u></p> <ul style="list-style-type: none"> • Representative of Gough Family to respond regarding taking their site forward (Jan 2015) <p><u>Primrose Holdings</u></p> <ul style="list-style-type: none"> • Planning application submitted (Jan 2015) • Development completed (Dec 2015)
M61 Botany Bay	<ul style="list-style-type: none"> • Appoint neutral 3rd party representative (Feb 2015) • Undertake site investigations/assessments (Feb - May 2015) • Prepare draft masterplan (May 2015) • Masterplan consultation (June 2015) • Finalise masterplan (July 2015) • Submit planning application (Aug 2015)
North of Euxton Lane	<ul style="list-style-type: none"> • Negotiate land swap with HCA (Oct 2014 onwards) • Conclude GD2 submission (Dec 2014 onwards) • Developer working towards outline planning application (Jan 2015) • Undertake site investigations/assessments (Dec 2014 – May 2015) • Final decisions on future of site, next steps, possible funding opportunities and coordination of digital health elements (Feb / March 2015)
Botany/Great Knowley	See 'M61 Botany Bay'

Project Mandate

Land east of Wigan Road	<ul style="list-style-type: none"> • Negotiate land swap (Oct 2014 onwards) • Conclude GD2 submission (Dec 2014 onwards) • LCC working on highways assessments (January 2015 onwards) • Establish stakeholder group inc developer partners (Mar 2015) • Submit planning application (June 2015) • Planning decision (Sep 2015)
Land to NE of M61 Junction	<ul style="list-style-type: none"> • Liaise with land owner on future plans and timescales (Dec 2014 onwards)

It should be noted that timescales are indicative and sometimes reliant on third party co-operation.

7. Constraints

Successfully managing relations with existing land owners, developers and the LEP will be key. Constraints also exist around planning in terms of land being used for employment creation rather than another usage such as residential. A growth budget of £50,000 has been identified to support this work.

8. Impact on other Directorates/Projects

The delivery of this project will require support from Property Services in terms of in-house valuations, identifying land ownerships and commissioning site assessments. Support from Planning Policy will be required to help prepare masterplans and comply with planning policy.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Increasing visitor numbers to Chorley

Date: 11/12/2014

Author: Rebecca Huddleston

Responsible Directorate: Chief Executives Office

Project Mandate

1. Project Overview

The aim of this project is to bring more short stay visitors into Chorley through the marketing and promotion of Chorley's assets and attractions and through delivery of an annual programme of events.

It builds upon the work the Council has done in the last few years to increase the number and quality of events it directly delivers and also links to the support services available to new and existing businesses.

Overall, increasing visitors to Chorley will support local businesses and the local economy.

2. Project Background

The Lancashire visitor economy attracts 60m visitors a year, which is more than Cumbria including the Lake District. Lancashire numbers have increased by 4.5% since 2010, and nationally the visitor economy is expected to grow strongly. While Lancashire's tourism economy is particularly focused in Blackpool and the Fylde coast, Lancaster, Preston and the Ribble Valley, It is recognised that Chorley has a broad range of tourism assets. The sector accounts for approximately 8% of businesses in Chorley and generates around 4,000 jobs.

There is opportunity to capitalise on the wider success of tourism in Lancashire and predicted increases in visitor economy growth. Chorley does have a lot to offer and attracting visitors to the town centre and surrounding areas could have a positive impact on the local economy.

In addition more people are increasingly looking closer to home for events, attractions and holiday breaks due to increasing travel costs and less disposable income which means that there is a genuine opportunity to capitalise on encouraging people from the surrounding areas to visit and stay locally.

3. Corporate Priorities

This project will support the Council's priorities of a strong local economy and an ambitious council that does more to meet the needs of residents and the local area.

4. Objectives

This project will build on what has been done so far through delivering bigger and better events, attracting even more people into the borough for day or short visits. It will also aim to promote Chorley assets and visitor attractions locally and wider within the region. This will include working with local businesses and Marketing Lancashire.

The key objectives for the project are to:

- Increase visitor numbers into the borough;

Project Mandate

- Raise awareness of the assets and attractions in the borough, through working together with relevant local businesses and Marketing Lancashire;
- Develop a marketing campaign and materials.

5. Scope

The scope of this project is to focus on increasing day and short visits into the borough. The target audience are to promote things to do and places to visit to local residents who may not be aware of all there is in Chorley and also wider within the region.

The first step will be to establish an initial list of Chorley's assets and attractions. We could engage local people in this task through social media.

The next step will be to develop relationships with the relevant owners and managers and to see what their plans are for the coming years and how we could work together to promote their assets further.

As part of this work it may be useful to:

- establish a tourism forum;
- develop a visitor guide;
- develop an visitor focused website for the borough; and/or
- consideration of a tourist information point.

Not included in the scope at this time, is the promotion of Chorley outside of the region. This may be reviewed and re-considered in the future.

Also excluded from the scope of this project is the delivery of events, which will be done through the campaigns and events projects.

6. Key Project Milestones

The key milestones of this project are to:

- Identification of an initial list of the boroughs assets and attractions – March 2015
- Development of an increasing visitor's campaign and plan – April 2015
- Establish links with local businesses (including developing a quarterly tourism forum involving a wide range of business from the sector)– May 2015
- Develop links with Marketing Lancashire – May 2015
- Development of promotional materials – June May
- Delivery of the campaign – May 2015 – March 2016

7. Constraints

A budget of £35,000 has been requested for the delivery of this project. This budget will include the promotion of Chorley's assets through Marketing Lancashire, local media and trade media as well as the development of promotional materials, establishing and running costs of a tourism forum and other resources as required.

8. Impact on other Directorates/Projects

This project links to the work in Economic Development.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Support the Expansion of Local Businesses

Date: 11/12/14

Author: Tony Openshaw

Responsible Directorate: Chief Executive's

1. Project Overview

A support service for existing businesses, trading for more than 3 years, is now available through Chorley Council. This service was established to assist businesses to survive and grow and is provided by a dedicated business adviser.

A reward scheme to support the expansion of existing businesses, trading over 6 months, who are creating/safeguarding jobs has now been launched. This fund is called the Chorley Business Investment for Growth fund (BIG).

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

2. Project Background

Businesses in Chorley have access to a dedicated business adviser to support them with their development and growth plans.

In the past, the majority of business advice and information for existing businesses was provided by Business Link which employed 51 Business Advisors across Lancashire to intensively assist companies. With the restructure of Business Link, the provision of free dedicated one to one business advisory support to existing businesses in Chorley ceased in November 2011. Central Government has, instead, put in place a Business Link on-line resource. This resource is proving to be very limited. This is substantiated by the June 2012 Survey by the Open University Business School which found that “the internet is not necessarily the best way to deliver business advice, which often needs to be tailored to the specific needs of a particular organisation”.

Furthermore, the closure of the Regional Development Agencies in March 2012 has been a factor in the worsening supply of quality business advice and information from qualified and experienced business advisors.

The provision of quality one to one business advice and information to our existing businesses is fundamental to the Chorley economy for the following reasons:

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

Project Mandate

Existing and planned support for the provision of quality business advice and information is limited. There has been one noteworthy development, namely the establishment of Boost Business Lancashire in 2013 and the creation of a Business Growth Hub led by the Lancashire LEP (Lancashire Enterprise Partnership). Ten different strands of support can be accessed providing certain criteria can be met. However, not all support is accessible to existing businesses and some only target SME's in identified priority sectors. For example, the Growth Accelerator programme requires companies to commit to year on year growth of 20%. Due to this targeting, a significant proportion of Chorley businesses are not being served by this initiative, the funding for which finishes in June 2015.

The Chorley BIG grant complements existing provision and provides a reward scheme to support the expansion of existing companies who are creating/safeguarding jobs. An integral element of the programme is a community repayment scheme which has now been successfully trialled.

3. Corporate Priorities

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

4. Objectives

The project will aim to:

- Continue to deliver a grant scheme to support the expansion of existing companies who are creating/safeguarding jobs, subject to funding.
- Integrate this grant provision into the wider business advice and support service for existing businesses in the Borough who have been trading for more than 3 years in order to help them to survive and grow.

5. Scope

The Chorley BIG grant will be accessible to all existing businesses and as such there will be a need to raise awareness amongst the Chorley business community and through the business networks that the Council is engaged with. The focus will be:

- To promote the grant scheme to target businesses with a view to maintaining stability in these uncertain economic times as a first priority, and then to seek out untapped potential.
- Utilise the Council's grant resource to leverage other grant sources such as those offered by Regenerate Pennine Lancashire and Boost Business Lancashire so as to further assist businesses in bringing capital projects to fruition. To work in partnership with such funding bodies and other agencies that provide business support such as MAS (Manufacturing Advisory Service) to ensure referrals are made into the Chorley service, and vice versa.

Project Mandate

- To complement the Starting In Business Grant and the work of the Council’s start-up Business Advisor in providing an integrated business support service..

6. Key Project Milestones

Key milestones include:

Key Action	Milestone Date	
Continue to progress BIG grant applications	From 2015	April
Formalise the Community Repayment Scheme and include in grant application and guidance notes	From 2015	April

7. Constraints

Staff Resources – the amount of time the Business Advisor has to spend on the grant programme could be a constraint. Should demand from businesses for grants outstrip the officer time available this may result in a delay in grants being processed.

Finance – the amount of money available may not be sufficient to meet demand, should there be an increase in up-take of the Chorley BIG grants.

8. Impact on other Directorates/Projects

The role of the Business Advisor will complement the work of the Council’s start-up Business Advisor. The Community Repayment Scheme has an option to engage with the Council’s Time Credits programme. The Communications Team will be involved in any PR around the successful completion of grant funded projects.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Investigate Further Opportunities to Expand Chorley Markets

Date:10/12/14

Author: Conrad Heald

Responsible Directorate: Chief Executive

Project Mandate

1. Project Overview

This project aims to investigate, and consult on further opportunities to expand Chorley Markets and also to ensure that a continuous market service is maintained throughout the construction of the Market Walk extension should it go ahead.

2. Project Background

Chorley is famous for its markets, which date back to 1498 - the most popular market day in the Lancashire town is Tuesday with over 150 outdoor stalls under gazebos on the Flat Iron.

These days the borough is proud of the tradition but the market has moved on - there's a cash point on site and the range of goods mirrors the popular lines of the High Street. Food and local fresh produce is one of the major strengths and there's free coach parking for group travel with visitors coming from all over the country.

Chorley also has a Covered Market, open five days a week and the local food and craft market is held every second Saturday of the month along Fazakerley Street with a wide selection of quality goods from local producers. The specialist market has a range of gifts, local produce and quality food with people coming from across Lancashire to visit each month.

This project aims to identify potential opportunities to both expand Chorley's existing market provision and also as options for the temporary re-location of the Markets during the construction period for Market Walk phase 2, should that project go ahead.

3. Corporate Priorities

This project fulfils the Strong Local Economy priority.

4. Objectives

The project aims to:

1. Develop and consult on a plan to expand Chorley Markets
2. Provide a continuous outdoor market service throughout Market Walk Phase 2 construction.

5. Scope

The scope of the project is to include:

A review of the current market provision and the completion of a future development plan for the markets.

6. Key Project Milestones

- Establishing Legal Authorities Apr 15
- Asses impact of planning permissions for MW Phase 2 Jun 15
- Evaluate options July 15

Project Mandate

- Consult on preferred option
- Executive Cabinet Decision
- Programme of change

Sept 15
Oct 15
TBC

7. Constraints

This project has a budget of £30k.

8. Impact on other Directorates/Projects

- The Communications team need to be informed as trader/public reaction may be negative
- The Legal team need to inform the project of legal issues / processes
- The project team for Market Walk phase 2 need to be kept fully informed.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Chorley Council employment support fund with Runshaw College

Date: 09/12/2014

Author: Natalie Taylor-Proctor

Responsible Directorate: Chief Executive's office

Project Mandate

1. Project Overview

Working with Runshaw College, this project supports local businesses in developing apprentice opportunities and supports young people in accessing these opportunities.

2. Project Background

This project builds on the success of the 2013 Corporate Strategy project 'Implement a joint employment initiative with Runshaw College' which will come to an end in April 2015. The project was initiated in response to the number of unfilled apprentice opportunities that existed at the time within the borough. Evidence from Runshaw College suggested that the vacancies were remaining unfilled for the following reasons –

- Access to transport
- Start-up costs e.g. equipment, uniforms etc.
- Right skills and training

To support local businesses and young people in overcoming these barriers the project funded an employment support scheme which was administered by Runshaw College. The fund enabled employers to access support towards costs additional to wages such as equipment costs in particular IT equipment, and enabled apprentice to access support to suit their specific needs, such as transport costs or uniform costs.

The availability of funds has proved a valuable incentive to persuade Chorley businesses to recruit from within the area; the project has so far supported 63 young people into apprentice schemes, 42 of which were classified as NEET prior to enrolment.

3. Corporate Priorities

The project directly supports the corporate priority 'A strong local economy', in particular high quality employment and education opportunities. The project also directly links to and supports the following corporate strategy indicators –

- Number of working age people on out of work benefits
- % of 16-18 not in education, employment or training

4. Objectives

This project will continue to support the development of apprentice opportunities within the borough, with the aim to reduce the number of young people, particularly NEET young people, excluded from employment opportunities.

5. Scope

The project will be limited to those accessing opportunities through Runshaw College and will need to be flexible enough to deal with individual circumstances.

Project Mandate

6. Constraints

A budget of £20,000 has been allocated for a period of two years; this budget will be used to overcome some of the financial barriers that young people face in accessing and sustaining apprenticeships. The budget will also provide incentives to local businesses to encourage them to develop apprentice opportunities.

7. Impact on other Directorates/Projects

There are limited resource implications as the scheme is run and administered through Runshaw College however the project closely aligns and supports existing incentive employment projects delivered within Economic Development such as Chorley Works.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Additional events in Astley Hall and Park

Date: 12-12-2014

Author: Jamie Dixon

Responsible Directorate: Public Protection, Streetscene and Community

Project Mandate

1. Project Overview

Additional funding to support a comprehensive events programme at Astley Hall

2. Project Background

Currently there is only a £6K budget to fund arts development and events at Astley Hall. Over recent years this budget has been allocated in full to support the Big Drum Day event in August.

In line with the Astley 2020 vision, the project will provide for an additional 14K to fund a comprehensive events programme at Astley Hall together with continued funding support for the Big Drum day.

The following events programme is planned for 2015:

- | | | |
|-------------|---------------------|--|
| • April | Astley Alive! | Good Friday -Easter Monday (3 rd - 6 th April) |
| • May | Museums at Night | 14 th – 16 th May |
| • August | Big Drum Day | TBC |
| • September | Gruffalo Event | TBC |
| • November | Astley Illuminated | TBC |
| • December | Christmas at Astley | First 3 Saturdays of December |

3. Corporate Priorities

This project will contribute to the following objectives:

- An ambitious Council that does more to meet the needs of residents and the local area.
- A strong local economy.

4. Objectives

- Increased visitor numbers to Chorley and increased trade in town and surrounding areas.
- More events for local residents.

5. Scope

The project includes investment in events at Astley Hall and Park.

6. Key Project Milestones

- | | | |
|-------------|---------------------|--|
| • April | Astley Alive! | Good Friday -Easter Monday (3 rd - 6 th April) |
| • May | Museums at Night | 14 th – 16 th May |
| • August | Big Drum Day | TBC |
| • September | Gruffalo Event | TBC |
| • November | Astley Illuminated | TBC |
| • December | Christmas at Astley | First 3 Saturdays of December |

Project Mandate

7. Constraints

£14,000 additional budget to be allocated during 2015-16.

8. Impact on other Directorates/Projects

Town Centre and economic regeneration teams by supporting a vibrant town centre and local economy.

Requires support for marketing and promotion from Policy and Comms Team.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Deliver the Chorley Public Service Reform Board work plan

Date: 01/12/2014

Author: Natalie Taylor-Proctor

Responsible Directorate: Chief Executive

1. Project Overview

This project is focused on delivering the work plan of the Chorley Public Service Reform Board. The board has a clear focus on how organisations can collectively deliver high quality public services to the public efficiently and effectively ensuring a better service for communities and better outcomes and value for residents.

The project will see the delivery of a number of work streams over the next year including assets, data sharing, joint commissioning and integrated wellbeing and resilience services.

The delivery of this project provides an opportunity to transform the way public services are delivered locally and to explore public service integration, particularly around health and wellbeing.

2. Project Background

At the Chorley Partnership Executive in April 2014 it was agreed to refocus the purpose and aims of the partnership and change this decision making body to become the Chorley Public Service Reform Board. The change in purpose was in response to the drive towards the integration of health and social care plus the other challenges currently faced by public services. The objective of the board is to –

“Work together to ensure high quality public services with the best outcomes and value for residents and provide better coordinated and integrated services which are intelligence led.”

3. Corporate Priorities

This project supports and contributes to the following corporate priorities:

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

4. Objectives

The board has a number of work streams to deliver over the next year which include -

- Chorley Wellbeing and Resilience Service
- Integrating our assets
- Intelligence led services and sharing intelligence
- Joint Commissioning

It is envisaged that deliver of these work streams will enable transformational change across all of the wellbeing services currently provided in Chorley.

5. Scope

The scope of this project is to support the delivery of these work streams and will be led by Sarah James in Policy and Communications and achieved through joint partner

Project Mandate

funding of the Programme Office. A budget of £15,000 has been identified by Chorley Council to fund the Programme Office; this will contribute to the funding of the Chorley and Public Service Reform Board officer role which will provide support to the Chorley Public Service Reform Board in delivering their work programme for 2014/15.

6. Key Project Milestones

<p>Chorley Wellbeing and Resilience Service</p>	<ul style="list-style-type: none"> • Outline Business Case approved • Development of service matrices • Development of matrix for an integrated service and model options for delivery • Report and Recommendations • Approval of implementation plan
<p>Integrating our assets</p>	<ul style="list-style-type: none"> • Outline Business Case approved • Collect and analyse current property portfolios, make recommendations • Agree recommendations and implementation plan
<p>Intelligence led services and sharing intelligence</p>	<ul style="list-style-type: none"> • Outline Business Case approved • Evaluation of data /processes, review of codes and develop joint agreement • Develop and deliver model for testing new agreements
<p>Joint Commissioning</p>	<ul style="list-style-type: none"> • Outline Business Case approved • Profile current commissioning • Develop test model • Agree recommendations for future commissioning

7. Constraints

Delivery of the work plan is dependent on the continued commitment of partner organisations.

Constraints exist around resourcing; the Programme Office is currently jointly funded by Chorley and South Ribble Clinical Commissioning Group, Lancashire Care Foundation Trust, Lancashire Teaching Hospitals Trust, Lancashire County Council, and Chorley Council. Any further funding to support delivery of this work is dependent on all partners continued support.

Further constraints exist around partnership working; the recommendations from this work could have an impact on working practices with partners.

8. Impact on other Directorates/Projects

This project provides an opportunity to maximise our links with partners and to explore public service integration. It will therefore also be important to keep up the momentum on this work in conjunction with the unitary status bid which is being explored as part of the 2014/15 Corporate Strategy project 'Investigate future business models for public services in Chorley'.

Support may also be required from Health, Environment and Neighbourhoods in terms of delivering the work streams.

Project Mandate

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Campaigns and Events

Date: 11/12/2014

Author: Rebecca Huddleston

Responsible Directorate: Chief Executives Office

Project Mandate

1. Project Overview

This work aims to build on the success of the 2013 and 2014 campaigns and events programmes. The programme has been well-received by residents since it started to become established two years ago, and is an important way of engaging with the community. The work would ultimately create an annual programme with something for different interests and audiences each month, bringing new people into the town and borough and supporting the local economy.

It will include the continuation of some of the existing campaigns as well as delivery of some new campaigns which are still to be identified.

It will include the delivery of bigger and better annual events such as the picnic in the park and Chorley Live, as well as the introduction of some new events such as the British cycling road race and a gaming event.

It will also include working more closely with Creative Network on the delivery of some of the events in order to deliver and promote the events in a professional and cost effective way.

Finally, a new element of this work, will be to develop a corporate approach to securing sponsorship for future events and also to consider whether some events should be delivered on a more commercial basis, with a view to breaking even on costs.

2. Project Background

The core communications budget is £40,000. This is used for the all corporate publicity, advertising, campaigns and events. There are some annual calls on that budget. They include:

- the What's Happening magazine (four issues a year) for c.£15,000;
- printing and advertising costs (including, for example bus shelter posters, the Attain email system, and advertising new services) for c. £10,000;
- Campaigns (c. £10,000)

The expansion of the events programme in the past two years has been supported by budget investment packages for the past two years. These, along with sponsorship and use of other budgets, have enabled a larger programme to be delivered that has been well-received and encouraged visitors to the town centre and borough, and well as improving the reputation of the borough and council. The broad costs of the events which have been paid for from the communications budget are:

Event	Approx. visitor numbers	Approx. cost
Picnic in the park	8,000	£11,000
Animals in the park	600	£1,000
Theatre in the park	1,000	-£600
Chorley Live	5,000	£5,000
What's your story – literary festival	900	£2,000
Christmas attractions and events	6,000	£30,000

Project Mandate

The events programme could be reduced and refocused without the budget investment, and would probably concentrate on one Christmas event for the lights switch on and one summer event, with a reduced focus on campaigns.

The 2015 events programme is just being finalised and aims to be bigger and better than ever, through building on and further improving existing events to organising new events such as the Chorley flower show (which is considered under a separate budget growth item) and a gaming event.

Overall, despite the additional £20,000 budget which was approved last year, the Communications budget has been overspent by approximately £30,000. This is due to the costs in delivery of the events, and has been managed in 2014/15 through the use of underspends elsewhere.

3. Corporate Priorities

This work supports the council's priorities to be an ambitious council that does more to meet the needs of residents and the local area, and a strong local economy.

4. Objectives

The objectives of this work are to:

- Promote and increase engagement in the changed approach to neighbourhood working and civic pride;
- Support the economic development strategy, with a campaign to promote the town centre – with an aim to increase visitor star and diversify the reasons for improving the town centre;
- improve the way we communicate directly with residents;
- help create a Cleaner Chorley targeting in particular litter, dog fouling, flytipping and graffiti;
- better promote our assets and attract more people into Chorley;
- deliver free or low cost professional events to attract more people into Chorley and support the local economy; and
- to reduce the cost to the council of delivery of events, through sponsorship and minimal charging.

5. Scope

The scope of the work includes:

- Developing an evidenced based programme of campaigns for 2015/16.
- Delivery of the campaigns for 2015/16.
- Delivery of the 2015 events programme
- Developing and implementing a corporate approach to achieving sponsorship for key corporate events.
- Consideration of low cost charging to reduce the cost of delivery of some events, while improving the quality and professionalism of the events.
- Ensuring that where possible time credits are embedded into the delivery of the events, either through earning or spending credits.

Project Mandate

6. Key Project Milestones

- Development and approval of a campaigns plan for 2015/16 – January
- Finalise and approval of the 2015 events programme including an approach to charging for some events - February
- Develop corporate sponsorship options Jan 2015 / approval Feb 2015 / delivery March onwards.
- Delivery of campaigns and events – as per the plans.

7. Constraints

The main constraints on the delivery of campaigns and events are budget and resources.

A total budget of £65,000 is requested to support the delivery of campaigns and events in 2015/16.

This is based on a continuation of the £20,000 growth budget approved in 2013/14 and 2014/15, a further £30,000 based on the overspend on campaigns and events this year, and finally a further £15,000 which may be required to work with external service providers to improve existing events and develop one or two new events such as a gaming event and local produce food and drink events. Commissioning external providers such as Rock FM to support us in delivering events has proved to be successful and cost effective, and it also reduces the impact on capacity within the service.

8. Impact on other Directorates/Projects

The delivery of campaigns will involve closely working with service areas.

In addition the integration of time credits into events will involve working closely with HEN.

The delivery of events will also involve working closely with a range of service areas including economic development and streetscene and leisure contracts.

Appendix A – Draft programme of events for 2015

Date	Event	Location	Organiser
March	Gaming event taster	Town Centre	Chorley Council and Creative Network
March	Astley Alive	Astley Hall, Coach House and Farmhouse	Chorley Council
2 April	Chorley Grand Prix Community Warm Up	Town Centre	Chorley Council and British Cycling
3 April	Chorley Grand Prix	Town Centre and across Chorley Borough	British Cycling and Chorley Council
25 April	What's Your Story Chorley	Town Centre	Chorley Council and Creative Network
25 April	Day of Dance	Town Centre	Amounderness Ladies Dance Group
26 April	St George's Day Parade	Town Centre	Chorley District Scouts
15 May – 17 May	Museums at Night	Astley Hall	Chorley Council
17 May	Lancashire Vehicle Club Rally	Astley Park	Lancashire Vehicle Club
5 June – 7 June	Chorley Carnival	Astley Park	Chorley Carnival Committee
5 July	Picnic in the Park	Astley Park	Chorley Council
18 July	Animals in the Park	Astley Park	Chorley Council
24 July – 26 July	Chorley Town and Country Festival	Astley Park	Alan Myles
24 July – 26 July	Chorley Flower Festival	Astley Park	Chorley Council
2 August	Big Drum Day	Astley Park	Grupo SambrAfric
5 August	Playday	Coronation Recreation Ground	Chorley Council
16 August	Hillcrest Dog Show	Astley Park	Hillcrest Vets
26 August	Playtime in the Park	Astley Park	Chorley Council and HomeStart
1 September	Axel Scheffel Exhibition/Event	Astley Hall	Chorley Council
19 September – 20 September	Heritage Open Day	Astley Hall, Coach House and Park	Chorley Council
2 October - 3 October	Chorley Live	Town Centre	Chorley Council and Creative Network
31 October	Halloween Event	Astley Hall	Chorley Council

Project Mandate

1 November	Winter Sparkle	Astley Hall, Coach House and Park	Derian House
November	Gaming Festival	Town Centre	Chorley Council and Creative Network
14 November	Christmas Lights Switch On	Town Centre	Chorley Council
21 November – 22 November	Astley Illuminated	Astley Hall	Chorley Council
28 November – 20 December	Father Christmas at Astley Hall	Astley Hall	Chorley Council

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Employee Health Scheme

Date: 17 November 2014

Author: Jane McDonnell

Responsible Directorate: Chief Executive

1. Project Overview

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

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

2. Project Background

An employee health scheme was introduced in 2012/13 following two years of no pay award for staff. In the background of very small or no pay awards, it was felt that continued pay freezes could lead to disengagement, lower productivity and morale. The health scheme was therefore introduced in an effort to offer some reward and benefit to staff during this period.

Since January 2014 the scheme has had 427 claims totally £16,350 for services including dental care, optical care, hospital stays, prescriptions and wellbeing such as physiotherapy and acupuncture.

The current contract with UK Healthcare is expiring in May 2015 therefore a procurement exercise would be carried out in early 2015 to procure a new provider.

3. Corporate Priorities

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

4. Objectives

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

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

5. Scope

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

6. Constraints

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

Project Mandate

£20,000 has been identified to support delivery of the project within the New Investment Package for 2015/16.

7. Impact on other Directorates/Projects

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

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

- Running Club
- Fit Club
- Flu Vaccinations
- Pilates
- Health related fun activity

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Mediation Service for Anti Social Behaviour Disputes

Date: 28 November 2014

Author: S Clark

Responsible Directorate: Public Protection, Streetscene and Community

1. Project Overview

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

2. Project Background

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

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

3. Corporate Priorities

This project meets the following corporate priorities:

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

4. Objectives

The project will:

- Set criteria for referral into a mediation process
- Utilise the service if appropriate and where parties meet the referral criteria
- Measures will be established to record the use and impact of the service throughout the year

5. Benefits

Benefits include:

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

6. Scope

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

Project Mandate

7. Key Project Milestones

Key Milestones are:

- Establish referral criteria for access to service
- Measure and monitor service use
- Measure outcomes and determine success

8. Constraints

- The number of cases that meet referral criteria will be a constraint on delivery of the service.
- The number of mediation sessions will act as a constraint on the success of mediation in each case
- A budget of £7,000 has been identified to deliver the mediation service, it is expected that this budget will support referral of approximately 10 anti-social behaviour dispute cases.

9. Impact on other Directorates/Projects

No impact is anticipated on other service areas.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Date: 18th December 2014

Author: Sarah James

Responsible Directorate: Chief Executives

1. Project Overview

This is a new project, which aims to maximise choice and independence for disabled people and those with dementia who are visiting venues within the borough. It will be achieved through a survey of 200 venues across the borough, taking into account the features of each venue and cross checking them against disability and dementia requirement. This surveying work will be completed with community consultation events and provide local employment opportunities for disabled people. The access guides developed as a result will be available online to help people visit the venues in our borough.

2. Project Background

Chorley Council is currently working towards becoming a dementia friendly town and has undertaken a number of initiatives towards this end. It also has a well-established Equality Forum which promotes and lobbies for equitable services on behalf of disabled groups as well as all other protected characteristics. Recent successes have included obtaining funding for a Changing Places facility in Chorley Town Centre which opened in October 2014.

This project aims to take this further by surveying venues across the borough and publishing access guides to inform the public of the features of each venue. Residents and communities will be involved in deciding which venues to survey (approx. 200). There are then opportunities for local disabled people to be involved in the survey work. The online guides will be produced and feedback given to venues as to how they can become more accessible. They will then be published online as detailed access guides to provide a graphical summary of the venue's accessibility using access icons, together with highly detailed information in relation to each of the key features of the venue. The guide describes a journey into and throughout the venue and includes photographs of the features covered. This will help to encourage visitors to the borough and maximise independence and choice for disabled people in accessing their local area and the places we to visit.

The project will run over three years, with the community consultation and surveying work being undertaken in year one and updates being provided in years two and three.

The project will be delivered in association with a company called Disabledgo, who will organise the surveying and consultation leading to online publication of guides on their website.

3. Corporate Priorities

The project supports two of the four priorities:

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

4. Objectives

The project will;

Project Mandate

- Survey and develop access guides for 200 venues across the borough
- Develop 40 detailed access guides
- Organise community involvement events. A community consultation and launch event in Year 1 and focus groups with local disability organisations and forums twice a year in years 2 to 3 inclusive.
- Publish access guides online

5. Scope

A budget of £20,000 has been identified to enable the project to run over three years from 2015/16 to 2017/18.

6. Constraints

Possible constraints on the project may be the willingness of venues to participate. This will be minimised through work with communities.

7. Impact on other Directorates/Projects

The main impact will be on Policy and Communications and Streetscene and Leisure Contracts (in terms of assets).

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Buckshaw Community Centre

Date: 10-01-2015

Author: Jamie Carson

Responsible Directorate: Public Protection, Streetscene & Community

1. Project Overview

To deliver a new Community Centre on Buckshaw Village.

2. Project Background

Buckshaw Community Development Group has been meeting for 18+ months to consider community development issues on Buckshaw Village and how groups can work together for the benefit of residents. The key issue has been the lack of community facilities in the village. Research has been undertaken to identify existing provision and demand for community space. As Buckshaw is developed out further, and as the village becomes more established, there will be a further increase in the demand for such facilities.

A small task and finish group, involving various stakeholders, has been established to look at this issue. The initial focus of the groups work was to look at the existing Community Centre and see what opportunities there are for extending or adapting the building. There are limited opportunities to do this and they do not present good value for money, in terms of space created and impact on the rest of the centre. As part of the consultation, a number of respondents suggested an additional centre was required and various locations were put forward.

3. Corporate Priorities

This project will contribute to the following objectives:

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

4. Objectives

The objective of this project is to identify a plot of land and build a new Community Centre. It would be the Council's intention to transfer the management of this facility into a community management arrangement, as per the Council's policy.

5. Scope

The scope for this project includes:

- Site assembly.
- The procurement and the construction of the Community Centre.
- Appropriate arrangements to place the new centre into community management, as soon as possible after opening.

6. Key Project Milestones

The project has the following Milestones:

- Negotiating the site assembly – April 2015.
- Seek planning permission – March/April 2015.
- Agree procurement/construction methods – April 2015.
- Anticipated start of construction work – July 2015
- Completion of Centre – 1st quarter 2016.

7. Constraints

The project has a Capital Budget of £600,000. The project requires successful negotiation with landowners. In order to place the facility into community management the project management team will need to identify volunteers who are willing to take on the task of managing the facility.

8. Impact on other Directorates/Projects

The project will require input/support from the following teams within the Council:

- Property
- Legal
- Finance
- Development Control
- Leisure
- Health/Environment and Neighbourhoods

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

CCTV – INFRASTRUCTURE UPGRADE

Date: 5 January 2015

Author: Simon Clark

Responsible Directorate: Public Protection Streetscene and Community

1. Project Overview

This project will fully assess the Councils current CCTV infrastructure and identify which monitoring, recording and camera equipment requires upgrading to current standards of image capture and recording. Where possible the assessment and upgrade will seek use technology that provides some future proofing of the system and interoperability with other systems.

2. Project Background

In 2014 the Councils Overview and Scrutiny Committee undertook a review of the Councils CCTV provision and made recommendations to the Councils Executive Cabinet. On 23 Oct 2014 the Exec Cabinet resolved the following:

1. 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.
2. It is recommended that a capital budget of £250,000 be established to fund the capital works over a period of three years
3. 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.
4. 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.

3. Corporate Priorities

This project relates to the Councils corporate priority of clean, safe and healthy communities.

4. Objectives

The project aims to achieve the following:

- Establish current infrastructure maintenance and repair levels and identify the elements of CCTV infrastructure that should be upgraded to ensure the system meets current standards of image capture, recording and monitoring.
- Develop a 3 year upgrade programme
- Establish on an intelligence led basis which camera locations are necessary to support community safety.

5. Scope

Project Mandate

The scope of this project includes the hardware required to operate a CCTV system that captures, monitors and records CCTV footage to current industry standards for a public community safety based service.

It does not cover the operational times of the service as this was reviewed as part of the O&S review within the last 12 months and determined as fit for purpose.

6. Key Project Milestones

1. January 2015 - appoint CCTV consultant to provide initial infrastructure assessment
2. February 2015 – Review current coverage and propose changes on an intelligence led basis
3. March 2015 – Establish a 3 year upgrade programme
4. March 2015 – Commence procurement exercise to procure a 3 year upgrade programme including repair and maintenance of new and remaining infrastructure
5. July 2015 – Award contract and commence 3 year upgrade programme

7. Constraints

This project will be constrained by an initial budget provision of £250,000
The project will be constrained by the focus on existing and intelligence led provision of CCTV coverage and will therefore not deliver camera locations 'on request'

8. Impact on other Directorates/Projects

There will be an impact on Legal and Procurement teams who will be supporting the delivery of the project.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Bengal Street Depot Works

Date: 5th Jan 2015

Author: Keith Davy

Responsible Directorate: Chief Executive

Project Mandate

1. Project Overview

The proposal is to split the current Bengal street Depot into two areas. One area is to be leased out to Recycling Lives. The remaining area will be retained by the council as its operational depot. To achieve this, the following works are required

1. Bring the existing bungalow building up to a reasonable habitable standard to create office space for the Streetscene operational management team.
2. Erect a dividing fence to split the site including gates.
3. Traffic management (round-a-about / white lining) as detailed in the planning approval.
4. Relocation of the fuel tank and portacabins / storage containers.
5. Demolition of the old buildings (joiners workshop)

2. Project Background

As part of the Council's Strategy of rationalising council buildings, the Leisure Services Team, Streetscene and Public Protection Teams located at Bengal Street depot were relocated to the Civic Buildings in Union Street.

This freed up the main office building and a review of the depot activities indicated that the main operational activities could be carried out on a smaller footprint.

The vacant premises and half of the yard area were advertised as available to let on the open market. Recycling Lives, a registered charity offering accommodation, education and training to the homeless and long term employed, approached the council about leasing the available space.

Terms and conditions are agreed for the lease and so the Council must now complete the works as identified above to split the site into two secure and self -contained areas.

3. Corporate Priorities

The delivery of the Project will assist with the Council delivering efficient services (reduce revenue outgoings including reduced rates, utility and maintenance costs) together with bringing investment into the Borough through the grant of the lease to Recycling Lives and provide employment opportunities to residents.

4. Objectives

The project will;

- a) Create a secure depot which meets the operational requirements of the council.
- b) Be delivered within the Budget allocated
- c) Be delivered within a timeframe that meets the requirements of Recycling Lives who will occupy the adjoining area of the Depot site.
- d) Deliver revenue savings to the Council
- e) Be completed within the financial year 2015/16

Project Mandate

5. Scope

The project includes all the objectives above.

In order to be fit for purpose the depot should include the following;

- a) Office/ workshop/ stores/ staff welfare facilities
- b) Vehicles, fuel, plant and equipment storage
- c) Waste storage/ transfer and waste water disposal
- d) Storage of materials, chemicals, plants

The project excludes any works to the area of the depot which is to be leased to Recycling Lives

6. Key Project Milestones

- a) Agree a final specification for the Works (March 2015)
- b) Tender the Works (April 2015)
- c) Demolish the old Buildings (Joiners workshops) (March 2015)
- d) Relocate storage containers to Council retained site (March 2015)
- e) Complete Internal fit out works to Retained Buildings (March 2016)
- f) Complete External Works to the Site (March 2016)

7. Constraints

The key constraints are;

- a) Demolition of the old Buildings and relocation of storage containers from the area of the depot to be leased to Recycling Lives (March 2015)
- b) Delivery of all Works within the budget allocation

8. Impact on other Directorates/Projects

The Project will ultimately impact upon the delivery of services of the Streetscene Teams. The works involve the relocation/ upgrade of a number of facilities, however as part of the Project Brief any alterations have been agreed in advance with the Streetscene Teams.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Yarrow Valley Car Park

Date: 08-01-2015

Author: Jamie Dixon

Responsible Directorate: Public Protection, Streetscene and Community

Project Mandate

1. Project Overview

To upgrade the car park at Yarrow Valley to provide up to 135 car parking spaces.

2. Project Background

The car park at Yarrow Valley currently comprises of an aggregate surface without drainage and provides space for approximately 80 cars. This type of surface creates lots of pot holes that fill with water making parking difficult for visitors. The Green Flag judges have recommended that the car park surface is upgraded to provide a fit for purpose car park suitable for a popular country park. Customer feedback also supports the proposed improvements.

3. Corporate Priorities

This project will contribute to the following objectives:

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

4. Objectives

- To upgrade the car park at Yarrow Valley to provide up to 135 car parking spaces.
- To fulfil the Green Flag recommendations for improvement.

5. Scope

- To upgrade the main car park at Yarrow Valley to provide up to 135 car parking spaces including drainage.

6. Key Project Milestones

- | | |
|--|--------|
| • Site investigation work complete | May-15 |
| • Final design and planning details complete | Jun-15 |
| • Submit planning permission | Jul-15 |
| • Planning permission approved | Nov-15 |
| • Procurement complete | Feb-15 |
| • Work started (phased) | Mar-16 |
| • Work complete | Jun-16 |

7. Constraints

£225,000 to provide up to 135 car parking spaces at Yarrow Valley.

8. Impact on other Directorates/Projects

Will involve working with planning, procurement and property services.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Deliver Improvements to Market Street (North)

Date:05/01/15

Author: Conrad Heald

Responsible Directorate: Chief Executive

Project Mandate

1. Project Overview

Following the successful implementation of a shared surface scheme to southern Market Street, as part of the ASDA redevelopment, this scheme will continue the public realm improvements up to the St Thomas Road junction.

2. Project Background

Market Street has traditionally been a secondary retail location within the town centre and recent projects to rejuvenate the area such as the redevelopment of the former McDonalds site, redevelopment of the former QS fashion site, Fleet Street car park improvements and re-opening Market Street (North) to traffic have increased vitality and vibrancy to the area encouraging retail activity. In the past year the southern end of Market Street has benefitted from investment into the public realm to develop the 'shared surface' concept and encourage pedestrians to move safely with cars and cyclist in the same space. Following its successful introduction, the council would like to continue this investment in the public realm from its current finishing point at St Georges Street up to St Thomas Road. The extended scheme will incorporate the new free on-street parking which resulted from the re-opening of Market Street (North) in 2014.

3. Corporate Priorities

This project fulfils the Strong Local Economy priority, in particular supporting a vibrant town centre.

4. Objectives

The project aims to:

1. Provide a shared surface public realm concept to Market Street (North).
2. Consult with town centre stakeholders on any proposed changes.
3. Deliver a final approved scheme.

5. Scope

The scheme will encompass the junctions of St Georges Street (previously finished in March 2015) up to St Thomas Road (including improvements to traffic flow entering Market Street / High Street. Any junctions between these points such as Chapel Street and Fazakerley Street will be improved as far as engineering levels determine (but not the entire street).

The project will encompass:

- A site survey of what exists
- Concept design to be consistent with Market Street (South)
- Consultation with town centre stakeholders
- Engineering design by LCC
- Construction

Project Mandate

6. Key Project Milestones

- Site surveys January 2015
- Concepts designs April 2015
- Consultation June 2015
- Final engineering designs/schedules July 2015
- Tendering of contract September 2015
- Award of contract October 2015
- Construction commences Jan 2016

7. Constraints

- The project has a budget of £1mn.
- Availability of materials consistent with existing
- Utility locations / Utility companies cooperation
- LCC Highways department capacity to design and tender
- Minimising loss of parking spaces both temporarily and permanently
- Minimising impact on access to businesses
- Minimising disruption at key trading times i.e. Christmas

8. Impact on other Directorates/Projects

- The Communications team need to be informed to manage business / public information
- The Planning department need to be involved in formulating the design and monitoring the delivery
- The Streetscene team need to be aware of street furnishing requirements / maintenance
- This may be being constructed at the same time as Market Walk Phase 2 is taking place leading to a lack of alternative parking and diversionary routing

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Chorley Youth Zone

Date: 12/01/2015

Author: Jamie Carson

Responsible Directorate: Public Protection, Streetscene and Community

Project Mandate

1. Project Overview

This project will focus on the delivery of the Youth Zone, exploring different delivery models with partners Lancashire County Council, Onside Youth Zones and The Arts Partnership.

2. Project Background

18 months ago Lancashire County Council announced plans to develop a Youth Zone at their Union Street premises. At the same time Chorley Council were in discussions with The Arts Partnership regarding the potential development of their building on Railway Street. This resulted in discussions between Chorley Council, Lancashire County Council and The Arts Partnership regarding the possible locating of the Youth Zone. Subsequently, Onside Youth Zones were involved in the discussions.

The Youth Zone project was reported to Council in November 2014, and approved.

3. Corporate Priorities

This project supports and contributes to the priorities:

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

4. Objectives

The Youth Zone will provide 'world class' facilities for young people and be open 7 evenings per week. It will also be open all day during school holidays. In order to provide an exciting and stimulating environment there will be 10+ activities available at any point in time. Operation of the Youth zone will be undertaken by a new charitable trust 'Chorley Youth Zone Charitable Trust'. The objectives of the project are to deliver -

- a finalised plan for the Chorley Youth Zone
- agreement on contributions between all partners
- confirmation as to operational requirements of partners
- a new charitable organisation, Chorley Youth Zone Charitable Trust, to operationally deliver the Youth Zone
- secure planning permission for the Youth Zone

5. Scope

The scope of this project is to work with partners to progress delivery of the Chorley Youth Zone; namely to reach an agreement in terms of funding, operational requirements and secured planning permission of the Youth Zone. It is envisaged that the Youth Zone will open in April 2016 but this is outside the scope of this project.

Project Mandate

6. Key Project Milestones

Site assembly	January 2015
Agreement as to operational requirements of the partners	February 2015
Finalisation of design	March 2015
Establish Charitable Trust	Spring 2015
Public Consultation	Est. May 2015
Planning Application	May 2015
Procurement	July 2015
Consultation with young people to ensure the Youth Zone meets their requirements	Various
Demolition and construction	October 2015

7. Constraints

Constraints exist around funding. It is intended that the project will be funded by Chorley Council, Lancashire County Council and private donations and grants from Onside Youth Zones. Contributions have been agreed in principle between Chorley Council and Lancashire County Council, however, further discussions are expected to take place over the next three months to finalise details. Plans have been agreed to meet a potential funding gap if these discussions do not result in agreement.

8. Impact on other Directorates/Projects

The delivery of the project will impact on both Planning and Governance. As delivery progresses the project may also require support from additional council services in particular Policy and Communications.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

**Develop a Business Case for an Extra Care Scheme
Including Land Assembly**

Date: 6th January 2015

Author: Zoe Whiteside

Responsible Directorate: Customer and Advice Services

Project Mandate

1. Project Overview

This project is consists of developing a scheme design and financial appraisal for a proposed Council-owned and managed, extra care scheme. The proposed scheme is intended to be situated on an identified town centre site, which is in the main, currently in the Councils ownership, with pockets leased to other organisations.

The project will not deliver the actual building and associated service, it will deliver an option appraisal, with preferred scheme design and proposal to proceed (or not, in the unlikely event it proves unviable to proceed). The project includes the land assembly work necessary to acquire most if not all of the Fleet Street site.

2. Project Background

Lancashire County Council (LCC) published an Extra Care Strategy for Lancashire at the same time the Council was exploring options for the Town Centre as part of the master plan and considering the options of delivery of new housing, particularly for older people. There are limited housing options available for older people in Chorley, with limited supply of (affordable) extra care housing. Meeting this housing need fits strategically with the Councils aims and will assist LCC in the delivery of their strategic aims, with LCC committing to provide funding for the scheme should it come to fruition.

Corporate Priorities

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

3. Objectives

The project will achieve the following objectives:

- Identification of an Extra Care Scheme proposal which meets the needs of local people and is endorsed by both council officers and the relevant external partners and stakeholders.
- A financial appraisal and outline business model which will illustrate the capital and revenue income and expenditure necessary to make the scheme operate and include any surplus or deficit generated.
- Acquisition of all or the majority of the site as freehold (or par leasehold with the permission to build).
- To produce a single proposal for Executive Cabinet to consider.

4. Scope

The project will deliver officer time and professional consultancy work only, with the final product being a report detailing a preferred scheme design, with detailed drawings and artist impressions, and a financial model. It will not deliver the planning application and any subsequent permission, the HCA bid or the completed new build scheme.

Project Mandate

5. Key Project Milestones

The establishment of an Extra Care Project Group comprising of both council officers and external partners.

November 2014

Identification of key principles for the scheme model including features and facilities.

January 2015

Written confirmation from partners of financial support (capital and revenue).

March 2015

Regular engagement with the HCA with a view to securing 'in principle' support for AHP grant.

November 2014

The commissioning of suitably qualified architects to develop a number of outline sketch designs, based on different models and available floor space.

March 2015

Completion of negotiations and associated Executive Member Decisions to acquire all or one of the non- council owned buildings on the site including HSS hire and St. Johns Ambulance.

June 2015.

Considered appraisal and evaluation of the initial sketch designs using internal and external expertise, including but not exclusive to including strategic housing, planning officers, property services, finance, Clinical Commissioning Group representatives, Adult Social Care representatives.

June 2015

A final detailed scale design including detailing and planning-application ready drawings, which provide the scheme model including mix and type of apartments, any commercial facilities and any other shared communal and or community facilities.

July 2015

Legal transfer of Ownership of either or both of, HSS and the St Johns Ambulance buildings.

September 2015

An Executive Cabinet report detailing the proposed scheme design and business model.

September 2015

6. Constraints

Staff expertise – developing new social housing is a new area of work for the Council and therefore there is a need to commission external expertise. Initially Architects only will be commissioned and internal capacity will be used for the financially modelling however there may be a need to commission other experts as the project evolves.

Budget is £250,000 capital and £30,000 revenue funding.

Parts of the site include existing long leases and buildings not currently owned by the Council and therefore the property or lease holders could fail to engage in negotiations.

7. Impact on other Directorates/Projects

Project Mandate

Procurement will be involved in the development and advertisement of the tender for the Architect.

Finance Team will provide the capacity and expertise to deliver the financial modelling. Planning & Property Services Teams will be involved in the design of the scheme including planning policy and building regulation considerations.

Legal and Property Services will be involved in the negotiations and acquisitions of the non- council owned buildings and leases.

Project Mandate

PROJECT DOCUMENTATION

PROJECT MANDATE

Recreational Pitch/Open Space Strategy

Date: 12-01-2015

Author: Jamie Carson

Responsible Directorate: Public Protection, Streetscene & Community

Project Mandate

1. Project Overview

The project supports the delivery of key external schemes within the Council's Play, Open Space and Playing Pitch Strategy.

2. Project Background

The Play, Open Space and Playing Pitch Strategy sets out how the Council and partners plan to protect, manage, enhance and secure its open spaces over the next 5 years. The strategy focuses on sites that need to be improved and sustained to mitigate against negative trends and recommends how any identified deficiencies in provision should be addressed. The strategy identifies a number of facilities that are required to meet local need, for example, athletics training facilities and 3G sports pitches. The strategy also identifies significant open spaces that require development and investment in order to ensure their long term viability, for example, Cuerden Valley Country Park.

3. Corporate Priorities

This project will contribute to the following objectives:

- Clean, Safe and Healthy Communities
- An ambitious Council think there's more to meet the needs of residents and the local area.
- Involving residents in improving their local area and equality of access for all.
- A strong local economy.

4. Objectives

The key objective of this project is to work with local partners to identify ways of delivering the Council's Play, Open Space and Playing Pitch Strategy that also support their objectives. For example, this could include working with schools in order to deliver enhancements to facilities that benefit school pupils and also the wider community during times when the school is not in use.

It is not the intention that the Council's funding would pay full cost of any developments; it is the Council's intention that our investment levers in funding from the partner and also external funding from other sources.

5. Scope

The scope for this project would be schemes of a strategic nature that deliver key elements of the Council's Play, Open Space and Playing Pitch Strategy. By their nature, the schemes once delivered, would not be replicated by lots of other organisations within the Borough. For example, it is not the intention to use this funding to support numerous drainage projects for many sport organisations.

6. Key Project Milestones

The project has the following key Milestones:

- Identify and engage with potential partners – by March 2015.
- Identify projects to support with this funding, subject to them attracting other funding from other sources – by May 2015.

Project Mandate

Milestones for individual projects will be identified as and when suitable projects are brought forward.

7. Constraints

£170,000 has been identified for 2015/16. In order to deliver the projects objectives it requires willing partners with appropriate schemes to come forward and engage. In order to lever in other funding this requires the partners to be able to contribute and also for external funding to be applied for and secured.

8. Impact on other Directorates/Projects

The project will be led by the Streetscene and Leisure Contracts team. The project will require support from Legal and Finance colleagues. In the event of the project requiring planning permission, then colleagues in Development Control will also be involved.

Proposed Capital Programme 2015/16 to 2017/18**Appendix Three**

	2015/16	2016/17	2017/18	TOTAL
	£'000	£'000	£'000	£'000
<i>Regeneration Programme</i>				
Market Street Redevelopment	0	0	0	0
Other Regeneration Projects	0	0	0	0
Car Park Resurfacing	0	0	0	0
Asset Improvement Programme	200	200	200	600
Chorley East Health Centre	1,663	4,988	0	6,650
Total Chief Executives	1,863	5,188	200	7,250
<i>Affordable Housing Projects</i>				
St George's Street	0	0	0	0
Halliwell Street	0	0	0	0
Beaconsfield Terrace	0	0	0	0
Disabled Facilities Grant	420	0	0	420
Total Customer and Advice Services	420	0	0	420
<i>Astley Hall & Park Development Programme</i>				
Astley Hall & Park Development (carried forward)	0	0	0	0
Play Areas - Astley Park - 2013/14 Investment (Year 1)	100	0	0	100
Leisure Centres Improvements	275	75	75	425
Play Areas - 2013/14 Investment (Years 2 and 3)	200	0	0	200
Recycling receptacles (bin replacement)	75	115	115	305
Buckshaw Village Rail Station (s106)	726	0	0	726
Croston Flood Prevention Scheme	1,100	0	0	1,100
Total Public Protection, Streetscene and Community	2,476	190	190	2,856
Sub Total Capital Programme	4,759	5,378	390	10,526

PROPOSED NEW INVESTMENT PACKAGE 2015/16	2015/16	2016/17	2017/18	TOTAL
	£'000	£'000	£'000	£'000
Deliver Improvement to Market Street	1,000	0	0	1,000
Contribution to Youth Zone	1,000	0	0	1,000
Buckshaw Community Centre	600	0	0	600
Yarrow Valley Car Park	225	0	0	225
Delivery of CCTV provision	84	83	83	250
Land Assembly	250	0	0	250
Astley Hall & Park Development - New Investment	218	0	0	218
Recreational Strategy	170	0	0	170
Recycling Lives - Depot split	120	0	0	120
Sub Total Capital Programme - Proposed New Investments 2015/16	3,667	83	83	3,833

TOTAL PROPOSED CAPITAL PROGRAMME 2015/16 to 2017/18	8,426	5,461	473	14,359
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CAPITAL FINANCING	TOTAL
	£'000
NHB to 2020/21	2,458
Capital Receipts	425
Revenue Contributions to Capital	1,832
External Contributions	1,326
Government Grants	420
<i>Prudential Borrowing</i>	
Chorley East Health Centre	6,650
Other	1,248
Sub Total Capital Programme - Proposed New Investments 2015/16	14,359

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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
--	-----	----

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)

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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APPENDIX A



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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Disabled Facilities Grants

Overview & Scrutiny Review



For further information about this report please contact

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Background to the review

In January, at a meeting of Chorley Borough Council's Overview & Scrutiny Committee, the issue of Disabled Facilities Grants was discussed. Concerns that they expressed included the funding allocation process, housing conditions, deprivation levels, the prevalence of long term health conditions and other services which support people in their homes. The Committee felt it would be beneficial if the Lancashire County Council Health Scrutiny Committee was asked to undertake a review and that a task group should also include District member representation.

A request was presented to the Scrutiny Committee in March to form a task group to look at the processes involved in the distribution of Disabled Facilities Grants.

Following consideration of the request a task group was formed and it was agreed that a representative from Chorley Borough Council be included in the group.

At the outset members were aware of national and local analysis that had taken place in recent months and that a number of proposals had already been developed for the future delivery of Disabled Facilities Grants across Lancashire.

Membership of the task group

The Task group was made up of the following members:-

- CC Richard Newman-Thompson - Chair
- CC Carl Crompton
- CC Steve Holgate
- CC Margaret Brindle
- CC Fabian Craig-Wilson
- CC Mike Otter
- Cllr Julia Berry (Chorley Borough Council)

Scope of the Scrutiny exercise

Taking the initial concerns of Chorley Borough Council's Overview & Scrutiny Committee into consideration it was agreed that the original scope of the review would include:

- Funding allocation process
- Consistency of approach across the county
- Different ways of working
- Member involvement and enhancing their role

Acknowledgement was made that throughout the review the task group may identify other issues and that a mechanism to address them would be considered.

Methodology

Witnesses

The Task Group carried out a series of information and evidence gathering sessions which included speaking to officers directly involved in the development and delivery of Disabled Facilities Grants. A half day workshop was also held which was attended by officers, councillors and volunteers from across the county. Participants in the review included:

Lancashire County Council Officers

- Ann Smith
- Clare Platt
- Janet Alcock
- Val Knight
- Nick Metcalfe
- Sharon Cambray
- Sumayia Sufi

District Council officers:

- Michelle Scott – Wyre
- Mark Broadhurst – Wyre
- Stephen Nutter – Burnley
- Clare Jackson – Burnley
- Zoe Whiteside – Chorley
- Laura Lea – West Lancashire
- Vivienne Aldred – West Lancashire
- John Helme – Lancaster
- Rachael Stott – Ribble Valley
- Paul Walmsley – Preston

District Council members:

- Cllr Bridget Hilton – Ribble Valley
- Cllr Tom Balmain – Wyre
- Cllr Rita Hewitt – Wyre
- Cllr Margaret France – Chorley
- Cllr Gordon France – Chorley
- Cllr Greg Morgan – Chorley
- Cllr Hasina Khan – Chorley

Norwich City Council:

- Alison Spalding

Other Organisations:

- Central and West Lancashire Carers
- East Lancashire Hospital Trust

- Lay-zee Day-zee Luncheon Club
- Pukar disability resource centre
- Preston Care & Repair
- Assist UK
- East Lancashire Deaf Society
- Lancashire Care Foundation Trust
- Progress Housing
- British Deaf Association

Documents

In addition to evidence gathered from officers, further background information for the review was taken from

- Minutes of Chorley Borough Council's Overview & Scrutiny Committee – 9 January 2014
- Minutes of Lancashire County Council's Scrutiny Committee – 7 March 2014
- Disabled Facilities Grants in England: A Research Report by Astral Advisory for the District Councils' Network and the Society of District Council Treasurers April 2013
<http://districtcouncils.info/2013/07/01/disabled-facilities-grants-a-research-report/>
- Disabled Facilities Grants (England) Better Care Fund
www.parliament.uk/briefing-papers/sn03011

Findings

What is a Disabled Facilities Grant?

Disabled Facilities Grants (DFGs) are grants provided by a local authority to help with the cost of providing facilities and adaptations if there is someone in a household who has a disability that makes living in the accommodation difficult.

A grant can be used to give someone better freedom of movement into and around their home and/or to provide essential facilities within it. Examples of what the disabled facilities grants can help with include:

- making it easier to get into and out of the dwelling by, for example, widening doors and installing ramps;
- ensuring the safety of the disabled person and other occupants by, for example, providing a specially adapted room in which it would be safe to leave a disabled person unattended or improved lighting to ensure better visibility;
- providing or improving access to the bedroom, and kitchen, toilet, washbasin and bath (and/or shower) facilities; for example, by installing a stair lift or providing a downstairs bathroom;
- improving or providing a heating system in the home which is suitable to the needs of the disabled person;
- adapting heating or lighting controls to make them easier to use;
- improving access and movement around the home
- improving access to and from the garden of the home where feasible.

Who is it for?

A person can apply for a DFG for themselves or someone living in the property if they have a disability. Someone is disabled if

- their sight, hearing or speech is substantially impaired
- they have a mental disorder or impairment of any kind
- they are physically substantially disabled by illness, injury impairment present since birth, or otherwise
- they are registered disabled (or could be registered) with the social services department under the terms of the National Assistance Act 1948 or the Children Act 1989, however most local authorities waive this requirement.

The basic principles

- The maximum grant in England is £30,000
- The amount paid is usually based on a financial assessment (a means test) of a person's average weekly income in relation to their outgoings. Even if they have been assessed as in need of an adaptation they may not get the grant if their income and savings exceeds the limit of the test of resources
- There is no means testing of families of disabled children who are under 19
- Any work carried out must benefit the disabled person living in the property
- A local authority must give a DFG if the applicant meets the conditions of getting one, however the authority has limited resources, and some areas have greater demand than others so they often prioritise according to the most urgent need. This results in some local authorities having waiting lists of several months.
- The initial approach to social services can be either from the person themselves or a referral from elsewhere such as a GP. An Occupational Therapist (OT) will arrange to visit the applicant to assess their needs and will produce a report with recommendations for the specific work that needs to be carried out.
- The local authority also has to be satisfied that the works are 'reasonable and practical' in relation to the age and condition of the property.

What has already been identified?

Over recent months, officers from both the county council and district councils had undertaken a review of the strengths and weaknesses within the current systems in place across Lancashire designed to administer Disabled Facilities Grants. They identified a number of key points:

- From 2015/16 DFGs will be paid through the county council as part of the [Better Care Fund](#). However, the statutory duty on local district councils to provide DFGs to those who qualify for it will remain.
- Disabled Facilities Grants provide an important mechanism for supporting people with disabilities to live independently. When delivered early, alongside other preventative measures, they may contribute to preventing admissions to hospital and residential care.

Appendix A

- With an increasingly elderly populations, and more disabled children surviving their early years through to adulthood, the need for adapted housing is projected to continue to increase. Analysis by the District Councils Network in 2012 indicates that the total amount required to cover grants for all of those who are theoretically eligible under the current rules is £1.9bn at 2005 prices. This is more than ten times higher than the total amount of DFG in England in 2009-10, at £157m.
- The level of DFG awarded is on a sliding scale and in many cases is at a level to meet the whole of the cost of the equipment. Long waiting lists for DFG in some district councils mean that this financial test may not be carried out for some months.
- A small number of exemplary local authorities have formed well-managed partnerships between county and district authorities, bringing together the housing and social care aspects of delivery, and in so doing have reduced duplication, improved services and deployed resources more effectively.
- Housing adaptations help prevent or defer entry into residential care for older people; one year's delay will save £26,000 per person, less the cost of the adaptation;
- Housing adaptations that remove or reduce the need for daily homecare visits
 - pay for themselves in a time-span ranging from a few months to three years
 - and then produce annual saving; national evidence suggests annual savings
 - varied from £1,200 to £29,000 a year (using an average DFG of £6,000);
- The average cost to the state of a hospital admission for a fractured hip is
 - £28,665 i.e. four times the average DFG;
- Integrated service delivery is more efficient and better able to delay health and social care costs, but there are up-front costs to change; a transformation fund would be needed to support councils with the up-front costs of moving to a more efficient and effective model of service delivery.

Appendix A

- There are risks associated with any change. Where districts are delivering well and in an integrated manner, transfer to another body could reduce service quality unless the partnership approach and shared expertise continues.
- Not all DFG applicants need support, but for those that do, linking into wider support services such as housing options and Housing Improvement Agencies is effective in preventing future needs.

Task Group workshop

Following on from the comprehensive analysis work undertaken by district and county officers the task group felt it would be beneficial to also gather the opinions of elected members and representatives of voluntary and community based organisations.

Therefore it was agreed that a workshop would be developed and delivered by the task group to capture any additional comments and opinions and that district and county officers involved in the delivery of DFGs would also be invited.

Over 50 delegates took part in the half day workshop which included presentations from officers from Lancashire County Council and Norwich City Council, followed by a Q&A session and opportunity to discuss and suggest ideas for the future delivery of DFGs.

The delegates included officers, elected members and volunteers from across a number of different organisations and different parts of Lancashire. The main issues they identified during the workshop were:

- Currently is it a very complex process to engage with all necessary partners to effectively delivery DFGs
- Concerns were identified regarding the resources available, staffing in terms of the ability to carry out assessments in a timely manner and finances regarding the predicted growing number of applicants.
- The lack of consistency of approach across the county was acknowledged as a recurring theme
- Waiting list times varied considerably depending on where in Lancashire you lived

Appendix A

- Lack of effective communication, in particular a consistent approach to advice and guidance. Is the role of each partner clear? Are applicants made aware of the timescales involved at the outset?
- One county council and 12 district councils inevitably raised the issue of many different organisational structures, cultures and processes.
- The integrated team model as developed in Norfolk appears to deliver positive outcomes
- Successful integrated teams include Occupational Therapists and Technical Officers
- Lack of public information in an appropriate format, e.g. different languages, suitability for visual or hearing impairment.
- Local case studies have identified best practice – not clear however if this is shared amongst partners. Best practice can often result in best value for money
- Need to be very clear and up-front about the financial assessment. Self-funders still have a right to an assessment.
- Support is needed for those who do not need a DFG but may still require some level of assistance. Information on alternatives to DFG is needed.
- Signposting to alternative solutions is required for those who don't meet the means test criteria
- Early intervention can often anticipate long term requirements – can lead to more efficient use of time and funds.
- Project management support is vital to develop an integrated model of delivery.
- Lancashire County Council has no control over the allocation of the funding to district councils but it can influence the ability to consider whether funding could be 'topped up'.

Appendix A

- Registered Social Landlords (RSLs) are invited to take part in the delivery of DFGs where appropriate. However it is an inconsistent picture across the county as to whether they contribute towards a DFG or carry out the work themselves
- All district councils use the same formula to apply means testing criteria but it was felt that greater clarity was possibly needed to explain the process.
- Similar issues regarding an inconsistent approach had been identified in Norfolk. They obtained cross-authority support to develop a new delivery model.

Conclusions

The Task Group reflected on the information and evidence they had considered throughout the review and arrived at the following conclusions:

- DFG services should be delivered in an integrated way in which the whole service from initial enquiry through assessment to delivery of any aids, equipment or adaptations is carried out in a seamless partnership approach.
- An integrated team model needs to be promoted and encouraged
- Closer co-operation between all partners could produce consistency of service and improved communication
- Long waiting lists are not acceptable and any means to address them should be explored
- The integrated delivery model developed in Norfolk provides an example for the county and district councils to consider as an alternative way of working
- Good examples of best practice have been identified but there is a lack of evidence that they are being shared effectively between partners and different localities.

Recommendations

Taking into account the proposals that had that been identified by the previous review undertaken by officers the task group agreed to the following recommendations:

- A single consistent approach to the delivery of DFGs across Lancashire should be developed
- That a commitment is sought from the Chief Executives of the 12 Lancashire District Councils and Lancashire County Council for the respective councils to work in partnership with CCG's to redesign the whole system in order to deliver an integrated DFG service across Lancashire.
- Officers be asked to consider a delivery model similar to that developed in Norfolk which included the engagement of a project officer to oversee the system redesign. Members felt the role of the project officer was critical to achieve a successful outcome.
- Any system redesign needs to address and reduce the waiting time some applicants currently experience through an integrated approach to assessment and approval.
- Best practice both within the county and elsewhere in the country needs to be identified, acknowledged and shared amongst partners.
- Other potential scrutiny topics identified during the review that fell outside the remit of the task group should be forwarded to the Steering Group of the Health Scrutiny Committee to consider whether they should be added to the future work plan of the Committee.

Acknowledgements

The task group would like to thank all those who gave their time and help to this investigation.

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Report of the Overview and Scrutiny Task Group – Neighbourhood Working

January 2015



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PREFACE

The Scrutiny inquiry into Neighbourhood Working was chosen by Members of the Overview and Scrutiny Committee as the current arrangements have been in place since a review of the neighbourhood working model in 2012. Up until this time, neighbourhood working had been seen as a stand-alone service or at best an extension of community development. In line with the agreed definition “*working with our partners to improve the quality of life, health and wellbeing of all our citizens and to improve the environment of the neighbourhoods in which they live*”, neighbourhood working had started to transcend all Council delivery and integrate with Council and partners services and Members were tasked with providing the evidence that this was starting to take place.

The Council has developed a Civic Pride Campaign over the past 12 months and are currently reviewing how to promote this work effectively. Members felt that Civic Pride should be fully integrated into Neighbourhood Working and that they should be engaged in all aspects of Civic Pride and so we took this opportunity to explore how this could be improved upon.

The success of Neighbourhood Working is not totally reliant on the Council so it was important that we consulted with existing stakeholders to understand their strength of engagement and to explore better ways of working together in partnership.

I would like to thank the Task Group Members for their deliberations and the officers and external representatives of parish councils and community groups of Chorley who made a contribution to this report. The representations that we received have proved extremely invaluable and enabled us to produce a set of recommendations that we feel will improve the current arrangements to better serve the residents in their experience of living in their communities.



Councillor June Molyneaux (Chair)

EXECUTIVE SUMMARY

The Overview and Scrutiny Task Group undertook a scrutiny inquiry to review Neighbourhood Working arrangements in Chorley.

Objective

The development of a neighbourhood working footprint that will encourage sustainable engagement with neighbourhoods across Chorley.

Desired Outcomes

1. To encourage residents to have a confidence to engage with and deliver projects in their neighbourhoods.
2. To create a sense of pride for residents across Chorley.
3. To strengthen existing partnerships and to establish new ones.
4. To implement Neighbourhood Action Plans across the borough.
5. To develop the role of the Ward Councillor in neighbourhood working.

Task Group Membership

Councillor June Molyneaux (Chair)

Councillor Kim Snape (Vice Chair)

Councillor Julia Berry

Councillor Charlie Bromilow

Councillor Mike Handley

Councillor Mark Jarnell

Councillor Paul Leadbetter

Councillor Matthew Lynch

Councillor Dave Rogerson

Officer Support:

Lead Officers

Lesley-Ann Fenton Director Customer and Advice Service

Simon Clark Head of Health, Environment and Neighbourhoods

Louise Elo Neighbourhoods Team Manager

Democratic Services

Dianne Scambler Democratic and Member Services Officer

Ruth Rimmington 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.

Contribution of Evidence

The Task Group would like to thank all those who have provided evidence and contributed to the Inquiry.

LIST OF RECOMMENDATIONS

The Executive Cabinet is asked to consider the following recommendations:

1. **To develop a liaison mechanism between the eight Chairs of the Neighbourhood Area Meetings through an informal meeting that could take place prior to a Chorley 3 Tier Liaison meeting as any issues (of a strategic nature and involving all three tiers of Local Government) can be raised at that meeting.**
2. **Provide training to borough and parish councillors on effective tools to engage and connect people in their own area.**
3. **That the Neighbourhood Priorities to be renamed as Preferred Projects to reflect that over time, issues and aspirations change.**
4. **To have a single point of contact at the Council for community groups and parish council's to raise matters relating to neighbourhood working. Reporting of day to day environmental issues to use existing channels, such as My Account.**
5. **To improve communication between officers, councillors and stakeholders about the outcomes of priorities to community groups and the public, to include monthly updates on progress and delivery to be provided by the lead officer through use of intheknow, intheboro, Facebook and Twitter.**
6. **Where appropriate, the neighbourhood working process should be used to encourage greater financial contributions from parish council funds for the delivery of neighbourhood priorities. It is envisaged that robust debate at neighbourhoods area meetings should be the forum to challenge greater contributions from parish councils who may be reluctant to make those contributions.**
7. **The Council to explore with the Voluntary an Community Faith Sector, how the use of current resources provided by the Council to the VCFS, can be used by the VCFS to improve networking across the VCFS sector in Chorley. This could include the facilitation of a themed Annual Forum on a dedicated topic, for example health initiatives, to help shape future key projects and encourage greater involvement at all levels.**
8. **The civic pride campaign should be fully integrated into neighbourhood working and members informed or engaged in all aspects of civic pride delivery.**
9. **The Overview and Scrutiny Panel are supportive of the Corporate Strategy project to introduce Community Action Plans in parts of the Borough and recommend consideration is given to a wider roll out depending on the implementation and outcomes achieved from the initial plans.**

10. **The use of local neighbourhood forums may be considered as appropriate by the Neighbourhood Area meetings as a means to engage and understand community needs. Such forums could be facilitated or hosted jointly with the neighbourhood representatives.**

BACKGROUND AND CONTEXT

Following the review in 2012, approval had been granted to redraw the boundaries of the neighbourhood areas, increasing their number from seven to eight. It was also agreed to increase the level of representation at the twice yearly round of neighbourhood area meetings, to include County Council and Parish Council representation. In addition, officers from other agencies were included and individually tailored to each of the neighbourhood meetings.

Each neighbourhood area is allowed to identify three priorities for delivery in a financial year, which are costed and subject to Executive Cabinet approval as part of the annual budget setting process. A set of rules for the conduct of the meetings was agreed and this included the selection of a Chair and also that decisions would be made by consensus as opposed to a more formal voting system.

The Chair of each neighbourhood area meetings has a number of responsibilities that include, the chairing of the twice yearly neighbourhood area meetings (currently January and June each year) and liaison with lead officers on behalf of the group to scope predetermined neighbourhood priorities. The Chairs can also convene additional meetings of the group to reach consensus on the actions necessary to deliver priorities and to liaise with lead officers, acting as a single point of contact for officers and group members alike.

The review also provided guidance on the areas of work that the neighbourhood priorities would cover, including additional works and schemes to improve areas of open public space over and above business as usual. Work and projects that supported the formation of new community groups or sustain existing ones, leading and supporting community events that met the principles and definition of neighbourhood working and activities and work that promoted community cohesion, such as initiatives that integrate demographic groups into the life of the community, were actively encouraged.

Priority nominations were scored against a current set of criteria as follows:

- practical rather than aspirational priorities given our limited resources
- projects/areas of work that lie outside business as usual service delivery
- priorities that could maximise the use of partner contributions
- priorities where Chorley Council have some responsibility or significant influence

A restructure of the Health, Environment and Neighbourhoods (HEN) Team, in 2014 established a core service to start the process of embedding a neighbourhood working culture across all service areas. It was therefore vital that neighbourhood working was not seen only in the context of delivery of a set of specific project type priorities or as a community development programme but as a means of establishing local need and, where practicable, putting solutions in place at a local level that meets those needs. To

that end, a number of work streams were being progressed with a view to providing a fully neighbourhood focussed service that included Time Credits, the establishment of the HEN restructure and development of Neighbourhood Action Plans.

METHOD OF INVESTIGATION

Evidence

The Group was provided with a report of the Head of Health, Environment and Neighbourhoods on the current Neighbourhood Working arrangements and evidence of projects delivered by other organisations.

Witnesses

The group consulted with a number of parish councils, partner organisations and community groups that included:

- Mike Murphy (Chorley Community Housing)
- Andrew Daniels (Communications Manager (Chorley Council))
- Sarah James (Head of Policy (Public Service Reform) Chorley Council))
- Katrina Reed (Chair of Euxton Parish Council)
- John Bamber (Vice Chair of Euxton Parish Council)
- Laura Lennox (Chair of Astley Village Parish Council)
- Mick Muncaster (Chair of Clayton-le-Woods Parish Council)
- Craig Lee (Buckshaw Village Community Association – BVCA)
- Brian Jones (Chorley Street Pastors)
- Jackie Heywood (Clayton Brook Community House)

Additional responses were also received from Adlington Town Council and Anderton, Bretherton, Charnock Richard, Heskin and Whittle-le-Woods Parish Councils.

South Ribble Council

Rebecca Heaps (Neighbourhood Coordinator (South Ribble Council)) attended a meeting to explain how they have implemented Neighbourhood Working.

Terms of reference

- To understand the current arrangements for neighbourhood working in Chorley
- To consult with existing stakeholders including parish councils, county councillors and representatives from housing associations to understand the strength of engagement
- To converse with established community groups on the delivery of successful projects in their neighbourhoods and how to get residents involved
- To understand how the Council's Civic Pride campaign and programme of campaigns links into Neighbourhood Working
- To investigate areas of best practice amongst our neighbouring authorities to ascertain if there is anything that we can do better.

FINDINGS AND RECOMMENDATIONS

The findings of the Task Group and the specific recommendations resulting from them are set out in this section of the report and are mainly around better communications, encouraging greater participation and facilitating improved networking arrangements.

The Task Group recognises that for the recommendations to be successful it will be dependent on the participation of everybody that is involved in neighbourhood working, including the Council, our stakeholders, community groups, Councillors and residents of Chorley.

ENGAGEMENT

Throughout the review, Members recognised the role they played in the Council's neighbourhood working policies by working alongside neighbourhood officers and community groups. This work can often be challenging when balancing competing demands, such as the different needs of deprived or more affluent areas, or dealing with different ethnic, faith and cultural backgrounds. Neighbourhood working needs to take place in the actual communities and not just through meetings.

Residents can also contribute in making their neighbourhoods a better place to live in and must be encouraged to get involved, whether formally in activities, such as neighbourhood/community groups meetings, or less formally, with 'clean up' days, or community days and events. A wide range of techniques are needed to encourage and give residents the confidence to get involved.

The Group agreed that strengthening partnership working was key to the successful implementation of a neighbourhood working regime which was embedded throughout all communities across the borough. Partnership structures brought together agencies, such as the police, council, housing associations and others to tackle problems that no single agency could solve alone. Problems could be solved by using local knowledge gained through experience, talking to local people and front-line workers, as well as being 'out and about' in the neighbourhoods.

Recommendations:

- 1. To develop a liaison mechanism between the eight Chairs of the Neighbourhood Area Meetings through an informal meeting that could take place prior to a Chorley 3 Tier Liaison meeting as any issues (of a strategic nature and involving all three tiers of Local Government) can be raised at that meeting.**
- 2. Provide training to borough and parish councillors on effective tools to engage and connect people in their own area.**
- 3. That the Neighbourhood Priorities be renamed as Preferred Projects to reflect that, over time, issues and aspirations change.**

4. **To have a single point of contact at the Council for community groups and parish council's to raise matters relating to neighbourhood working. Reporting of day to day environmental issues to use existing channels, for example My Account**

STAKEHOLDER INVOLEMENT

The Group consulted with existing stakeholders that included Parish Councils, County Councillors and representatives from Housing Associations to understand their strength of engagement and to explore ways of working better together in the future.

Members were interested in understanding what they expected from the Neighbourhood Working process and if there was anything extra that they could bring to the process, including financial contributions. This included exploring ideas on how the Borough Council, Parish Councils and other organisations could work together more effectively on projects in their areas or if there were any barriers that prevented this from being achieved. The overall objective was to identify how relationships within the existing stakeholder's structures could be strengthened so that communities could engage more effectively within the different neighbourhood areas.

Overall, they were happy with the way in which Neighbourhood Working was being implemented by the Council and the projects had given them the opportunity to work together to achieve something more than business as usual that met local priorities that were important to local residents. There was an acceptance that they were in a position to contribute financially and could influence other local organisations and groups to get involved.

Many of the parish councils were very established in their ways, preferring to sit back and let residents come to them if they had a problem or suggestion to make. Members felt that they could be more proactive in their approach, particularly when looking for projects to propose as a neighbourhood priority. Also, as many residents didn't understand the hierarchy of Local Government tiers, there was a view that better consultation and greater communications would help to alleviate some of the disputes that often arise over ownership of assets in the area and help to encourage residents to engage.

Recommendations:

5. **To improve communication between officers, councillors and stakeholders about the outcomes of priorities to community groups and the public, to include monthly updates on progress and delivery to be provided by the lead officer through use of intheknow, intheboro, Facebook and Twitter.**
6. **Where appropriate, the neighbourhood working process should be used to encourage greater financial contributions from parish council funds for the delivery of neighbourhood priorities. It is envisaged that robust debate at neighbourhoods area meetings should be the forum to challenge greater contributions from parish councils who may be reluctant to make those contributions.**

COMMUNITY GROUPS AND ORGANISATIONS

We consulted with representatives from a number of established community groups and organisations on the delivery of successful projects in their neighbourhoods and how they get residents involved.

Each of the groups had originally been established to meet a particular need within the local community and had grown in strength as years had gone by. All of the groups had established relationships with the Council in differing ways, either through receiving financial support, working with and receiving contact and support from Council officers or participating in networking opportunities provided through more formalised council structures.

Key communication methods were through social media; including Twitter, Facebook and web forums, although other methods included the erection or use of noticeboards and the production and distribution of newsletters or posters around the area. However, all of the representatives agreed that it would be useful to bring community groups together and were in favour of a networking event that would be open to all.

A networking event would enable groups from each of the areas to come together to share ideas and discuss issues in their area. Partners, such as LCC, Registered Social Landlords and the Police would be invited as part of the event to encourage better partnership working to address a common goal, for example health and wellbeing initiatives.

Recommendation:

- 7. The Council to explore with the Voluntary and Community Faith Sector (VCFS) how the use of current resources provided by the Council to the VCFS, can be used by the VCFS to improve networking across the VCFS sector in Chorley. This could include the facilitation of an Annual Forum on a dedicated topic, for example health initiatives, to help shape future key projects and encourage greater involvement at all levels.**

CIVIC PRIDE

The Council has implemented a Civic Pride Campaign over the last 12 months that has consisted of a number of publicised events aimed at getting the residents of Chorley to take pride in their neighbourhood area. The Neighbourhoods team are currently delivering the 'Don't Mess with Chorley' campaign encouraging residents to keep our borough clean through targeting issues such as fly tipping, rubbish and dog fouling, whilst the Economic Development team are actively working on the Choose Chorley Investment scheme by getting people to invest in Chorley.

A number of different starter kits would be made available 'off the shelf' to help residents in a range of activities that would help to enhance their neighbourhoods, for example, litter picking packs that would provide them with the necessary equipment to get a project started and the Council would encourage members of the community to

become a point of contact, to organise residents effectively signposting and advertising the use of the 'My Account' system to residents.

Whilst it was accepted that there was a lot of really good work being undertaken by the authority, there was criticism that this was not being communicated effectively to ward Councillors and the Group felt that this was definitely an area that needed to be improved upon. Members wanted to be included throughout the process and not just at the end when a project had been delivered.

The Council had also been leading the way in encouraging people to get involved in volunteering with the launch of the SPICE Time Credit's project. This scheme rewarded people for volunteering by offering an hour of their time for an hour's time credit that could be spent on a wide range of activities. It encouraged residents to take pride in where they lived, by encouraging them to get involved in volunteering and take a more active role in their communities.

The Group felt that this needed to be embedded into the neighbourhood working agenda, as the time credit scheme also enabled residents to get involved in the design and delivery of public and community services. It would also help to create a strong and diverse network of volunteers and volunteer organisations in their neighbourhoods.

Recommendation:

- 8. The civic pride campaign be fully integrated into neighbourhood working and members informed or engaged in all aspects of civic pride delivery.**

COMMUNITY ACTION PLANS

The implementation of Neighbourhood/Community Action Plans was seen as a fundamental aspect of encouraging the residents to take ownership of the actions and practices agreed to be undertaken within the community. Members agreed that a holistic approach that encompassed everyone across the borough was needed.

The Council was exploring the possibility of implementing Community Action Plans for parts of its borough as a key project in its Corporate Strategy and the Group considered the possibility of such a plan being developed for each of the eight Neighbourhood Area meetings.

Recommendation:

- 9. The Overview and Scrutiny Panel are supportive of the Corporate Strategy project to introduce Community Action Plans in parts of the Borough and recommend consideration is given to a wider roll out depending on the implementation and outcomes achieved from the initial plans.**

SOUTH RIBBLE COUNCIL – NEIGHBOURHOOD WORKING

The 'My Neighbourhood' approach was launched in 2012 as South Ribble Council's way of working with communities. The five neighbourhood forums of Central, Eastern, Leyland, Penwortham and Western parishes replaced the previous area committee's and informal meetings are now held in each of the areas across the borough on a quarterly basis. Each of the meetings are only one hour in length and a Ballot Box is used to pick up any business as usual enquiries, so that the meetings can concentrate on bigger issues or more important items of business.

Initially the forums were aimed at identifying and agreeing local priorities. Interactive workshops were held using maps to add context and support discussion and these were extremely well attended by the communities. Other partner agencies such as the local neighbourhood policing teams were also invited. Residents had direct access to Councillors, there are no appointments or questions submitted in advance and local councillors are involved with all aspects of the meeting giving cross party ownership.

Ten priority projects for each area made up the body of each of the My Neighbourhood Plans. All the plans are created in consultation with residents, public services and community groups, to find out what local projects people wanted. A big part of bringing the projects together was the input and involvement of the local community. The priorities contained within each of the plans were highlighted by local residents who wanted to improve the areas in which they live.

Members recognised the different approach that our neighbouring authority had taken and thought that this gave additional support to the recommendation by the Group with regards to working with the VCFS on improved networking and considered the potential of Chorley Council facilitating a themed annual event for greater interaction by all partners on a dedicated topic, for example health initiatives. This would help to shape future key projects across the borough and encourage greater involvement at all levels.

Recommendation:

- 10. The use of local neighbourhood forums may be considered as appropriate by the Neighbourhood Area meetings as a means to engage and understand community needs. Such forums could be facilitated or hosted jointly with the neighbourhood representatives.**

CONCLUSION

The feedback from parish councils, community groups and organisations involved in Neighbourhood Working was generally positive with regards to the current approach being taken to implement and develop neighbourhood working.

There was a recognition that communication on the delivery and completion of projects and activities in the neighbourhood areas to all interested parties could be improved upon.

Relationships between the Council and parish councils and community groups were in the main working well. However, there was a view that networking and the sharing of best practices between VCFS groups across the borough could also be improved.

Engagement with residents by parish councils, community groups and members varied across the neighbourhood areas and a view was taken that these stakeholders, especially Parish Councils and District Council members could be more pro-active in their approach particularly when nominating projects to be considered at the neighbourhood area meetings.



OVERVIEW AND SCUTINY COMMITTEE WORK PROGRAMME 2014/15

	19 Jun OSC	10 Jul OSPP	25 Sep OSPP	9 Oct OSC	4 Dec OSPP	29 Jan OSC	12 Mar OSPP	16 Apr OSC
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To be considered:

Panel Meeting (OSPP) to consider Council and related performance in addition to scrutiny of key service areas		*	*		*		*	
Overview and Scrutiny Performance Panel minutes				*		*		*
Executive Cabinet Minutes				*		*		*
Notice of key decisions	*			*		*		*
Budget Scrutiny						*		
Health Scrutiny								
Annual Reporting Back Report	*							
Overview and Scrutiny Work Programme for the year	*			*		*		*

Scrutiny Reviews:

Adoption of Estates								2M
CCTV Provision and Infrastructure	Final Report FR					R		
Disabled Facilities Grant (Joint Scrutiny task group with LCC)				S		FR		
Health Impact Assessment				R				1M
Neighbourhood Working				VS		FR		
Private Rented Housing Inspection								2M
Public Transport Issues				VC		C		
Select Move Lettings Scheme				R				1M

Potential topics for future reviews

Contact Centre								

Crime and Disorder Scrutiny:

Scrutiny of the Community Safety Partnership				*				*
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Key:

Task Group Reviews:

- S Scoping of the review
- C Collecting and considering evidence
- FR Final report of the review
- R Feedback and response from the Executive Cabinet
- M Monitoring Reports, 1 2 and 3
- V Verbal update from the Chair
- ML Member Learning Session

Acronyms

- OSC Overview and Scrutiny Committee
- OSPP Overview and Scrutiny Performance Panel

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