

## **OVERVIEW AND SCRUTINY COMMITTEE**

THURSDAY, 16TH APRIL 2015, 6.30 PM  
COMMITTEE ROOM 1, TOWN HALL, CHORLEY

### **AGENDA**

#### **APOLOGIES**

#### **1 MINUTES**

##### **1A OVERVIEW AND SCRUTINY COMMITTEE**

(Pages 5 - 14)

To confirm the minutes of the Overview and Scrutiny Committee meetings held on 29 January and 5 March 2015 (enclosed)

##### **1B OVERVIEW AND SCRUTINY PERFORMANCE PANEL**

(Pages 15 - 20)

To note for information the minutes of the Overview and Scrutiny Performance Panel meeting held on 12 March 2015 (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 21 - 38)

To consider the minutes of the Executive Cabinet meetings on 22 January, 12 February and 26 March 2015 (enclosed)

<b>4B</b>	<b>NOTICE OF EXECUTIVE DECISION</b>	(Pages 39 - 56)
	To consider the Notice of Executive Decision's that was published on 7 April 2015 (enclosed)	
<b>5</b>	<b>SCRUTINY OF THE CHORLEY AND SOUTH RIBBLE COMMUNITY SAFETY PARTNERSHIP</b>	(Pages 57 - 78)
	Report of the Director of Public Protection, Street Scene and Community (enclosed)	
<b>6</b>	<b>SCRUTINY REVIEWS - MONITORING REPORTS</b>	
<b>6A</b>	<b>SELECT MOVE REVIEW - FIRST MONITORING REPORT</b>	(Pages 79 - 86)
	Report of the Director of Customer and Advice Services (enclosed)	
<b>6B</b>	<b>PRIVATE RENTED SECTOR HOUSING INSPECTION PROGRAMME REVIEW - SECOND MONITORING REPORT</b>	(Pages 87 - 92)
	Report of the Director of Public Protection, Streetscene and Community (enclosed)	
<b>6C</b>	<b>ADOPTION OF ESTATES REVIEW - SECOND MONITORING REPORT</b>	
	Report of the Director of Public Protection, Street Scene and Community (to follow)	
<b>7</b>	<b>REPORT FROM THE TASK AND FINISH GROUP</b>	
	<b>Public Transport Issues Task and Finish Group</b> To receive a verbal update on the inquiry from the Chair, Councillor Robert Finnamore	
<b>8</b>	<b>WORK PROGRAMME 2014/15</b>	(Pages 93 - 94)
	To consider the Overview and Scrutiny Work Programme 2014/15 (enclosed)	
<b>9</b>	<b>EXCLUSION OF THE PUBLIC AND PRESS</b>	

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 4: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

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|----|---|------------------|
| 10 | <b>CHORLEY BIG GRANT FUNDING SCHEME</b>                     | (Pages 95 - 98)  |
|    | Report of the Chief Executive (enclosed)                    |                  |
| 11 | <b>KEY PARTNERSHIP MONITORING REPORT</b>                    | (Pages 99 - 108) |
|    | Report of the Chief Executive (enclosed)                    |                  |
| 12 | <b>ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR</b> |                  |

GARY HALL  
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Overview and Scrutiny Committee Councillor (Chair), Councillor (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.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

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**MINUTES OF OVERVIEW AND SCRUTINY COMMITTEE**

**MEETING DATE** Thursday, 29 January 2015

**MEMBERS PRESENT:** Councillor John Walker (Chair), Councillor June Molyneaux (Vice-Chair) and Councillors Julia Berry, Charlie Bromilow, Doreen Dickinson, Robert Finnamore, 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), Susan Guinness (Head of Shared Financial Services) and Dianne Scambler (Democratic and Member Services Officer)

**APOLOGIES:** Councillors Eric Bell and Margaret France

**OTHER MEMBERS:** Councillor Peter Wilson (Executive Member (Resources))

**15.OS.22 Minutes**

**15.OS.22a Overview and Scrutiny Committee Minutes**

**RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting held on 9 October 2014 be confirmed as a correct record for signing for the Chair.**

**15.OS.22b Overview and Scrutiny Performance Panel Minutes**

**RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel held on 4 December 2014 be noted.**

**15.OS.23 Declarations of Any Interests**

There were no declarations of any interests.

**15.OS.24 Public Questions**

There were no questions from any member of the public.

**15.OS.25 Scrutiny of Executive Cabinet**

A request was made for the Committee to consider future agenda items to be determined by the Cabinet instead of scrutinising the minutes of those decisions.

It was explained that this request had recently been explored by the Committee and following member's discussions at a scrutiny training session it had been decided that the current arrangements were appropriate and would continue.

The Committee was urged to use the notice of executive decisions more effectively to identify anything of interest that warranted further information to be sought and presented to the Committee before a decision is taken by Cabinet.

### **15.OS.25a Executive Cabinet Minutes**

Members considered the minutes of meetings of Executive Cabinet held on 23 October, 20 November and 11 December 2014.

Executive Cabinet minutes – 20 November 2014

#### **14.EC.82 Fleet Street Master Plan – Extra Care Scheme**

An update on the business case and design for an extra care scheme on Fleet Street was provided. The facility would provide care that is more than just accommodation for people over the age of 55, enabling care and support to be provided as part of an independent living environment.

The Lancashire Extra Care Strategy had stated that Lancashire County Council would seek to support an Extra Care scheme in each district and would provide capital funding up to 30% of the total cost. In addition, they would provide revenue funding to commission care packages for eligible residents. HCA grants towards the build costs are available through the Affordable Homes Programme for 2015/18 and other funding sources may include NHS and Clinical Commissioning Group in addition to a capital contribution by Chorley Council.

The Council were currently undertaking the development of a number of design options that would inform the financial modelling and ultimately the final design and business case for the scheme should the Council decide to go ahead. The authority will continue to work closely with the County Council and other partners as part of the project group for this scheme.

**RESOLVED - that the minutes be noted.**

### **15.OS.25b 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 was requested to be brought to a future meeting of the Overview and Scrutiny Committee 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.**

**15.OS.26 Budget Scrutiny - Draft Budget and Summary Budget Position over the Medium Term**

The Committee considered a report on the draft budget position for the medium term that set out:

- the budget position for 2015/16 including the forecast for the following two years to 2017/18
- presentation of relevant proposals in respect of potential investment in the Council's Corporate Strategy priorities in 2015/16, increasing draft budget resilience in the longer term;
- the budget consultation.

Councillor Peter Wilson, Executive Member for Resources attended the meeting to give an overview of the proposals and answer any questions of the Committee.

It was proposed that Council Tax be frozen and not increase in 2015/16. This would be the third consecutive year that the Council had achieved a balanced budget position for the forthcoming financial year without increasing Council Tax.

The Council had seen large scale reductions in Central Government grant placing unprecedented levels of pressure on the budget.

The proposed budgeted new investments for 2015/16 were set out within the report, and included a Chorley Flower Show and additional events at Astley Hall and Park. Proposed capital schemes included a community centre at Buckshaw Village, a Youth Zone, improvements to Market Street and the delivery of CCTV provision, which would mean improvements to the existing service and was in response to recommendations made by a scrutiny task group.

The projected budget position consistently showed a significant budget gap in future years 2016/17 and 2017/18. This shortfall, together with heightened uncertainty and risk in the form of year on year variable new funding regimes, meant that budget austerity measures would continue to impact on the Council's budget.

Despite the additional funding cuts announced on 18 December 2014, a planned early budget preparation process had enabled the Council to apply its New Homes Bonus (NHB) funds to invest in the corporate strategy priorities in 2015/16 of involving residents in improving their local area, providing greater equality of access for all, clean safe and healthy communities, and an ambitious council that does more to meet the needs of the residents and the local area and a strong local economy. The decision on whether or not to use the New Homes Bonus fund to bridge the funding deficit in future years may be something the Executive Cabinet may have to consider, bearing in mind that future year rewards would be dependent on the level of housing development.

The consultation on the proposed budget would focus on obtaining feedback on the key investment areas in order to help prioritise activity. It would also highlight the impact of a reduction in Council funds and ask residents to give the Council their views on the budget. The consultation would invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey. Results would be analysed and published in February for consideration as part of budget finalisation.

The Executive Member for Resources commented that they were pleased with the current budget managing arrangements and confident of their plans for the future.

Members of the Committee asked a variety of questions that included the reasons for the provision of an additional community centre at Buckshaw Village, the improvements works to Yarrow Valley Car Park and the funding allocated to some of our partners.

The Council's decision to invest in the provision of an additional community centre in Buckshaw Village was in response to feedback from the local residents that existing facilities were inadequate to support the size of the residential area. Exploration on how to fill this need had included extending the existing centre; however, with the development of the new Aldi supermarket taking place in the area, the Council seized the opportunity to extend existing provision by providing a new additional facility to address the local need. Consultation with local residents, parish councillors and other users of the facilities had taken place and would continue to do so as the project progressed.

Members were informed that the works to be undertaken to the Yarrow Valley Car Park will substantially upgrade the main car park on the site to provide up to 135 car parking spaces including drainage and create an improved visitor experience for those that travelled to the venue by car.

Continued support for the Food Bank in Chorley would build on existing provision to allow the scheme to effectively support those who are most vulnerable and in need of food parcels and related assistance. The Council would continue to work with partner agencies and the Storehouse themselves to ensure that the funding was allocated according to need.

A project to procure a grant finder tool that would support internal services and external partners to work with local community groups and organisations to access grant funding to improve services and facilities in the local area.

The Public Services Reform Board wanted to deliver on more schemes, like those being developed to address some of the issues associated with social isolation. The aim of the Board was to take advantage of the opportunities available within the shifting public sector landscape, maximise the impact of partnership working in areas to ensure better services for communities and more effective spending of joint resources. Work was progressing to develop resilience within the voluntary group sectors.

The Committee queried the additional capital funding being allocated to the Bengal Street site and asked for further details on this project. Other questions were also asked in relation to the improvements being made to Market Street, Chorley, the Councils funding contribution to the provision of PCSO's and the implementation of a Chorley and Wellbeing and Resilience Service.

The Chair thanked Councillor Peter Wilson for attending the meeting and it was **RESOLVED to note the report.**

#### **15.OS.27 Overview and Scrutiny Task Group: CCTV provision and Infrastructure Review - Response from the 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 CCTV Provision and Infrastructure Task Group that had been chaired by Councillor Robert Finnamore.

The report had recommended a significant upgrading of the current CCTV provision that would mean a capital budget commitment of £250,000 to fund the capital works over a three year period. This had been approved in principle by the Executive Cabinet on 23 October and subsequently approved by Council.

The report also listed the additional six recommendations of the Task Group and a response was provided by the Cabinet to each one.

The Chair thanked the members of the Task Group on the work that had been undertaken through the review that had resulted in improvements being planned to the existing service.

**RESOLVED – that the report be noted.**

**15.OS.28 Overview and Scrutiny Task Group: Disabled Facilities Grant Funding - Final Report by Lancashire County Council**

The Committee received for information, the final report of the Disabled Facilities Grant Funding review that had been undertaken by Lancashire County Council following a request made by this Committee in January 2014.

The review included assessment of the funding allocation process, consistency of approach across the county, different ways of working and member involvement and enhancing their role.

A number of recommendations had been identified that included:

- the development of a single consistent approach to the delivery of Disabled Facilities Grants across Lancashire
- Commitment from the Chief Executives of the 12 Lancashire District Councils and Lancashire County Council to work in partnership with Clinical Commissioning Groups to redesign the system to deliver an integrated service across Lancashire
- Areas of best practice identified, acknowledged and shared across the different aspects of the system.

The Director of Customer and Advice Services for the Council commented that Chorley was one of the districts that had good working practices already in place and applications were dealt with efficiently.

**RESOLVED – That the report be noted.**

**15.OS.29 Reports from the Task and Finish Groups**

Neighbourhood Working Review

The Chair of the Task Group, Councillor June Molyneaux presented the Final Report of the Neighbourhood Working Review to the Committee.

Overall 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 in Chorley.

The recommendations of the group were mainly around improving communication mechanisms and building on existing relations to encourage greater involvement at all levels.

The Chair thanked the Members of the Group for all their hard work and it was **RESOLVED that the report be approved and submitted to the next meeting of Executive Cabinet for determination.**

#### Public Transport Review

The Chair of the Task Group, Councillor Finnamore updated the Committee on the work of the group to date. Unfortunately a recent meeting to interview representatives from Cumbria County Council on their Community Wheels Scheme had to be cancelled and rearranged due to inclement weather.

**RESOLVED – That the report be noted.**

#### **15.OS.30 Overview and Scrutiny Work Programme 2014/15**

The Committee received the updated Overview and Scrutiny Work Programme 2014/15

Councillor Julia Berry requested that a report on the Public Service Reform Board to provide information on the role, priorities and performance of the board be considered at a future Performance Panel meeting.

**RESOLVED – that the work Programme be noted.**

Chair

Date



<b>MINUTES OF</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>MEETING DATE</b>	<b>Thursday, 5 March 2015</b>
<b>MEMBERS PRESENT:</b>	Councillor John Walker (Chair), and Councillors Eric Bell, Margaret France, Mike Handley, Mark Jarnell, Matthew Lynch, Greg Morgan, Alistair Morwood and Kim Snape
<b>OFFICERS:</b>	Chris Moister (Head of Governance) and Dianne Scambler (Democratic and Member Services Officer)
<b>APOLOGIES:</b>	Councillor June Molyneaux (Vice Chair), Julia Berry, Charlie Bromilow, Doreen Dickinson and Robert Fynamore
<b>OTHER MEMBERS:</b>	Councillor Peter Wilson (Executive Member (Resources))

#### 15.OS.31 **Declarations of Any Interests**

There were no declarations of any interest.

#### 15.OS.32 **Consideration of Call-in Request: Proposed Sale of Land to the rear of 18A The Farthings, Astley Village, Chorley**

Members were advised of the request submitted by Councillor Mark Perks for the call-in of an Executive Member decision of 5 February by the Executive Member for Resources on the proposed sale of land to the rear of 18A, The Farthings, Astley Village. The call-in request was on the grounds that the land is open space and forms a protective barrier. It was also stated that the sale of this land had been previously rejected on the grounds that the land formed a formal land barrier from the properties in Astley Village and that the Parish Council and both borough Councillors had objected.

The Chair advised that the panel should consider the report in light of the objection submitted by Councillor Mark Perks and consider his alternative proposal "that if the sale is approved on the current footprint the funding received is allocated to S106 funding for provision in Astley Village". Councillor Peter Wilson, Executive Member for Resources and Chris Moister, Head of Governance were present to outline the report and answer any questions.

The decision taken by the Executive Member (Resources) had approved the sale of the land in line with the recommendation to impose restriction on its use to garden land (but permitting sheds, greenhouses, gazebos etc.)

Executive Member Approval had been granted on 13 December 2013 declaring land rear to the rear of 18A The Farthings surplus to Council requirements and authorising the sale to the resident for garden and garage/parking use. Approval was granted to declare the land surplus to Council requirements to enable a sale, authority was also granted for the negotiation of the terms of sale of the land and placing of advertisements/notices in accordance with provisions of the Local Government Act 1972, Section 123(2A).

Terms were agreed and the intention to be disposed published in the local press and on site in accordance with the 1972 Act, with a closing date for objections or representations set for 13 August 2014. The Council received one objection from Councillor Perks and although it was 5 days after the objection period had expired, the Council accepted his objection in the interest of reflecting his views about the proposed disposal as borough Councillor for that ward.

Councillor Perk's objection stated that the land was a wooded copse that lies between the properties and Westway/Southport area and was concerned that if sold, issues would arise from trees being cleared, becoming more open in aspect and altering the general appearance of the open/green space/wooded area of the residential area. Councillor Perk's also stated that the sale of this land was connected to a planning application on the site that was causing concerns in that part of the village.

Councillor Peter Wilson explained that as part of the original request to purchase the land, the intended area had included an area of the existing shelter belt, but that this had been reduced to exclude existing trees and shrubs from the sale. The area did form part of the larger open space provision in that area but was not openly accessible to members of the public and the existing trees and shrubs forming the shelter belt between the land and adjoining road (West Way) would still serve as a buffer for the estate and would be retained in Council ownership if the sale were to proceed.

It was noted that the residents at 18A The Farthings, Astley Village had submitted a planning application to the Council that included use of this land but that this had not been a consideration by the Executive Member when he had made his decision.

There did appear to be some confusion as to whether or not the Parish Council had objected to the sale of the land separately to their objections raised through the planning processes as the proposed sale of land formed part of the planning application and Members of the Committee thought that procedures could be changed to make the objection process clearer for any proposed sale of land in the future and the Executive Member (Resources) agreed to look into this.

Members of the Committee reported that the Parish Council were worried in case the sale of the land set a precedent across the estate and sought assurances from the Executive Member that the bigger picture would be looked at if other applications were to come forward.

Councillor Wilson also stated in the meeting that the administration were committed to ensuring that they invested any S106 money back into the area via projects like the £14,000 invested into improving Astley Village Community Centre through the Neighbourhood

After a thorough discussion on all the points raised the Committee **RESOLVED - That the request to call in the decision be rejected but asked that consideration be**

**given to improving procedures in relation to informing Members and stakeholders on the future sale of land.**

Chair

Date

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**MINUTES OF OVERVIEW AND SCRUTINY PERFORMANCE PANEL**

**MEETING DATE** Thursday, 12 March 2015

**MEMBERS PRESENT:** Councillor John Walker (Chair), Councillor June Molyneaux (Vice-Chair) and Councillors Julia Berry, Mark Jarnell, Greg Morgan, Alistair Morwood and Alistair Bradley

**OFFICERS:** Rebecca Huddleston (Head of Policy (Communications)) and Dianne Scambler (Democratic and Member Services Officer)

**APOLOGIES:** None

**OTHER MEMBERS:** Councillor Alistair Bradley, Executive Leader

**15.OSP.67 Minutes**

**RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meeting held on 4 December be confirmed as a correct record for signing by the Chair.**

**15.OSP.68 Declarations of Any Interests**

No declarations of interest were received.

**15.OSP.69 Scrutiny Focus - The Chorley Public Service Reform Board**

The Panel received a report of the Chief Executive that provided contextual information and proposed initial questions to promote discussions regarding the performance of the Public Service Reform Board.

The Executive Leader, Councillor Alistair Bradley attended the meeting to present the report and answer questions of the Panel.

Councillor Bradley explained that in April 2014, the Chorley Partnership had changed to become the Chorley Public Service Reform Board. This was to focus the partnership on a collaborative approach to transforming public services. Whilst being ambitious, this has enabled the Board to move from a traditional 'local strategic partnership' approach and structure, to one that has real focus and objective on improving services for the residents of Chorley by bringing together leaders from across public services that will consider how they can make changes within their organisations to improve quality and access of services.

The Board is chaired by Councillor Alistair Bradley and members of the board include, Chorley Council, Lancashire County Council, Lancashire Fire and Rescue Services, Lancashire Constabulary, Lancashire Teaching Hospital, Chorley and South Ribble CCG, Lancashire Care NHS Trust, VCFS Network, Live Well Champion, Age UK Lancashire, Department for Work and Pensions, Runshaw College and a business representative from Porter Lancastrian.

The Board operates to a terms of reference with its key objective being 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. This objective would be delivered through an annual work plan and Councillor Bradley provided Members with an update on the work to date.

The Board has been successful in securing funding from five main partners including this council and other funding streams to enable them to appoint a programme office and access to external funding opportunities to pump prime transformation work. This includes a jointly funded officer, who is based at Chorley Council; the programme office is currently funded from 1 October 2014 to 1 October 2015 and is tasked with the delivery of the work plan.

The work plan 2014/15 exists as a series of three enabling workstreams (data sharing, assets and commissioning) it was thought that if the Board could deliver some agreements and improvements in these areas, it would lay the foundations for future integration and joint working. Two were rated as green and one amber.

The aim of the intelligence led services and sharing intelligence work stream was to overcome the barriers to data sharing and better use of the intelligence that each organisation holds about vulnerable people to target support where it is most needed. This work was nearing completion and included a baseline of data held by each partner and the establishment of a working group to look at the barriers to sharing and develop an Information Data Sharing Agreement. Plans were in place to start sharing data and using intelligence across partners to support vulnerable and high end service users from March onwards.

As part of the integrating assets work stream, work had been completed on the development of a coordinated list of assets across partners in Chorley to recommend integrating assets by co-location of services, transfer or reduction in assets to make savings of 10% across the borough. A number of recommendations had been progressed that worked towards the integration of assets by co-location of services, transfer or reduction in assets.

The Leader gave examples of how partners could contribute assets such as the use of buildings or allocation of staff instead of just contributing funding to facilitate different ways of working, this included use of the Fire Station at Washington Lane.

Under the joint commissioning work stream, although slowest to get going, work was now underway to consider current commissioning processes with an ultimate aim to develop a locality based commissioning hub which would enable partners to jointly commission services needed within Chorley, to ensure non-duplication of services and economies of scale. Most of the partners had different footprints so this work was difficult and progressing slowly.



The development of a Chorley Wellbeing and Resilience system was currently underway that would bring together services that could promote and support wellbeing. The Board had successfully bid for a £1.23m Transformation Challenge Award along with Lancashire County Council and Rossendale Council. This was due to begin in April 2015 and a Programme Board was now in place that would report into the Chorley Public Service Reform Board.

Performance of the priorities is monitored by quarterly highlight reports that are prepared for each of the workstreams. These contain information on progress made, as well as identifying any issues or risks. A performance dashboard would also be implemented from April, which would give additional information that the Board could use to monitor a range of key indicators for Chorley that would also be presented alongside the highlight reports. It will focus on the three themes of Start Well, Live Well and Age Well. It was envisaged that now that some of the workstreams are starting to produce tangible outputs, they could be monitored through this process to ensure that they are producing measurable outcomes in the future.

An away day of the Board had taken place in February 2015 to review the progress made so far and to develop a draft work plan for 2015/16 which would be taken to the Board for approval in April.

The Board had move away from an Independent Chair a number of years ago, in the last restructure of partnership working, as it was less business focussed, although there was a representative from the private sector on the Board. The Council had implemented a new dedicated business forum that would run alongside the Public Services Reform Board until it was considered appropriate to combine them as it was the view from Central Government for the Public Sector to be operated on a more commercial basis.

The business forum enabled representatives from both business and education to work together on issues such as employment growth and targeted the right skill sets for schools and colleges' that were needed in the borough.

It was also explained that Councillor Khan shadowed the Leader on the Public Services Reform Board so that there was a link to the Health and Wellbeing Board. Each of the nine Health and Wellbeing Board's in Lancashire have a different approach and the County Council is not keen to standardise them, believing that they should respond dependent to local need.

The Panel were keen to ensure that the outcomes from the Board were communicated to Elected Members to ensure that they were kept abreast of any changes. It was acknowledged that the Council were looking to new ways of collaboratively working with its partners and that a new regime would help to achieve this. In order to facilitate this, it was extremely important that Members were kept fully informed so that they too could adapt to the new role and champion different ways of working.

The Chair thanked the Executive Leader for attending the meeting.

#### **15.OSP.70 Business Plan Monitoring Statement**

The Chief Executive submitted a report that provided an update on the performance of the Organisational Plan that included the 20 key projects set out in the Council's

Corporate Strategy. It was reported that overall good progress was being made with 84% of projects rated green or complete.

The report also provided an update on all the corporate strategy and local performance indicators which can be reported at this time. Performance was good with 70% of the 40 indicators which can be measured achieving or exceeding their target and a further 17.5% performing within the 5% threshold.

The Organisational Improvement Plan for 2014/15 contained a series of projects and objectives that set out the main improvement actions to be undertaken during the year by the organisation. This included the key projects as set out in the 2013/14 Corporate Strategy. The Plan also set out a number of business improvement, budget growth and neighbourhood priority projects that had been agreed in April 2014 and were due to run until the end of the financial year and in some cases for larger projects into 2015/16 and beyond.

The Corporate Strategy 2014/15 included 20 key projects. At the end of December 2014 overall performance of the key projects was excellent with the majority of projects either completed or on track. At the end of the third quarter, 16 projects were rate green; three projects were complete, with only one project being rated as amber. As part of the Corporate Strategy two projects, the Friday Street Health Centre and the Chorley Youth Zone had been carried over into the 2014/15 – 2016/17 Corporate Strategy.

A further two projects, the development of Astley Park and the Play and Open Spaces Strategy, are two much larger programmes of work with delivery scheduled over a number of years. These two projects would continue to be delivered and monitored through the delivery of the 2015/16 Organisational Plan and beyond. The remaining 13 projects were expected to be completed by the end of March 2015.

A breakdown of organisational plan projects by Corporate Priority was provided for the Panel. Where projects had been rated amber or red and explanation about the issue(s) and action(s) that are being taken to address them was provided.

Delivery of 22 of the 24 neighbourhood priorities would be completed by 31 March 2015. The project to provide additional off-street parking in Croston is undeliverable due to lack of sites available and completion of the project to deliver improvement works at the Eaves Green centre was dependent on third party owners of land and property.

The construction of the Buttermere Community Centre had commenced building works in January 2015, but would continue into 2015/16, along with the marketing of the Civic Pride campaign.

The reduction of long term empty properties to 195 was slightly off target at 206, however, an Empty Properties Officer had recently been recruited and it was expected that this figure would improve.

The Town Centre and Steeley Lane Pilot Action Plans were rated as Red. This was a two year project that was due to be completed, however issues with Lancashire County Council and Network Rail had forced the suspension of the project.

Councillor Berry reported however that the residents of Steeley Lane had been happy with the works that had been completed to date. There had been a more co-ordinated approach and works had been undertaken in response to consultation.

The delivery of the Year 1 actions of the ICT strategy had been rated amber, as seven of the 26 objectives which were due to be completed by the end of March 2015, have had their original timescales revised. Each of the objectives would now be incorporated into the delivery of the Year 2 actions and monitored as part of the 2015/16 organisational plan.

Performance of the Council's indicators is good with 70% of the 40 corporate and local performance indicators either achieving or exceeding their target and a further 17.5% performing within the 5% threshold.

The seven indicators that were outside the target but within the 5% threshold included the overall employment rate, average days per employee (FTE) per year lost through sickness absence, percentage of minutes circulated with 10 days and percentage of occupancy at the Council's community centres.

However the following five indicators were currently off target and were performing outside the 5% threshold, Members discussed the actions being taken by the Council to address this.

- Number of long term empty properties in the borough
- Percentage of customers dissatisfied with the service they received from the Council
- The level of avoidable contact
- Average time taken to process new claims and change events for Housing and Council Tax
- Number of older people (65+) visiting Council leisure centres.

The 2015/16 organisational plan is currently being developed, services should have by now held business planning sessions to discuss project delivery over the 2014/15 and also identify any new projects beyond business as usual for 2015/16.

**RESOLVED – That the report be noted.**

Chair

Date

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<b>MINUTES OF</b>	<b>EXECUTIVE CABINET</b>
<b>MEETING DATE</b>	<b>Thursday, 22 January 2015</b>
<b>MEMBERS PRESENT:</b>	Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Adrian Lowe and Paul Walmsley
<b>MEMBER RESPONSIBLE:</b>	Councillors Terry Brown, Hasina Khan, Steve Holgate and Danny Gee
<b>COUNCIL CHAMPIONS:</b>	Councillors June Molyneaux and Julia Berry
<b>OFFICERS:</b>	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), Susan Guinness (Head of Shared Financial Services), Sarah James (Head of Policy (Public Service Reform)), Andrew Daniels (Communications Manager) and Ruth Rimmington (Democratic and Member Services Officer)
<b>APOLOGIES:</b>	Councillor Graham Dunn
<b>OTHER MEMBERS:</b>	Councillors Margaret France, Matthew Lynch, Mick Muncaster and John Walker

#### **15.EC.94 Minutes of meeting Thursday, 11 December 2014 of Executive Cabinet**

**Decision:** The minutes of the meeting of the Executive Cabinet held on 11 December 2014 be confirmed as a correct record and signed by the Executive Leader.

#### **15.EC.95 Declarations of Any Interests**

There were no declarations of any interests.

#### **15.EC.96 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.

**15.EC.97 2015/16 Budget and Summary Budget Position Over the Medium Term**

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

It was proposed that Council Tax be frozen and not increase in 2015/16. This would be the third consecutive year that the current administration had achieved a balanced budget position for the forthcoming financial year without increasing Council Tax.

The administration had seen large scale reductions in Central Government grant placing unprecedented levels of pressure on the Councils budget.

The proposed budgeted new investments for 2015/16 were set out within the report, and included a Chorley Flower Show and additional events at Astley Hall and Park. Proposed capital schemes included a community centre at Buckshaw Village, a Youth Zone and improvements to Market Street.

The projected budget position consistently showed a significant budget gap in future years 2016/17 and 2017/18. This shortfall, together with heightened uncertainty and risk in the form of year on year variable new funding regimes, meant that budget austerity measures would continue to impact on the Council's budget.

NHB receipts in respect of 2013/14 to 2015/16 had not been built into the base budget as recurring core funding. This was 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 would be dependent upon the level of housing development.

The consultation on the proposed budget would focus on obtaining feedback on the key investment areas in order to help prioritise activity. It would also highlight the impact of a reduction in Council funds and ask residents to give the Council their views on the budget. The consultation would invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey. Results would be analysed and published in February for consideration as part of budget finalisation.

The Executive Leader commented on the ambitious nature of the budget and Members supported the projects proposed.

**Decision: To agree the contents of the 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.**

**Reasons for recommendation(s)**

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

**Alternative options considered and rejected**

Setting the budget is a statutory responsibility.

**15.EC.98 Exclusion of the Public and Press**

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

**15.EC.99 Approval to invite quotations for architectural services for design options for an extra care scheme**

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

The report set out the procurement process and allocated budget for the purchase of architectural design services for an Extra Care Scheme in Chorley, to be located on Fleet Street.

**Decision:**

- 1. To approve the procurement process and provide agreement for the tender to be advertised on the chest.**
- 2. To delegate the decision to appoint the successful bidder to the Executive Member for Resources.**

**Reasons for recommendation(s)**

There is currently no expertise within the Council to do the design work necessary to progress this project. This work is essential in order to develop design options which will inform the financial modelling and ultimately the final design and business case for the scheme.

**Alternative options considered and rejected**

None.

**15.EC.100 Proposed Sale of Freehold Reversionary Interest at Ackhurst Road, Common Bank**

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

**Decision:**

- 1. Authorisation granted to proceed with the disposal of the freehold reversionary interest.**
- 2. To delegate authority to the Executive Member for Resources to agree any minor amendments to the terms of the proposed sale to include but not be limited to the inclusion of a clawback provision in the terms of sale.**
- 3. Authorisation granted to the Head of Governance to complete the documentation.**

**Reasons for recommendation(s)**

- 1. The sale of the freehold reversion will provide the company with greater control and security when making financial decisions.**

2. The sale of the freehold reversion will obviate any future need to collect rental for this property but will also result in a capital receipt for the Council. As a result of the company being able to purchase the freehold this may result in further economic growth and create further job opportunities.
3. The sale of the freehold reversion will result in a capital receipt.

**Alternative options considered and rejected**

1. A decision not to allow the company to purchase the freehold may result in them deciding to relocate to an alternative site resulting in approximately 110 job losses in Chorley Borough.
2. If the freehold reversion is not sold to the company, the Council would not benefit from a capital receipt and future economic growth and further employment opportunities in this location.

Chair

Date





<b>MINUTES OF</b>	<b>EXECUTIVE CABINET</b>
<b>MEETING DATE</b>	<b>Thursday, 12 February 2015</b>
<b>MEMBERS PRESENT:</b>	Councillor Alistair Bradley (Chair) and Councillors Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley
<b>MEMBER RESPONSIBLE:</b>	Councillors Danny Gee
<b>COUNCIL CHAMPIONS:</b>	Councillors June Molyneaux and Julia Berry
<b>OFFICERS:</b>	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), Rebecca Huddleston (Head of Policy (Communications)), Asim Khan (Head of Customer, ICT and Transactional Services), Simon Clark (Head of Health, Environment and Neighbourhoods) and Ruth Rimmington (Democratic and Member Services Officer)
<b>APOLOGIES:</b>	Councillor Peter Wilson
<b>OTHER MEMBERS:</b>	Councillors Eric Bell, Marion Lowe, Matthew Lynch, Mick Muncaster and John Walker

#### **15.EC.101 Minutes of meeting Thursday, 22 January 2015 of Executive Cabinet**

**Decision:** The minutes of the meeting of the Executive Cabinet held on 22 January 2015 be confirmed as a correct record and signed by the Executive Leader.

#### **15.EC.102 Declarations of Any Interests**

There were no declarations of any interests.

#### **15.EC.103 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.

**15.EC.104 Report of Overview and Scrutiny Task Group - Neighbourhood Working**

The report of the Overview and Scrutiny Task Group was presented by the Chair of the Overview and Scrutiny Committee.

Councillor Walker commended the report and requested that the Executive Cabinet accept and approve the recommendations.

Councillor June Molyneaux had chaired the Task Group and explained that the Scrutiny inquiry into Neighbourhood Working had been chosen as the current arrangements had 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.

Members highlighted that recommendation 10, in relation to local neighbourhood forums, was aimed to follow the South Ribble model, rather than the Chorley model which had been used several years ago.

**Decision: The report of the Overview and Scrutiny Task Group was received and accepted for consideration, with a view to the Executive Cabinet’s recommended response to the recommendations being reported to a future meeting.**

**15.EC.105 National Non-Domestic Rate Discretionary Rate Relief Policy**

The report of the Director of Customer and Advice Services was presented by the Executive Leader and Executive Member (Economic Development and Partnerships). The report sought approval for the National Non-Domestic Rate (Business Rates) Discretionary Rate Relief (DRR) policy.

The Council had a number of policies relating to the granting of discretionary rate relief. These had been introduced over a number of years and in response to changing legislation and new initiatives. This policy brought together the existing policies and also includes some new ones required as a result of recent government guidance. Primarily the rationale and use of the policy would be to develop business rather than hardship relief.

Members discussed the delegation to the Council’s Section 151 Officer to continue approving the granting of relief and expressed a wish to set a limit up to which could be delegated.

**Decision:**

- 1. Approval granted to consultation on the DRR policy by other precept authorities and wider community.**
- 2. Approval granted to the adoption of the policy under delegated powers (EMD) by the Executive Member for Resources, following a successful consultation outcome.**

3. **Approval granted for further changes of the Policy to be made by the Executive Member for Resources under delegated powers (EMD) where changes were cost neutral.**
4. **Approval granted to delegate authority to the Council's Section 151 Officer to continue approving the granting of relief.**
5. **To include within the consultation response a suggestion that a level be set up to which the Section 151 Officer could grant relief.**

**Reasons for recommendation(s)**

1. The policy consolidates and brings up-to-date existing discretionary rate relief policies.
2. The policy is in line with the most recent government legislation and guidance.
3. The policy provides a consistent and transparent approach to the consideration of discretionary rate relief applications.

**Alternative option(s) considered and rejected**

None.

**15.EC.106 Chorley Council Performance Monitoring Quarter Three 2014/15**

The report of the Chief Executive was presented by the Executive Leader and Executive Member (Economic Development and Partnerships). The report set out performance against the Corporate Strategy, and key performance indicators for the third quarter of 2014/15.

Overall performance of key projects was excellent, with the majority of projects either complete or on track. One project; Market Walk had been rated amber due to slight delays in bringing the operational and financial management of the mall in house however work was underway to bring this project back on track.

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.

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, an action plan was included within the report which outlined what actions were being taken to improve performance.

Additional information relating to trends would be included in future reports.

**Decision: The report was noted.**

**Reasons for recommendation(s)**

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

**Alternative option(s) considered and rejected**

None.

**15.EC.107 Appointment of Contractor for Ranglett's Recreation Ground Phase 3 (Skate Park)**

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Leader and Executive Member (Economic Development and Partnerships).

The purpose of the report was to appoint Canvas Spaces Ltd to deliver Ranglett's Recreation Ground Skate Park (Phase 3) under a fixed price design and build contract. The procurement approach and evaluation criteria for this project had been approved by Executive Member Decision in October 2014.

Following the tender evaluation process the top two designs (Canvas and Freestyle) were shortlisted. Due to the close scoring of these two highest scoring tenderers, the designers were invited to present their designs to the 'Design Team' of local stakeholders on 31 January at Eaves Green Community Centre and a vote was then taken. Provision for this vote in the event of very close scoring tenders was made within the Invitation to Tender Document. All three members of the design team panel voted in favour of the Canvas Spaces Ltd. design.

Members noted that local skateboarders and BMX riders had expressed a wish for a facility similar to the one at Euxton.

**Decision: Approval granted for the appointment of Canvas Spaces Ltd. to deliver Ranglett's Recreation Ground (Phase 3) Skate Park.**

**Reasons for recommendation(s)**

The tenders were evaluated in accordance with the evaluation criteria approved in October 2014 and the provisions of the Invitation to Tender Document. The Canvas Spaces Ltd. design was the highest scoring tender return and was also voted the favourite by all the stakeholders following the designer presentations.

**Alternative option(s) considered and rejected**

None. The evaluation criteria approved in October 2014 and the provisions of the Invitation to Tender have been followed.

**15.EC.108 Local Government Declaration on Tobacco Control**

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

Since the successful introduction of 'smokefree' legislation in 2007, there had been a significant impact on the prevalence of tobacco use both regionally and nationally. However the cost, both in direct health impact and economics, remained high and more needed to be achieved to ensure the promotion, distribution and use of tobacco products were discouraged. This was seen as essential in order that existing tobacco users were encouraged to stop using tobacco products and new users were discouraged from starting.

The declaration was appended to the report.

**Decision: Approval granted to the Council being a signatory to the Local Government Declaration on Tobacco Control.**

**Reasons for recommendation(s)**

To contribute to and enhance our reputation as a community leader.

**Alternative option(s) considered and rejected**

Not signing the Local Government Declaration presents reputational risks for the Council insofar as our community leadership role is concerned.

Chair

Date

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**MINUTES OF****EXECUTIVE CABINET****MEETING DATE****Thursday, 26 March 2015****MEMBERS PRESENT:**

Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Graham Dunn, Adrian Lowe and Paul Walmsley

**MEMBER RESPONSIBLE:**

Councillors Steve Holgate and Danny Gee

**COUNCIL CHAMPIONS:**

Councillors June Molyneaux, Jean Cronshaw and Mark Jarnell

**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), Susan Guinness (Head of Shared Financial Services), Simon Clark (Head of Health, Environment and Neighbourhoods), Martin Sample (Housing Team Leader (Private Sector)) and Ruth Rimmington (Democratic and Member Services Officer)

**APOLOGIES:**

Councillor Beverley Murray

**OTHER MEMBERS:**

Councillors Eric Bell, Charlie Bromilow, Henry Counce, Matthew Lynch, Mick Muncaster and John Walker

**15.EC.109 Minutes of meeting Thursday, 12 February 2015 of Executive Cabinet**

**Decision:** The minutes of the meeting of the Executive Cabinet held on 12 February 2015 be confirmed as a correct record and signed by the Executive Leader.

**15.EC.110 Declarations of Any Interests**

There were no declarations of any interests.

**15.EC.111 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.

**15.EC.112 Revenue and Capital Budget Monitoring 2014/15 Report Three**

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

The report set out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2014/15. As the latest projected revenue outturn indicated an underspend against the approved budget for 2014/15, no action was required at this stage in the year.

The Council's Medium Term Financial Strategy proposed that working balances were to be maintained at a level no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of February showed that the General Fund balance could be around £2.295m.

**Decision:**

- 1. The full year forecast position for the 2014/15 revenue budget and capital investment programme was noted.**
- 2. Request Council approve the set aside of around £100,000 of additional forecast revenue income from Council Tax Summons and Liability Order charges in 2014/15 to offset any future increased liability in bad debts as a result of these charges.**
- 3. Request Council approve the use of £40,000 from in-year revenue underspends to fund additional temporary staffing resources required in the Single Front Office.**
- 4. The forecast position on the Council's reserves was noted.**
- 5. Request Council approve the following additions to the capital budget all externally funded from Section 106 receipts:**
  - £35k for the improvement and equipping of the existing trim trail in Carr Brook;**
  - £9.6k play and open space contribution on the Union Street, Whittle-woods play area;**
  - £12.4k for play and open space provision at Coronation Recreation Ground.**
- 6. Approval granted that the addition to the capital budget of £8.5k subsidy to Adactus Housing to be funded from the Regional Housing Pot.**
- 7. Approval granted for the transfer of budgets within the capital programme to better reflect budget requirements.**
- 8. Approval granted for the transfer of budgets between the capital and revenue budgets to better reflect future delivery of schemes.**
- 9. Request Council approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2014/15.**
- 10. The addition to the capital programme of £3.365 million investment projects approved at Council on 3rd March 2015 was noted.**

**Reasons for recommendation(s)**

To ensure the Council's budgetary targets are achieved.

**Alternative option(s) considered and rejected**

None.



**15.EC.113 Joint Procurement Strategy 2009 to 2014 Performance Report and Proposals for a new Joint Procurement Strategy 2015 to 2018**

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

The report sought approval for the Joint Procurement Strategy (JPS) with South Ribble Council to cover the period 2015/16 to 2018. The report provided a summary of progress and achievements achieved by the previous JPS and information on the National Procurement Strategy and Sustainable Procurement Policy.

The Policy incorporated changes required by new legislation. Significant savings had already been made by both authorities through the use of the Strategy and targets had been set for the future.

**Decision:**

- 1. Approval granted for the adoption of the Chorley and South Ribble Councils' 2015 to 2018 Joint Procurement Strategy.**
- 2. Approval granted that the current Sustainable Procurement Policy remain in force.**

**Reasons for recommendation(s)**

To continue the successful delivery of a JPS with South Ribble Council via its Shared Financial Services arrangements.

**Alternative option(s) considered and rejected**

Allow the previous JPS to expire.

**15.EC.114 Neighbourhood Priorities**

The report of the Director of Public Protection Streetscene and Community was presented by the Executive Leader and Executive Member (Economic Development and Partnerships).

The report updated Members on the delivery of the 24 neighbourhood priorities in 2014/15 and sought approval for the new 24 neighbourhood priorities to be delivered in 2015/16.

There was a diverse range priorities and some would require further consultation to fully understand and determine community needs. Funding for the delivery of the priorities would be through existing budgets, business as usual resources, leveraging in partner resources and approaching Parish Councils to release a proportion of their precept.

The priorities covered a range of issues, however some priorities did have similarities across neighbourhoods and some also fell within programmes of work planned for 2015/16. Where this was the case the particular programmes of work would take into account the respective priorities and seek to deliver them in those terms.

The attendance at the meetings was noted as positive, across the Borough, Lancashire and Parish Councillors, and the housing providers.

**Decision:**

1. **Approval granted for the 24 priorities and actions identified through the recent round of Neighbourhood Area meetings and for delivery in 2015/16 as listed in Appendix 1 of the report.**
2. **Delegated responsibility was granted to the Executive Member for Community Services to approve details costs for each priority as they emerge.**
3. **The successful delivery of neighbourhood priorities in 2014/15 as listed in Appendix 2 to the report was noted.**

**Reasons for recommendation(s)**

To progress the priorities determined by the neighbourhood area representatives for the benefit of the communities within their respective neighbourhood areas during 2015/16.

**Alternative option(s) considered and rejected**

None.

**15.EC.115 Home Energy Conservation Act (HECA) Report 2015**

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

The report explained the Council's requirements in respect of the Home Energy Conservation Act (HECA), advised on HECA-related activity carried out to date, and set out the proposed HECA-related activity for the future. The Council had a statutory obligation to publish a HECA report.

The Council had a corporate strategy target for its Fuel Poverty rates to be below the North West average and to date this target had been met. An excellent example of the work the Council was undertaking was the Energy Switching Support Service, which helped to make customers' energy bills to be more affordable and, by generating cost savings, provided more disposable income for the household.

**Decision: Approval granted to the proposals set out in Appendix 1 of the report.**

**Reasons for recommendation(s)**

By accepting the HECA report the Council has ensured that it is meeting its statutory obligations to publish such a report by 31 March 2015.

**Alternative option(s) considered and rejected**

There were no alternative options to be considered in terms of providing a HECA report, because the Council has a statutory obligation to publish one.

**15.EC.116 Exclusion of the Public and Press**

**Decision: That press and public be excluded for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

**15.EC.117 Key Partnerships Monitoring Report**

The confidential report of the Chief Executive was presented by the Deputy Executive Leader and Executive Member (Resources).

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

**Decision: That the report be noted.**

**Reasons for recommendation(s)**

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

**Alternative option(s) considered and rejected**

No alternative options considered.

**15.EC.118 Approval for Contract Procedure and Award for Waste Collection from Council Buildings and Market Walk Shopping Centre**

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

The report sought approval for the award procedure and evaluation criteria for the two year contract to collect waste from Council owned buildings including the Market Walk shopping centre. The report also sought approval to award the contract described above.

**Decision:**

- 1. Approval granted to the award procedure and evaluation criteria for collecting waste from Council buildings and premises.**
- 2. Approval granted to the award of the contract for collecting waste from Council buildings and premises as set out in the report.**

**Reasons for recommendation(s)**

Under the Council's Contract Procedure Rules approval by the Executive Cabinet for contract award for tenders greater than £75,000 is required.

**Alternative option(s) considered and rejected**

To not agree contract procedure and award would fail to comply with the Council's Procurement rules.

**15.EC.119 Lancashire County Council: 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).

The report provided an update on the Council's negotiations with Lancashire County Council, with regards to a Collaboration Agreement between LCC and the Council which would result in the Council's Home Improvement Agency (HIA) delivering

Integrated Home Improvement Services (IHIS) on behalf of LCC in Chorley with effect from 1 May 2015.

The report sought approval, in the form of a waiver of contract procedure rules, for the Council to enter into a partnership arrangement with a contractor to deliver the Minor Adaptations element of IHIS, for a period of eleven months from 1 May 2015. This would also require a waiver of contract procedure rules on the basis that there were circumstances which were genuinely exceptional and not of the Council's making.

**Decision: Approval granted for the Council to use a contractor to deliver the Minor Adaptations element of IHIS for an eleven month period commencing 1 May 2015.**

**Reasons for recommendation(s)**

1. Appointing an experienced contractor to deliver the Minor Adaptations element of IHIS throughout Chorley will ensure that the service will be operational with effect from the launch date of 1 May 2015, in accordance with the timeframe set out in the 'Collaboration Agreement' between the Council and LCC.
2. Appointing such a contractor for an eleven month period will provide an opportunity to conduct a comprehensive options appraisal which will involve an analysis of various options including jointly tendering the handyman and minor adaptations service as well as considering the possibility of directly employing operatives to deliver these services in-house.
3. The Handyman contract ends on 31 March 2016 so it would be possible to carry out a joint tender during 2015/16 should this be considered the most effective approach.

**Alternative option(s) considered and rejected**

An option of seeking Cabinet approval to go out to tender to appoint a contractor to deliver the Minor Adaptations service was considered but rejected on the basis that LCC have only recently (17 March) sent a draft Collaboration Agreement to the Council. Going out to tender without having first agreed the contents of the Collaboration Agreement would not have been appropriate.

**15.EC.120 Strategic Housing Structure**

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

The report sought approval to make permanent temporary staffing arrangements in Strategic Housing which had been in place since May 2014.

**Decision:**

1. **Approval granted to the structure for formal consultation.**
2. **Approval granted that following consultation the final decision on the staffing changes be delegated to the Executive Member for Customer and Advice Services, subject to there being no fundamental changes to the proposition.**

**Reasons for recommendation(s)**

To implement a permanent Strategic Housing staffing structure which will meet the needs of Chorley residents.

**Alternative option(s) considered and rejected**

We could revert back to the structure approved in January 2014. However, given the temporary arrangements have worked well and we are likely to encounter the same issues with recruiting to the vacant Housing Support Services Manager post this option has been dismissed.

Chair

Date

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## Chorley Council –Notice of Executive decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at [www.chorley.gov.uk](http://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](http://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](mailto:contact@chorley.gov.uk).

**Gary Hall, Chief Executive**

**Last updated: 07 April 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
June							
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
Chorley Council Performance Monitoring Quarter Four 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		25 Jun 2015	No	The previous report can be found here: <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=33669">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=33669</a>	Report of the Chief Executive
Future meetings							
Chorley Council Performance Monitoring Quarter One 2015/16	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		27 Aug 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
Chorley Council Performance Monitoring Quarter Two 2015/16	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		19 Nov 2015	No	The previous report will be posted here:	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Three 2015/16	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		18 Feb 2016	No	The previous report will be posted here:	Report of the Chief Executive
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 25 June, 27 August, 22 October, 19 November, 10 December, 21 January, 18 February and 17 March							
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: <a href="https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf">https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf</a>	Report of the Head of Economic Development

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Choose Chorley Grant: Henry Alty Ltd	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		February 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: <a href="https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf">https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf</a>	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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3</a>	Report of the Head of Economic Development

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3</a>	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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3</a>	Report of the Head of Economic Development

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3</a>	Report of the Head of Economic Development
Chorley BIG Grant: Business Insight 3	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		April 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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3</a>	Report of the Head of Economic Development

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Climate Change Grant: Gelston Manor	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		March 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: <a href="https://democracy.chorley.gov.uk/documents/s7593/ClimateChangeStratRept.pdf">https://democracy.chorley.gov.uk/documents/s7593/ClimateChangeStratRept.pdf</a>	Report of the Head of Economic Development
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: <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=36823">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=36823</a>	Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3</a>	Report of the Chief Executive
Shop Floor/Shop Front Grant: Outdoor Land	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		March 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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3</a>	Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Shop Floor/Shop Front Grant: Chocabella	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		March 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: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3</a>	Report of the Chief Executive
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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
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
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



<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
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: <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=36554&amp;PlanId=472">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=36554&amp;PlanId=472</a>	Report of the Chief Executive
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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
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
Approval of lease: Unit 2 Market Street	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		February 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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Land to the rear of 68 Spendmore Lane Copull	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		March 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 Head of Governance
Land at Buckshaw Village Railway Station	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	March 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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
National Non Domestic Rate Discretionary Rate Relief Policy	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		March 2015	No	Details can be found here: <a href="https://democracy.chorley.gov.uk/documents/s51353/NNDR%20Discretionary%20Rate%20Relief%20Policy.pdf">https://democracy.chorley.gov.uk/documents/s51353/NNDR%20Discretionary%20Rate%20Relief%20Policy.pdf</a>	Report of the Director of Customer and Advice Services
Proposed Sale of freehold Reversionary interest at Ackhurst Rd Common Bank	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	April 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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Proposed Freehold Transfer of Garages 1, 2 and 3 Brookfield, Croston	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		Before 31 Mar 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
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
Strategic Housing Structure - Final	Executive Member (Customer and Advice Services)	Executive Member (Customer and Advice Services)		Before 1 May 2015	Paragraph 1: Information relating to any individual	No	Report of the Director of Customer and Advice Services

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Universal Credit Delivery Partnership Agreement	Executive Member (Customer and Advice Services)	Executive Member (Customer and Advice Services)		Before 30 Apr 2015	Information relating to the financial or business affairs of any particular person (including the authority holding that information)	No	Report of the Director of Customer and Advice Services
Adoption of the Amended Select Move Common Allocation Policy following the Right to Move statutory guidance	Executive Member (Customer and Advice Services)	Executive Member (Customer and Advice Services)		30 Apr 2015	No	Select Move Sub Regional Allocations Policy: <a href="https://democracy.chorley.gov.uk/ieDecisionDetails.aspx?ID=4028">https://democracy.chorley.gov.uk/ieDecisionDetails.aspx?ID=4028</a>	Report of the Director of Customer and Advice Services

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
Adlington Scouts - Lease of Premises - 0.4 Acres of Land at Grove Crescent Adlington	Executive Member (Community Services)	Executive Member (Community Services)		March 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 Director of Public Protection, Streetscene and Community
Astley Hall – Wedding Ceremony Charges 2015-16	Executive Member (Community Services)	Executive Member (Community Services)		April 2015		No	Report of the Director of Public Protection, Streetscene and Community

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Report of	Meeting	Date
Director of Public Protection Streetscene and Community	Overview and Scrutiny Committee	16 April 2015

## **SCRUTINY OF THE CHORLEY AND SOUTH RIBBLE COMMUNITY SAFETY PARTNERSHIP**

### **PURPOSE OF REPORT**

1. To provide Overview and Scrutiny Committee with an outline to enable them to undertake the statutory scrutiny of the Chorley and South Ribble Community Safety Partnership

### **RECOMMENDATION(S)**

2. Members should use the outline in this report to effectively scrutinise the work of the Chorley and South Ribble Community Safety Partnership.

### **EXECUTIVE SUMMARY OF REPORT**

3. The Crime & Disorder (Overview and Scrutiny) Regulations 2009 require local authorities to scrutinise the work of Community Safety Partnerships at least annually in order to determine that local community safety issues are being dealt with effectively.
4. The Chorley and South Ribble Community Safety Partnership consists of a number of key agencies who form a statutorily determined Responsible Authority Group (RAG).
5. In previous years the RAG has met on a quarterly basis to oversee the delivery of the partnerships strategic assessment.
6. In 2014 it was determined that, in an effort to increase partners capacity, the number of meetings would be reduced to one single meeting per year with the ability for any Responsible Authority Group partner to call an extraordinary meeting as necessary.
7. An annual open meeting and conference was held in October 2014 where the Responsible Authority Group reviewed the strategic priorities of the partnership for 2015/16 and determined what action should be taken to address them.
8. The conference was attended by over 40 people with a wide and varied cross section of partner agencies, Ward Members, County Councillors and representation from the Voluntary, Community and Faith Sector.
9. The resulting partnership plan is appended to this report (Appendix 1) and is delegated by the Responsible Authority Group to an Officer Working Group (OWG) consisting of a number of partner agencies to deliver over the forthcoming year.
10. Prior to the annual conference a web based public consultation was undertaken seeking public views on what broad areas the Community Safety Partnership should be addressing. Response to the consultation was limited to twelve respondents across both Chorley and South Ribble areas.

11. The responses are appended to this report (Appendix 2).
12. Overview and Scrutiny Committee is asked to review the new Community Safety Partnership meeting arrangements in terms of:
  - did the conference format work?
  - are partners content with the new format?
  - was the public engagement adequate?
  - has it resulted in a robust strategic assessment for local action?
13. Scrutiny of this important aspect of the Community Safety Partnership will ensure that an independent assessment of the Council objectives to involve residents in improving their local area and be an ambitious Council meeting the needs of residents at a local level are being met.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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**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	

**IMPLICATIONS OF REPORT**

15. 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**

16. No Comments

**COMMENTS OF THE MONITORING OFFICER**

17. No Comments

JAMIE CARSON  
DIRECTOR OF PUBLIC PROTECTION STREETSCENE AND COMMUNITY

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Simon Clark	5732	7 April 2015	O&S CSPRAG2015

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## Chorley & South Ribble Community Safety Partnership Action Plan 2015/16

This plan takes into account the priority areas work identified within the strategic assessment plan and through consultation with our partners agencies. The plan promotes a partnership response to addressing Community Safety issues to reduce and combat crime that affects our local and diverse communities and to safeguard vulnerable people. With an ever-changing landscape and emerging threats the plan will remain dynamic ensuring that we continue to meet the needs of our communities.

PRIORITY	ACTION	LEAD AGENCY / OFFICER (TBC)	OUTCOME	OUTPUT
<p><b>1. ASB &amp; Hate Crime</b></p> <p>Anti-social behaviour is the common term used to describe incidents or actions that cause damage or affect the quality of life of people. It can be any behaviour that causes harassment, alarm or distress and can include: <i>Abandoned vehicles, drinking on the street, fly-tipping, graffiti/ vandalism, noise, nuisance neighbours, off road motor cycling.</i></p> <p>A <b>hate crime</b> is any criminal offence which is perceived by the victim or any other person to be motivated</p>	<p>We will develop our response to anti-social behaviour and hate crime through the use of new and existing tools and powers, supporting the vulnerable, raising awareness with partner agencies and members and enabling victims to report incidents in confidence.</p>	<p>Lancashire Constabulary / Local Authority</p> <p>Lead Officer to co-ordinate task group: Louise Elo (CBC) &amp; Debbie Parkinson (CCH/Adactus)</p>	<p>Crime and ASB continue to be managed by effective use of shared tools and powers</p>	<p>1.1 Share each districts protocols &amp; processes re. new ASB tools and powers ( and associated legal processes).</p> <p>1.2 Signed data sharing document across OWG and RAG group.</p> <p>1.3 Sharing of <b>hate crime</b> data from Police to OWG group and sharing best practice of response to cases.</p> <p>1.4 Use of CPN's to enable investigation through crime and nuisance housing group ( local authority and housing)</p> <p>1.5 Agree positive requirement 'list' from other agencies that provide long term positive requirements based on themes of ASB and appropriate responses e.g. mediation.</p>
	<p>Review and develop our ASBRAC processes to ensure these are victim focused and taking positive action toward perpetrators and offenders.</p>	<p>Lancashire Constabulary / Local Authority</p> <p>Lead officer: Tracie O'Gara &amp; Social Housing Providers.</p>	<p>Victims are supported and harm is reduced</p>	<p>1.6 CS Practitioners to engage in multi-agency training on new ASB powers &amp; local processes including community trigger by end of June 2015.</p> <p>1.7 Task group to provide peer review of 5 cases per district that we have utilised or want to consider utilising the ASB powers with, and feedback learning &amp; outcomes to OWG.</p>

<p>by hostility or prejudice based on a personal characteristic.</p>	<p>Provide a visual and virtual multi-agency presence in our community to provide public reassurance.</p>	<p>CSP- all responsible  Lead officer: Heather Corson (SRBC) &amp; Glenis Tansey (CCG – Health)</p>	<p>Better communication with community and partners.</p>	<p>1.8 Registered providers (housing and other) to create link on website to Community Trigger SPOC and process on each council’s website.</p> <p>1.9 Provide publicity through maximising social media opportunities to residents in Chorley and South Ribble on how services are working together to tackle ASB.</p> <p>1.10 Sharing of feedback to OWG from test purchasing activity by young people to counter under age selling of alcohol.</p> <p>1.11 Better Together in the Home (prevention and response of doorstep crime) Project. Lead Officer: Howard Anthony, SRBC</p> <p>1.12 Aspire Project (Clayton Brook) to provide diversionary activities for young people living in Clayton area and link to positive outcomes (Employment, Training, &amp; Education) Lead Officer: Rachel Austen (CBC) &amp; Sarah Noblett (Police)</p>
<p><b>2. Road Safety</b></p> <p>We are committed to making Lancashire a safer place in which to walk, ride and drive. To prevent deaths and serious injuries on our roads we are making improvements to our</p>	<p>We will work with a number of agencies to improve the skills and attitudes of drivers and riders in order to improve road safety and reduce the cost to agencies, individuals and communities.</p>	<p>LFRS/ Local Authority (LCC)</p> <p>Lead officer: Phil Jones (LFRS)</p>	<p>Safer Roads, and increase in driver and rider skills.</p>	<p>2.1 Early intervention talks and publicity in primary, secondary school and V1th form/colleges across both districts to ensure road safety messages communicated to young people particularly those learning to drive (17-25 age group).</p>

roads.	We will assist in the development of safe family friendly cycle paths and bridle ways.	Local Authority (district)  Lead officer: Irene Elwell (CBC) & Heather Corson (SRBC)	Healthier lifestyles and Safer Roads.	2.2 Implementation of neighbourhood priorities in partnership with parish councils in each district. E.g. Chorley & South Ribble healthy walks initiatives through sport and community development.
	We will deliver Multi-agency vehicle operations which will include education and enforcement.	District Councils, Lancashire Constabulary & VOSA. Lead officers: Irene Elwell (CBC) & Heather Corson (SRBC)	Positive action taken and increased driver education	2.3 Set diary dates for district based ANPR check operations that include DVLA, alcohol testing throughout the year.
	Make affective use of SPIDS across the boroughs in priority areas.	Local Authority/LCC /Lancs. Police Lead officers: Irene Elwell (CBC) & Heather Corson (SRBC)	Safer roads and reduction of harm.	2.4 Feedback from checks on district based SPIDS to be provided to OWG n a regular basis to improve awareness of priority areas. 2.5 Publicising of the SPIDS data through social media/ websites 2.6 Identify list of vulnerable road safety/ speeding hotspots across districts and agree appropriate traffic calming measures.
<b>3. Child Sexual Exploitation</b>  We recognised that child sexual exploitation is a crime that can affect any child. This is why in	We will improve our understanding of vulnerability and the risk of harm in order to better target resources and safeguard children from sexual	Local Authority  Lead officer: Irene Elwell (CBC) & Heather Corson (SRBC)	Increased awareness of CSE Increased identification of Children at risk of harm Safer Management of those cases.	3.1 Establish CSE task group to establish analytical problem profile using data from a range of partner organisations to inform the planning of responses to CSE priorities, including identification of partnership capacity. 3.2 CSE Project funded by PCC – led by South Ribble Council to source suitable

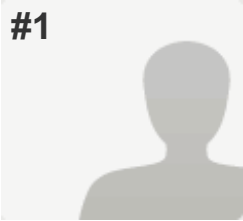
Lancashire, we are committed to working together to tackle the problem.	exploitation and support delivery of the LSCB CSE Strategy for Lancashire.			training to be delivered face to face and via train the trainer model in 2015. (Lead: Heather Corson)
	We will encourage the use of CSE e-learning package.	CSP- all responsible  Lead officer: Irene Elwell (CBC) & Heather Corson (SRBC)	Wider basic knowledge accessible by all.	3.3 All practitioners working with children and young people to have accessed e-learning package available through LCC.
	We will support Safer Lancashire campaigns and ensure local distribution of materials and e-messages.	CSP- all responsible  Lead officer: Irene Elwell (CBC) & Heather Corson (SRBC)	Greater awareness of and access to services	3.4 CSE task group to establish key messages to be fed through district community safety websites and wider partnership.
	We will review lessons learned from recent CSE national reviews and develop a plan to implement recommendations including our approach to licensing.	Local Authority (district)  Lead officer: Irene Elwell (CBC) & Heather Corson (SRBC)/Jennifer Mullin	Safe guarding of passengers and drivers.	3.5 Review of sharing of information between departments e.g. licensing (EH) and community safety partners. 3.6 CSE task group to identify suitable package of training to be offered to all licensed services to ensure those organisations and individuals providing licensed services are aware of vetting procedures and duties of care.
	Support the establishment of co-located teams with children's social care, Police and PACE.	CSP- all responsible  Lead officer: Irene	Coordinated response to CSE	3.7 Develop and implement tactical multi-agency interventions which disrupt perpetrators and aid intelligence gathering and investigation of offences, whilst also providing a proactive multi-agency approach



		Elwell (CBC) & Heather Corson (SRBC), Tracie O' Gara (Police)		to prevent CSE.
<p><b>4. Domestic Abuse</b> We recognise that even if you are not experiencing domestic abuse or violence yourself, you may well know someone who is. We are committed to tackling the problem by supporting victims and tackling offenders.</p> <p><b>The Government defines domestic violence as</b> 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: • psychological, physical, sexual, financial and emotional</p>	<p>Provide a local coordinated &amp; multi agency response towards the implementation of the 7 streams of the domestic abuse commission</p> <ol style="list-style-type: none"> <li>1. Awareness Identification and referral</li> <li>2. Prevention</li> <li>3. Early Support</li> <li>4. Victims &amp; Children medium &amp; high risk support</li> <li>5. MARAC Coordination</li> <li>6. Perpetrator Commission Group</li> <li>7. Criminal Justice Response</li> </ol>	<p>Local Authority with the support of CSP partners</p> <p>Lead Officers: Heather Corson (SRBC), Rachel Austen (CBC) &amp; Diane Gradwell (VCFS- CAB).</p>	<ol style="list-style-type: none"> <li>1. Better support available for victims and their families with statutory, voluntary and community sectors working together.</li> <li>2. Schools adequately to support their pupils develop healthy relationships.</li> <li>3. Children and young people are equipped to enable them to thrive.</li> <li>4. Reduced risk of harm.</li> <li>5. Perpetrators learn effective interventions to enables them to recognise the impact of their behaviour.</li> <li>6. Development of</li> </ol>	<ol style="list-style-type: none"> <li>4.1 Establish DA task group to establish sharing of information and best practice.</li> <li>4.2 Freedom Project to be delivered in 2014/15 and feedback on lessons learned and sharing of best practice to be delivered to the OWG in 2015/16. Lead: Rachel Austen (CBC)</li> <li>4.3 Feedback from the Domestic Abuse Commissioning Group ( LCC led) to be brought back to the OWG and district task groups, to ensure commissioning of; WFD, Healthy Relationships Group, Early Help, Medium and High Risk Support, and MARAC co-ordination and workforce development is meeting need.</li> <li>4.4 Learning from Domestic Homicide reviews and Citizen's Advice Bureau `Victims of domestic abuse: struggling for support.` Research to be cascaded to OWG and practitioners.</li> </ol>

			<p>positive outcomes for cases heard at MARAC.</p> <p>7. Disclosure made under the Domestic Violence Disclosure Scheme.</p>	
	<p>Management of High Risk Domestic Abuse Perpetrators via the IOM / Revolution Process</p>	<p>Lancashire Constabulary Sgt Nick James with the support of the CSP partners</p>	<p>Targeted management of high risk offenders. Reduced risk of harm</p>	<p>4.5 Sharing of data and best practice in managing high risk offenders to be brought back to OWG by lead sergeant and representatives.</p>
<p><b>5. Counter Terrorism</b></p> <p>Terrorism is a real and serious threat to us all</p> <p>Our priority is to keep the public safe, by working together with key partner agencies and all our communities to tackle any extremism.</p>	<p>We will focus on the Prevent element of the Contest Strategy by supporting partner agencies to accept WRAP training.</p>	<p>LCC &amp; Lancashire Constabulary PC Garry WYNNE/ Lindsay Fray</p> <p>With the support of CSP partners</p>	<ul style="list-style-type: none"> <li>• To support and protect people who might be susceptible to radicalisation</li> <li>• To ensure that individuals and communities have the resilience to resist all forms of violent extremism</li> </ul>	<p>5.1 WRAP awareness training (including early intervention &amp; safeguarding) to be delivered across Community safety partnership. 1<sup>st</sup> session completed 3/5/2015 with WTWF lead professionals (Chorley &amp; South Ribble = 12 LPs).</p> <p>5.2 After new legislation is sanctioned through Home Office, mandatory training to be agreed with RAG and delivered across the partnership – June /July 2015. To include schools from Sept 2015. Will potentially involve train the trainer model.</p>

#1



**COMPLETE**

**C o l l e c t o r:** Web Link 1 ( Web Link )  
**S t a r t e d:** Monday, September 22, 2014 9:54:04 A M  
**L a s t M o d i f i e d:** Monday, September 22, 014 10:10:53

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

*Respondent skipped this question*

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

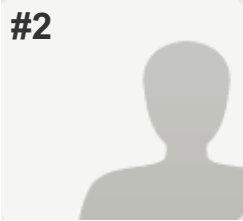
My father and I have recently moved to the area of Buckshaw Village. We arrived at the end of July 2014. Buckshaw is a lovely idea and place to live, with all facilities nearby. However, we are concerned with the amount of litter that emanates from the fast food restaurants and Tesco,s, The parking on the pavements by visitors to Tesco,s in Barnes Wallis Avenue and customers abandoning Tesco´s trolleys in that Road too. One of the Streets name signs of Barnes Wallis Avenue was pushede at an angle last week and now has been completely uprooted. We suspect that it is a group of youths who congregate on the roundabout at the bottom of Ordnance Way and generally cause annoyance by throwing the pebbles from the landscaping at each other and other targets, try to dislodge the Redrow flags, shout foul language and leave all their fast food packaging all around the area. Residents who have remonstrated with them have been told where to go.This is not a good advert for the area and needs to be sorted early. .

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

*Respondent skipped this question*

#2



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Tuesday, September 23, 2014 5:24:23 AM

**Last Modified:** Tuesday,  
September 23, 2014 5:31:25  
AM

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Road safety, licencing of pubs and clubs works well

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

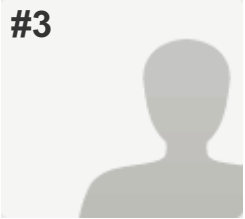
gang related crime this often starts off as groups of youths but soon develops into more, need to nip this in the bud to reduce possibility of drug and gun type crime.

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Link to local neighbourhoods, pick up on intellegence, give all citizens the chance to share their thoughts rather than the usual at local events. Please focus on drug and gang related crime as smaller crimes are usually to feed bugger habits

#3



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Thursday, September 25, 2014 6:23:03 AM

**Last Modified:** Thursday,  
September 25, 2014 6:27:11  
A M

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Could be better

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

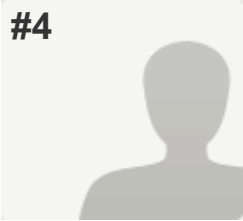
The amount of traffic wardens there is none in Adlington.

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Getting the roads surfaced properly and traffic wardens

#4



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Thursday, September 25, 2014 10:12:39 AM

**Last Modified:** Thursday,  
September 25, 2014 10:16:11  
A M

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Fire Officier Talks in school

Alert Emails to schools from our PCSO

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

n/a

PAGE 3

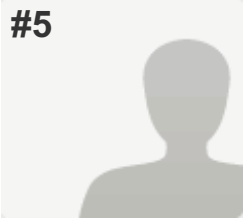
**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Personal safety

Esafety/Social media

Raise Local awareness of community safety campaigns

#5



**INCOMPLETE**

**Collector:**WebLink1(WebLink)

**Started**Thursday, September 25, 2014 10:46:26 PM

**Last Modified:** Thursday,  
September 25, 2014 10:47:25  
P M

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Neighbourhood policing. It's great to see PCSOS in the local area

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

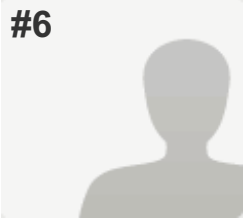
*Respondent skipped this question*

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

*Respondent skipped this question*

#6



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Thursday, September 25, 2014 4:01:29 PM

**Last Modified:** Friday,  
September 26, 2014 3:20:07  
A M

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Possibly only the fire service, they appear to be the only ones that respond

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

community policing and council dog warden presence.

The police say we should ring 101, thats no good to deal with speedsters (60mph plus along Westhoughton road)... can't remember the last time i saw a police person or community officer walking the streets of Adlington.

Chorley Council don't seem to target dog fouling at an effective time, it's no use turning up after 9am, the damage is done

PAGE 3

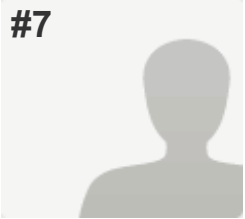
**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

In Adlington

- 1) speeding along Westhoughton road
- 2) Dog fouling.... it degrades the village
- 3) under-age drinking
- 4) police presence in areas of known anti-social behaviour
- 5) thieves and yobs know there is no deterrent within the village.



#7



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:**Friday, September 26, 2014 1:10:53 PM

**Last Modified:** Friday,  
September 26, 2014 1:17:17  
P M

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Liaising with community groups

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

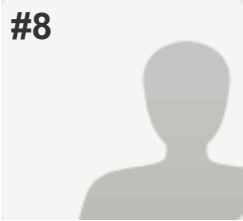
Control of motorists speeding or using mobile phones on minor roads (including and especially 20mph streets).

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Speeding motorists and use of mobile phones whilst driving. I see this all of the time as drivers are phoning people for directions whilst trying to find addresses on unfamiliar estates.  
Also parking in unsafe areas eg opposite junctions or close to traffic islands (or both)..

#8



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Saturday, September 27, 2014 1:21:38 AM

**Last Modified:** Saturday,  
September 27, 2014 1:37:10  
A M

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

The use of agencies working together in theory should hopefully as time goes on improve communication.

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

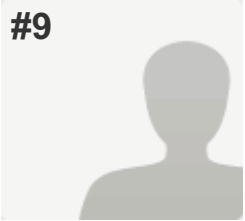
Adlington seems to be off radar. We are an increasing population and have moved it seems from a village to a town. We lack a Police presence now since the closure of our station. There are increasing known incidents of drugs especially on play areas. Anti social behaviour is increasing. The place looks untidy. Dog fouling along the canal. More recently I believe we do not even have a working cctv!!!!

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Adlington needs a Police presence. Not just occasionally but regularly. We need some input in maintenance eg grass and weeds on kerbs is increasing. Dog fouling needs addressing, problems around drugs and play areas. Lighting on Jubilee playing fields. Parking on A6 near Debt Direct. In places reduced to single file. Ridiculous on an A road with the amount of and type of traffic.

#9



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Saturday, September 27, 2014 4:46:37 AM

**Last Modified:** Saturday,  
September 27, 2014 4:49:15  
AM

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Not experienced any.

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

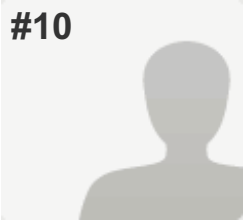
Crime in my area has gone up.

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Burglary,needs mire policing as people don't feel safe in their own homes, cold calling needs to be stopped too.

#10



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Saturday, September 27, 2014 11:41:52 AM

**Last Modified:** Saturday,  
September 27, 2014 11:47:01  
AM

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

*Respondent skipped this question*

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

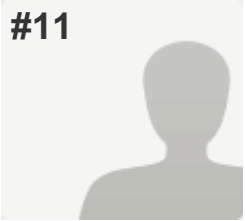
I have not heard of anything about this. A leaflet drop around both councils would be very beneficial. Also as a bus haw village resident when you ring the police they respondent always say you either need to ring the oppositncouncil, why cannot they just take the call and act on it.

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Burglaries house to house enquiries. People driving whilst on their mobile phones. I saw a police car pass someone who was talking on their phone and then the policencar just drove past without doing anything.

#11



**INCOMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Saturday, October 11, 2014 3:33:20 PM

**Last Modified:** Saturday,  
October 11, 2014 3:34:13  
P M

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

*Respondent skipped this question*

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

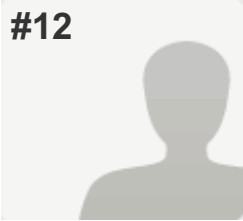
Don't listen to what people say.

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

*Respondent skipped this question*

#12



**COMPLETE**

**Collector:** Web Link 1 (Web Link)

**Started:** Wednesday, October 15, 2014 3:09:14 PM

**Last Modified:** Wednesday,  
October 15, 2014 3:11:07 PM

PAGE 2

**Q1: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is working well?**

Don't know much about it

**Q2: In terms of the work of the Chorley and South Ribble Community Safety Partnership what in your experience do you think is NOT working well?**

Not enough Police around.

PAGE 3

**Q3: What are the big issues that you think the partnership should be focussing their work on over the next 18 months.**

Break ins - Con men - traffic issues.



Report of	Meeting	Date
Director of Customer and Advice Services	Overview and Scrutiny Committee	7 <sup>th</sup> April 2015

## **REPORT TO PROVIDE A MONITORING UPDATE FOLLOWING THE OVERVIEW AND SCRUTINY TASK GROUP INQUIRY INTO SELECT MOVE**

### **PURPOSE OF REPORT**

1. This report provides an update on progress made to implement the fifteen recommendations made by the Overview and Scrutiny Task Group which looked into Select Move. The final report of the task group was published in April 2014 and it was endorsed by Executive Cabinet in August 2014.

### **RECOMMENDATION(S)**

2. To note the updates provided in section 12.

### **EXECUTIVE SUMMARY OF REPORT**

3. This report provides the six monthly update on the outstanding actions from the Overview and Scrutiny Task Group inquiry into Select Move.

### **CORPORATE PRIORITIES**

4. This report relates to the following Strategic Objectives:

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

### **BACKGROUND**

5. The Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at the Select Move Choice Based Lettings scheme, of which the Council is a member, alongside 9 Registered Providers of social housing (hereafter referred to as RPs). The Select Move scheme is the method by which social housing in Chorley (in addition to Preston and South Ribble) is allocated.
6. Objectives were agreed to investigate and evidence whether Select Move is meeting the needs to the satisfaction of the applicants, by reviewing a) the application processes b) the allocation processes and c) the standard of allocated properties.

7. Desired Outcomes of the review included to secure a choice-based lettings service that meets the needs of Chorley residents, and to identify areas of improvement on condition of property at handover, and finally, to reduce waiting times and lists.
8. The task group concluded that Select Move does largely meet our customers' needs, as satisfaction is good and allocations are being made within a period we considered to be reasonable. The majority of customers when asked if the Council should revert back to the old system said that we should not. Choice and personal preference are key elements of the scheme and so these were found to have a bearing on how long a customer may wait until they secure a property (for example, some customers prefer to wait for a particular street or area until they place a bid on a property).
9. A quick review of waiting times in days on Select Move before being housed during the period of 12/09/2012 to 11/09/2013 was on average 286 days to receive the offer of housing, and 323 days to be housed, with 552 lets in Chorley. Compared to the 12 months 01/01/2014 to 31/12/2014, the average to receive an offer was 242 days (reduced by 15.4%) and the average number of days taken to be housed was 294 (down 9.0%). This may have been at least in part due to the increased number of lets being 635, an increase of 83 or 15.0% from the first comparable year.
10. The number of **Chorley households on the Housing Register** has fallen over the last two years:
  - 31/12/2012: 1,483
  - 31/12/2013: 1,351
  - 31/12/2014: 965
11. Whilst the fall in number above are mainly due to changes in the Allocations Policy, the increased **number of lets in the Chorley** will also have helped, with the lets per calendar year demonstrated below
  - 2012: 514
  - 2013: 617
  - 2014: 635
12. The task group did identify that there are some areas of Select Move we need to improve. However with the then forthcoming refreshed Allocations Policy (which was subsequently implemented) and the software system upgrade, (which is scheduled for implementation in May 2015) there have been and will be, ongoing improvements for the customer interface and experience. The task group identified a total of fifteen recommendations which would contribute to the achievement of the identified objectives and desired outcomes.
13. The implementation of the majority of the recommendations require the willingness and cooperation of our partners, particularly Registered Providers of Social Housing (RPs) as the Council no longer has any housing. The Council retains a statutory duty to ensure social housing is allocated according to housing need and therefore plays an important enabling role in working with RPs. Therefore RPs were engaged in discussions regarding the relevant recommendations to ensure the outcomes were meaningful and deliverable.
14. Below is the list of fifteen recommendations and the corresponding update on progress made to date.

Overview & Recommendation	Scrutiny	Executive Response	Update
That there continues to be regular		Agreed	Inward migration is monitored in the Housing



<p>monitoring by the Council of the level of net migration into Chorley, including periodic reporting to the Overview &amp; Scrutiny Committee, to ensure the new policy achieves the overall aims of prioritising Chorley properties for those with a connection to the borough, and migration does not exceed 10%.</p>		<p>Team on a monthly basis.</p> <p>Analysis of the period from August 2013 to December 2014 has demonstrated a reduction inward migration from 8.66% to 0.47%. See Appendix 1</p> <p>The drop from 8.66% to 0.47% is directly connected to the refreshed Select Move Allocations policy which came into effect in February 2014. The new policy disqualified households from the Housing Register if they had no local connection to Chorley, Preston or South Ribble, and also gives priority within each band to households with a verified local connection to the borough the property is located in.</p>
<p>That each Registered Provider review their processes for handing over properties at relet stage, including both recording the time taken to prepare a property ready for a let and also the level of assistance for new tenants. That all Registered Providers look to raise their offer to the same standard across all providers</p>	<p>Agreed</p>	<p>Collectively, the RPs reviewed their processes and agree that there is consistency, as each partner incurs similar costs for the average property relet (this is reported to be IRO £2,200 per property). All RPs undertake void inspections, some involving either tenant representative inspectors and /or random Chief Executive officer checks, to ensure the quality is high and consistent.</p> <p>RPs are committed to letting properties and eliminating voids and so each has provisions for flexibility when it comes to facilitating a let. This flexibility can vary from new kitchen units, additional decoration or even carpets. There are also provisions for help with moving.</p>
<p>That each Registered Provider review the provision for a decoration allowance for new tenants and review its level, increasing it where necessary, to ensure it is sufficient.</p>	<p>Agreed</p>	<p>All RPs in Chorley offer a decoration allowance at a similar amount per room for new tenants and all have the flexibility to vary this offer dependant on the condition of the property they are moving into and also their vulnerability. RPs feel that unless a tenant is vulnerable (in which case decoration may be undertaken on their behalf) decoration is a personal choice and should be undertaken by the tenant</p>
<p>That the partnership consider the provision of surgeries or drop in sessions for customers to allow face to face support and demonstrations of how to perform</p>	<p>Agreed</p>	<p>Each RP has in place a service offer for customers around digital inclusion. These included specialist officers who work on an outreach basis, providing customers with practical help to learn how to use their own technology and or help to access online systems where a</p>

<p>certain tasks on the Select Move system.</p>		<p>customer is unsure what they need to do.</p> <p>Some RPs have tenants who act as digital champions, who will engage with other tenants and prospective tenants to provide help, which works very well and is popular as this is more a peer based approach.</p> <p>The Council's existing customer services will also offer assistance to customers in using Select Move in the one stop shop and where vulnerable customers have requested printed copies of the weekly Select Move newsletter they are sent out by the Council and the RPs. From 2015 -2017 the Council is developing and implementing a digital inclusion project with the aim of increasing Chorley resident's access to on-line services which will look to include accessing Select Move.</p>
<p>That any provision for surgeries or drop-in include the rural areas and are promoted to ensure that older people are aware of them and able to attend.</p>	<p>Agreed</p>	<p>As above, RPs do not feel there is a need or sufficient demand for surgeries as their experience has proved these arrangements to be poorly attended. Each RP has something in place already to offer customers who live in a rural location, help with accessing the Select Move system. This offer is targeted at older and vulnerable people, RPs agree that customers of working age who are fit and well should be able to access local IT facilities and this links into the Council digital inclusion project.</p>
<p>That the partnership considers undertaking a process of proactive marketing to those who are not bidding regularly and offer to provide assistance. This should include promotion of any drop- in sessions, mailing out of the newsletter and assisting bidding on properties by proxy.</p>	<p>Agreed</p>	<p>RPs each have provision for assisting those who are unable to bid and some of the RPs regularly review their customers applications and bidding activity to identify those who appear to be having difficulties. The RPS agree that the reasons for non-bidding are complex and in many cases are linked to personal choice, timing and other personal circumstances. Mailing out newsletters and proxy bidding are some of the measures made available to assist customers. RPs did not feel that there would be any merit in doing anything over and above what is currently in place to help customers.</p> <p>For those customers who are identified as experiencing some difficulties, either because of a lack of access to a computer or because they are unable to use the technology, steps will be put in place to assist them.</p> <p>As above, each RP have measures in place to</p>

		provide assistance to those who need it
That the Registered Providers within the partnership are encouraged to provide more details in their property adverts, including detail of any specific local connection provisions (for example in rural villages) and also the provision of photographs on the majority of adverts	Agreed	All RPs agree that details on property adverts including photographs are important and therefore renewed their commitment to ensuring these are included on adverts for Chorley properties.
That the partners continue to work collaboratively to develop a database of adapted properties which will ensure that when an adapted property becomes available, it can be advertised with all of the relevant information to ensure it is appropriately allocated.	Agreed	This piece of work has been started across the partners in Chorley however there are identified barriers to the project being delivered including the quality of data available regarding adapted properties, the format of the available data and then the resourcing of maintaining this data, to ensure it is kept up-to-date. RPs agree that there is still a compelling case to explore this and therefore it will be taken forward as an action for the partners including the Council, to deliver.
That the Registered Providers within the partnership endeavour to include any properties which are to be direct matched, on the Select Move system, clearly specifying it is not available for other applicants, in order to enhance transparency and integrity in the scheme	Agreed	Direct matches are recorded on the system and the figures reported on the quarterly monitoring report which is presented to the Select Move Steering Group on a quarterly basis. The reports demonstrate that RPs are recording these.
That the partnership ensures that any affordability policies or tests are consistent across Registered Providers and that these policies do not wholly exclude groups of customers.	Agreed	<p>One of the RPs in Chorley does not use any affordability policy or criteria to allocate housing. The other RPS do have policies which look at income and expenditure and the customers' ability to afford to run a home. Each of the RPs with these policies offers assistance to customers with income maximisation and financial inclusion in order to address fundamental issues and improve customer's prospects of being allocated a property.</p> <p>The RPs advise that some of the issues with the ability for certain groups to afford a property are linked to welfare reform measures and national policy. There are some initiatives in Chorley specifically aimed at those group particularly affected including those aged under 25 years of age and those aged between 25 years of age and</p>

		35 years of age
That the partnership ensures that as part of any affordability policy, there are provisions available which will help customers to improve their circumstances in order to pass any assessment of affordability threshold in order to secure a property and that these are consistently available across all Registered Providers.	Agreed	Each of the RPs with these policies offers assistance to customers with income maximisation and financial inclusion in order to address fundamental issues and improve customer's prospects of being allocated a property.
That the Council continues to work with Registered Providers in order to enable new affordable housing of the right type and tenure is available so local housing need is met.	Agreed	The Council has an excellent working relationship with the two main developing RPs in Chorley and have delivered a good supply of affordable housing in recent years, with 129 units in 2013/14 and exceeding local targets. The forward plan for pipeline delivery suggests this delivery will continue and is flexed in order to meet local need, with variance in mix and type applied as new schemes are negotiated.
That the partnership amends the banding notification letter to include confirmation as to the evidence on which the banding is based.	Agreed	The RPs confirmed that these letters do state the relevant information used to make a banding decision and therefore no action is required.
That the partnership recognises the importance of treating social housing customers with dignity and respect and that customer service standards are met.	Agreed	Each RP has internal mechanisms for collecting information regarding customer satisfaction and report that there is overall high satisfaction from their customers. A relevant point is that occasionally negative decisions regarding allocations need to be made and therefore 100% customer satisfaction may not always be achievable. However it was agreed between the RPs that existing customer care policies and standards of each respective partner is sufficient to ensure a consistent standard of service is delivered.

15. In conclusion, the scrutiny review of Select Move has demonstrated that the system is effective and meets customer's needs. The most significant issue concerning Select Move, namely that of inward migration has been addressed through the implementation of a policy revision. The monitoring data illustrates the impact these measures have had on ensure customers with a local connection to the borough have the greatest chance of securing homes in Chorley. This monitoring work has become business as usual for the Housing Team and will be ongoing.

16. A further outcome of this piece of work is a demonstrate of the partnership approach we have with the RPs in Chorley, who were all involved in both the scrutiny work itself and also implementing the recommendations. The policy refresh and system upgrade confirm that all partners remain committed to Select Move and its ongoing improvement to the benefit of the customer.

LESLEY-ANN FENTON  
DIRECTOR OF CUSTOMER AND ADVICE SERVICES

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Zoe Whiteside	5771	19.3.15	

Appendix

Graphs to Illustrate Migration Fluctuations

Figure 1

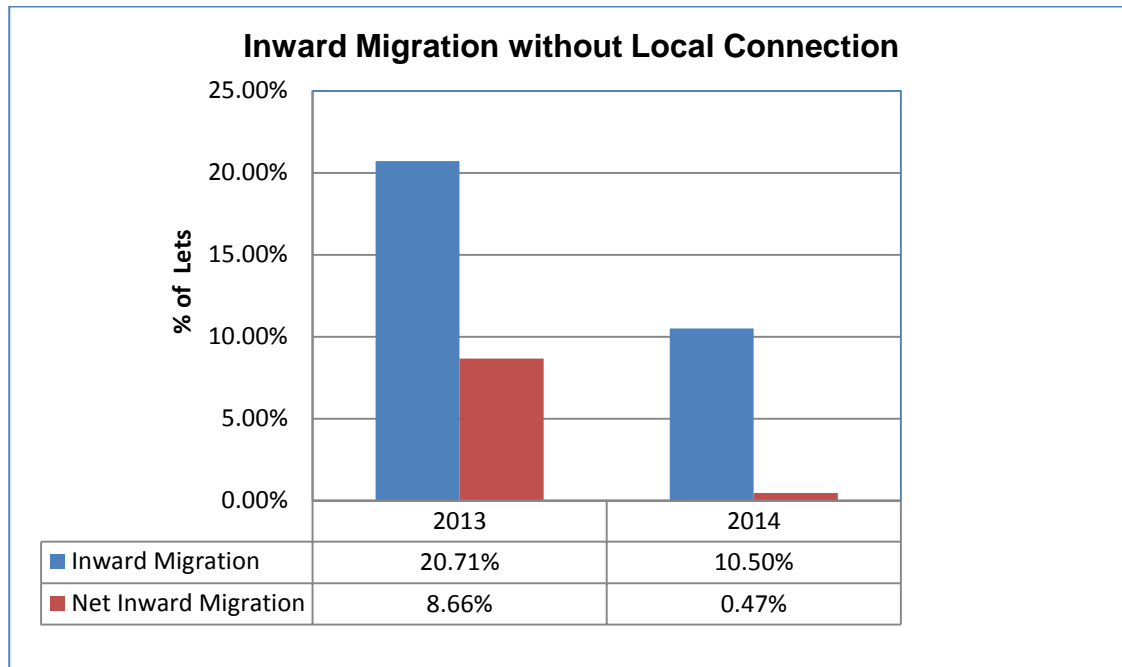
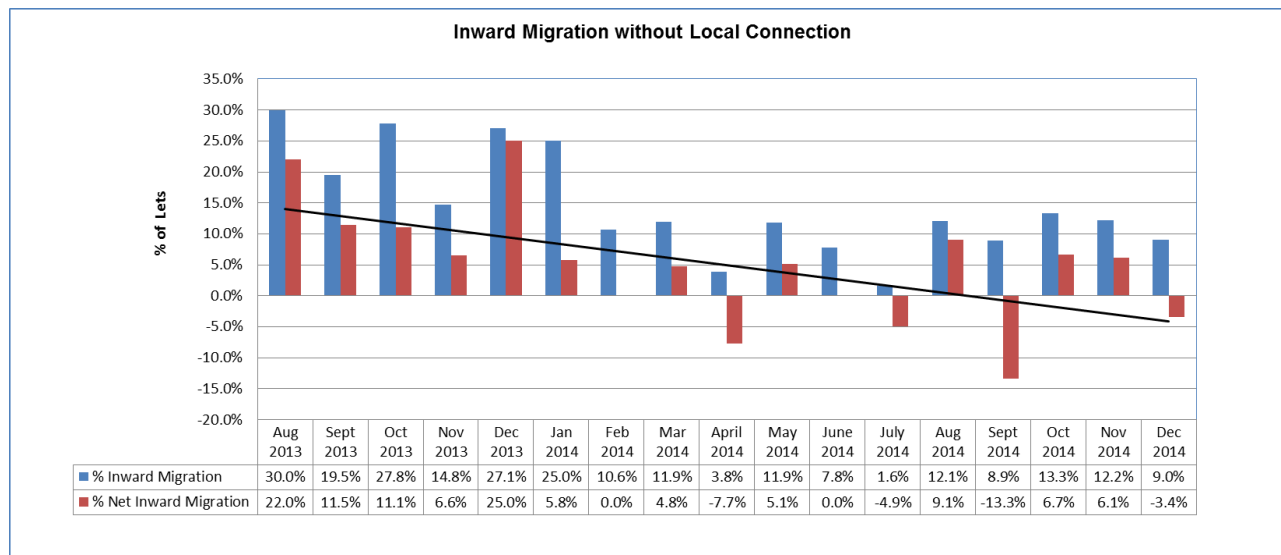


Figure 2





Report of	Meeting	Date
Director of Public Protection, Streetscene and Community	Overview and Scrutiny	16 April 2015

## **SECOND MONITORING REPORT TO OVERVIEW AND SCRUTINY COMMITTEE ON PRIVATE RENTED SECTOR HOUSING STANDARDS INSPECTIONS**

### **PURPOSE OF REPORT**

1. To provide the second monitoring report for Overview and Scrutiny Committee with regard to the Councils private rented sector housing standards programme.

### **RECOMMENDATIONS**

2. It is recommended that Overview and Scrutiny Committee accept the contents of the report in relation to proactive housing standards inspections and the continuing development of the inspection programme.

### **EXECUTIVE SUMMARY OF REPORT**

3. The Regulatory Services Team is responsible for carrying out housing standards inspections across the borough. A case study is attached in Appendix 1, which is provided to give members some additional insight into the type of issues that are identified during housing standards inspections and the actions being taken.
4. The levels of complaints directly from tenants is historically low (41 in 2014/15 and 49 in 2013/14) and as a result the Council have identified that in order to improve housing standards in the private rented sector that a different approach is required to engage with both tenants and landlords.
5. The Housing Inspection Policy identified that an important avenue for identifying private rented accommodation and raising awareness to tenants was through data sharing with housing benefits. There have been a number of issues in confirming the legality of sharing the necessary data. After lengthy discussion and contact with the Information Commissioner and the Head of Governance it has been recently agreed that the Housing Benefit data relevant to identifying the tenants and private rented properties addresses can now be shared with the Regulatory Services Team.
6. A protocol for data sharing has been drawn up with the housing benefits team and the procedures are being finalised. This will greatly improve the existing property database and enhance the team's ability to target this particular housing sector.
7. Due to the delay in receiving the necessary data required to identify privately rented properties the inspection programme is behind schedule and therefore officers have not had the information necessary to meet the target for completing 80 proactive housing inspections in 2014/15. However, it is anticipated that the new arrangements with Housing Benefits will ensure that in future those targets are achieved.

8. The proactive housing inspection scheme has also recently been re-branded as the council's 'Healthy Homes Scheme' and we are launching a media campaign this spring where we target the link between health and housing standards. A copy of the poster is attached in Appendix 2 and it is anticipated that the posters and flyers will be placed in GP surgeries, Health centres and pharmacies across the borough. Social media and traditional press releases will also support the campaign to raise awareness for tenants and landlords.
9. The Regulatory Services Manager attends the Landlord Forum and provides updates and information about our enforcement activity as well as information about the Healthy Homes Scheme. The scheme has been received favourably by those landlords in attendance and a number of landlords have offered for their properties to be inspected prior to letting and have been provided with the contact details of the Regulatory Services Team to facilitate this.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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**BACKGROUND**

10. Chorley has in the region of 4,000 private rented properties with an estimated 10% below standard. This information was provided by the 2010 Housing Stock Condition Survey.
11. A private rented sector property database is being developed alongside a robust inspection and enforcement process.
12. In April 2012 an O&S Task Group produced a report 'Private Sector Housing Inspection' where it was recommended that additional resource be directed to establishing a programmed private sector housing standards inspection service to augment the existing reactive housing standards work undertaken within the People and Places Directorate.
13. The O&S Task Group findings and recommendations were reported to Executive Cabinet on 21 June 2012 where the following decision was made:

*That the findings and recommendations of the Overview and Scrutiny Task Group on its inquiry into Private Rented Housing Inspection be received and accepted for consideration, with a view to the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.*

14. Members will recall that the Task Group report made recommendations in the following terms:

*The Task Group asks the Executive to introduce a more proactive inspection regime for private rented sector housing within the borough beyond the existing service which is only able to respond to complaints received. This would be on the basis of one half time or fulltime post based in the neighbourhood team and providing expertise and capacity to undertake housing inspections on a more programmed basis, targeting hot spots and those areas known to have low standards of private rented property, based on current knowledge and other sources of information identified in the report. The cost of this provision is estimated at between £22,000 and £40,000 per annum.*

*To support the above recommendation, the Task Group further recommends the development of a private rented housing standards policy, against which compliance can be measured.*

*Having considered a range of landlord accreditation schemes and the views put*



*forward by the Landlords Forum, the Task Group does not recommend that the Council introduces a Landlord Accreditation Scheme at the current time but that this be revisited in the longer term as Members feel there are benefits in landlords gaining accreditation in improving private rented housing standards.*

15. In June 2013 The Executive Cabinet agreed the following recommendations:
  - *It is recommended that Executive Cabinet accept the basic recommendation of providing a proactive inspection programme for private rented sector housing standards.*
  - *It is recommended that the resourcing of the inspection programme is made through the utilisation of existing resources by shifting workloads and using capacity created from the reduction in workload arising from the transfer of private sewers to United Utilities as public sewers.*
  - *It is recommended that a Landlord Accreditation Scheme is not introduced in Chorley at this time.*
  - *It is recommended that a private rented sector housing standards policy be developed.*
16. On 14th April 2014 a verbal update was presented to the Overview and Scrutiny Committee, where it was confirmed that staffing resources had been allocated to housing standards inspections.
17. All six Environmental Health Officers within the Regulatory Services Team now have a generic role which includes the skills and knowledge to undertake the inspection and enforcement processes to the Housing Health and Safety Regulation Scheme (HHSRS) standard and a Housing Standards Enforcement Policy has been agreed at Executive Cabinet.
18. In 2014/15 the team were able to complete a total of 43 housing standards inspections in the private rented sector which resulted in the full compliance for those properties.
19. With the agreement for data sharing between Housing Benefit records and the Regulatory Services Team as well as the proactive 'Healthy Homes' initiative it is envisaged that a far greater number of private rented sector properties will be identified for inspection with the subsequent improvement in the standard of accommodation provided.
20. A private rented sector housing standards policy has been produced which ensures there is a consistent enforcement approach to undertaking programmed housing standards inspection work. This policy was adopted by the Council in November 2013.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

21. None

**CORPORATE PRIORITIES**

22. 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	√

**IMPLICATIONS OF REPORT**

23. 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**

24. Inspection activity is contained within existing budget provision.

**COMMENTS OF THE MONITORING OFFICER**

25. The Council has enforcement powers in relation to poor quality housing contained in the Housing Act 2004, the Environmental Protection Act 1990 and the Building Act 1984.
26. The information sharing protocol referred to in paragraph 6 of this report must comply with the Data Protection Act 1998

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECTION, STREETSCENE AND COMMUNITY

Report Author	Ext	Date	Doc ID
Lesley Miller	5299	2 April 2015	OS housing standards

**Appendix 1****Housing Standards Case Study**

Case Study - A multi-occupied tenanted property in Chorley which falls below the licencing threshold was brought to officers attention via a complaint relating to blocked drains resulting in sewage overflowing into the yard area.

Following informal visits by officers in early February 2014 a number of housing defects were also identifying including dampness, electrical safety issues and inadequate heating. There were also issues associated with overcrowding and fire safety which were dealt with on partnership with Lancashire Fire and Rescue Service. The property is divided into 3 flats, however, one flat is not self-contained and has bathroom, living, bedroom and kitchen facilities in various rooms and floors of the property.

Notices were served to resolve the drainage issues immediately.

The landlord was unwilling to resolve the matters informally.

Arrangements were also made to undertake a formal HHSRS inspection together with the fire safety officer and the landlord was invited to attend as per the requirements of the legislation. (This requires giving notice to all the tenants that an inspection was being arranged to ensure access to accommodation could be made).

Both Chorley Council and the Fire Service served improvement notices on the landlord as a result of the formal inspection.

As is common to many housing standards cases, this was complex in nature and required considerable negotiation with both tenants and landlord. Enforcement action was required in this case, which is time consuming and also results in numerous contacts and site visits to monitor progress and compliance.

The case was closed, following compliance with the improvement notices on 16<sup>th</sup> April 2014.

## Appendix 2

# Always at the doctors?

Could it be  
**your house**  
that's making you ill?



If you live in a privately rented property we can give your home a **FREE** health check



To find out how call  
**01257 515151**

[www.chorley.gov.uk](http://www.chorley.gov.uk)

Chorley  
Council





OVERVIEW AND SCRUTINY 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								
Partnerships Monitoring Report								*
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				
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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