

EXECUTIVE CABINET

THURSDAY, 26TH JUNE 2014, 6.00 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES FOR ABSENCE

1 **MINUTES OF MEETING THURSDAY, 20 MARCH 2014 OF EXECUTIVE CABINET**

(Pages 3 - 10)

2 **DECLARATIONS OF ANY INTERESTS**

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

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

3 **PUBLIC QUESTIONS**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY COMMITTEE (INTRODUCED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE, COUNCILLOR MARK PERKS)

4 **FINAL REPORT OF THE OVERVIEW AND SCRUTINY TASK GROUP - SELECT MOVE**

(Pages 11 - 32)

To receive the report of the Overview and Scrutiny Task Group and accept it for consideration, with a view to the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.

ITEM OF EXECUTIVE MEMBER (RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)

- 5 **PROVISIONAL REVENUE AND CAPITAL BUDGET OUTTURN 2013/14** (Pages 33 - 58)

Report of Chief Executive.

- 6 **CHORLEY COUNCIL PERFORMANCE MONITORING - FOURTH QUARTER 2013/14** (Pages 59 - 70)

Report of Chief Executive.

- 7 **CROSTON FLOOD RISK MANAGEMENT SCHEME** (Pages 71 - 78)

Director of Public Protection, Streetscene and Community.

ITEM OF EXECUTIVE MEMBER (PUBLIC PROTECTION) (INTRODUCED BY COUNCILLOR PAUL WALMSLEY)

- 8 **DRAFT STATEMENT OF COMMUNITY INVOLVEMENT JUNE 2014** (Pages 79 - 98)

Director of Public Protection, Streetscene and Community.

- 9 **ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR**

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Executive Cabinet (Alistair Bradley Chair), Peter Wilson (Vice-Chair) and Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley.

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

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Executive Cabinet

Minutes of meeting held on Thursday, 20 March 2014

Present: Councillor Alistair Bradley (Executive Leader in the Chair), Councillor Peter Wilson (Deputy Leader of the Council) and Councillors Beverley Murray, Terry Brown, Dennis Edgerley and Adrian Lowe

Also in attendance

Lead Members: Councillors Steve Murfitt, June Molyneaux, Christopher France, Danny Gee and Jean Cronshaw

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

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

Members of the public: One

14.EC.27 APOLOGIES FOR ABSENCE

No apologies for absence were received.

14.EC.28 MINUTES

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

14.EC.29 DECLARATIONS OF ANY INTERESTS

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

14.EC.30 PUBLIC QUESTIONS

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

14.EC.31 LGA PEER CHALLENGE FEEDBACK

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

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

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

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

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

Decision made

That the letter and next steps be noted.

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

14.EC.32 LEGAL RESTRUCTURE

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

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

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

Decision made

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

Reason(s) for decision

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

Alternative option(s) considered and rejected

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

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

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

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

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

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

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

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

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

Decision made

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

Reason(s) for decision

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

Alternative option(s) considered and rejected

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

Councillor Peter Wilson left the meeting at 6.15.

14.EC.34 REPLACING THE 3 TIER FORUM

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

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

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

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

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

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

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

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

Decision made

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

Reason(s) for decision

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

Alternative option(s) considered and rejected

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

14.EC.35 NEIGHBOURHOOD PRIORITIES

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

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

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

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

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

Decision made

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

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

14.EC.36 EXCLUSION OF THE PUBLIC AND PRESS

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

14.EC.37 KEY PARTNERSHIPS MONITORING REPORT

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

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

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

Decision made

That the letter be noted.

Reason(s) for decision

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

Alternative option(s) considered and rejected

No alternative options considered.

14.EC.38 PROPERTY SERVICES CONTRACT

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

Decision made

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

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

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

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

Decision made

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

Reason(s) for decision

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

Alternative option(s) considered and rejected

Not to present any recommended providers.

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

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

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

Decision made

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

Reason(s) for decision

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

Alternative option(s) considered and rejected

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

Executive Leader

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Report of the Overview and Scrutiny Task Group – Select Move April 2014



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1. PREFACE

The Scrutiny inquiry into the Select Move Choice Based Lettings scheme was requested by Members of Chorley Council after concern was raised about the accessibility & user- friendliness of Select Move and also the perception that people from outside the sub region and without local connection were accessing properties in Chorley.

The scrutiny examined in detail how the scheme operates, exploring the profile of customers who use it. This included looking at how often customers use it and accessing their views about it, the work of the Registered Providers who participate in the scheme. Whether or not there is a consistency of approach was reviewed in particular.

The task group engaged with both partners and customers to ensure that all perspectives were considered and to ensure the scrutiny was balanced.

The findings were mainly positive and Select Move was demonstrated to be a fit-for-purpose, effective way for a number of partners over a sub-regional footprint, to work collaboratively to allocate social housing.

Notwithstanding the above, there are some important improvements which can be made to the scheme, including ensuring necessary safeguards for those who are not equipped to access digital services.

I would like to thank the Task Group Members for their deliberations, the officers and the external representatives and the residents of Chorley who made a contribution to this report. The representations we received have proved invaluable and enabled us to produce a set of recommendation that we feel will improve the present procedures and policies to better serve our residents of Chorley.



Councillor Graham Dunn (Chair)

2. EXECUTIVE SUMMARY

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.

Objectives

To investigate and evidence whether Select Move is meeting the needs to the satisfaction of the applicants, by reviewing

- 1) The application processes
- 2) The allocation processes
- 3) The standard of allocated properties

Desired Outcomes

- 1) To secure a choice- based lettings service that meets the needs of Chorley residents.
- 2) To identify areas of improvement on condition of property at handover.
- 3) To reduce waiting times and lists.

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

Task Group Membership

Councillor Graham Dunn (Chair)
Councillor Hasina Khan (Vice Chair)
Councillor Alison Hansford
Councillor Steve Holgate
Councillor Paul Leadbetter
Councillor June Molyneaux
Councillor Steve Murfitt
Councillor Paul Walmsley

Officer Support:

Lead Officers

Lesley-Ann Fenton, Director Partnerships, Planning and Policy
Zoë Whiteside, Head of Housing

Support Officers:

Michael Coogan, Principal Strategic Housing Officer
Stuart Dewhurst, Housing Team Leader (Options)

Democratic Services

Dianne Scambler Democratic and Member Services Officer

Meetings

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

Contribution of Evidence

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

3. LIST OF RECOMMENDATIONS

The Executive Cabinet is asked to consider the following recommendations:

1. That there continues to be regular monitoring by the Council of the level of net migration into Chorley, including periodic reporting to the Overview & 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%.
2. 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 RPs look raise their offer to the same standard across all providers
3. That each Registered Provider review the provision for a decoration allowance for new tenants and review its level, increasing it to ensure it where necessary to ensure it is sufficient.
4. 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 certain tasks on the Select Move system.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. That the partnership lobbies Abris to implement the new system upgrade in order to improve the customer interface.

11. That the partnership ensures that any affordability policies or tests are consistent across RPs and that these policies do not wholly exclude groups of customers.
12. 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.
13. 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.
14. That the partnership amends the banding notification letter to include confirmation as to the evidence on which the banding is based,
15. That the partnership recognise the importance of treating social housing customers with dignity and respect and that customer service standards are of utmost priority

4. BACKGROUND AND CONTEXT

Local authorities have a legal responsibility to ensure social housing is allocated to people in greatest need and these duties exist regardless of whether or not they still own social housing stock. For those authorities where a large scale voluntary stock transfer (LSVT) has taken place, and this applies to Chorley, the duties include assessing customers for social housing and ensuring that the legally defined categories of those in most need, namely 'reasonable preference categories' are given sufficient priority.

Select Move is a Choice Based Lettings Partnership that replaced traditional waiting list systems whereby each Registered Provider and local authority held its own waiting list and associated Allocations Policy and customers would have to apply to each one, in order to be considered for housing. Choice Based Lettings allocation systems were introduced towards the end of the last decade and were very much promoted nationally as good practice, enabling customers to have a choice of home and also ensuring transparency in the process of social housing allocation.

Chorley Council became a partner to the Select Move partnership in 2011 and prior to that date; a manual system of allocations was in place, which comprised a points-based policy, with customers being offered a property by officers as they moved to the top of the waiting list. There were penalties for customers who refused the offer of a property without justification.

Select Move is very much a partnership approach, based on the premise that all partners share the same Allocations Policy, same procedures and processes for assessing housing applications and jointly procure and manage the software necessary to administer the system. The partners share the costs of the software and work collaboratively to agree any system configurations and policy and procedural matters.

The Select Move system is a computer software product (provided by Abris Software) and customers predominantly access the system via the internet, with applications, bidding and correspondence between provider and customer taking place digitally.

Applications can also be made in hard copy, telephone or face-to-face. Support and advice is available. Applications are assessed in accordance with a published Select Move Allocations Policy and supporting evidence must be provided in order for officers to accurately make an assessment of their housing need. There is also a smart phone version of the site available.

The Allocations Policy sets out how applications will be assessed and each application is prioritised into a band. There are five bands, from band A to E and briefly these include the following categories (please see policy document for full details):

Banding Criteria

Band	Overview of qualifying criteria
A	Medical/Welfare grounds-immediate life threatening condition which is seriously affected by the condition of the current housing Hospital discharge /or to prevent hospital admission (e.g. elderly) Protection of vulnerable adults or children Care leavers Release adapted properties Exceptional need to move (e.g. domestic abuse) Statutory overcrowded Private sector with category one hazard (HHSRS) Leaving supported accommodation and ready for independent living
B	Statutory homeless Under occupying by two bedrooms or more Overcrowded by 2 bedrooms or more Medical grounds- urgent need to move Need to give or receive essential long term care Homeless prevention
C	Entitled to reasonable preference due to non-priority homeless, intentionally homeless or otherwise homeless Need to move due to hardship Applicant without ground level access or in upper floor accommodation with one child under age of 10 years, including pregnancy. Accommodation lacks basic facilities
D	An applicant employed or undertaking training Positive community contribution Need to give or receive support Under occupying and likely to face hardship Over occupying by 1 bedroom
E	No housing need i.e. customers that do not qualify for additional preference but would like to move to alternative accommodation

Select Move is a web- based system and properties which are available are advertised each week by the Registered Providers on the website, with information about property₉

type size and location with photographs being shown (though often they are not added). Applicants express their interest by placing 'bids' using their unique account, rather than waiting to be allocated a property. A shortlist of interested applicants is then created and the Registered Provider which manages that particular property then reviews the shortlist and allocates the property to the most appropriate applicant according to the policy. The scheme promotes choice and sustainable communities since tenants are more likely to stay in a property that they have chosen themselves. Available properties are advertised for a particular band, based on a quota which is published in the policy. The quotas for bands A-E are 40%, 30%, 20%, 10% and 0% respectively.

The figure below illustrates the customer view when looking at Select Move.



The current partnership consists of the three central Lancashire authorities of Chorley, Preston and South Ribble along with nine Registered Providers that collectively have stock across the three boroughs.

The partners are governed by a Steering Group that is responsible for the strategic overview of the scheme, with senior representatives from all of the partner organisations attending. An Operational Group also exists and meets regularly to discuss day to day matters and specific issues or casework.

The Task Group was established to investigate the impact of the Select Move scheme for customers, considering if it meets our customer needs and expectations, how the

scheme operates and how policy is applied. The Task Group also considered what improvements could be identified which would further enhance the scheme. Some concerns had been raised about issues of inward migration to Chorley of those without a local connection to Chorley, particularly given the volume and availability of new build accommodation in Chorley as a result of the affordable housing programme.

The social sector in Chorley represents 13% of the total stock, which is approximately 6200 homes in total.

The largest stockholding Registered Provider is Chorley Community Housing (CCH) with 52% of the total stock or 3,200 units. Places for People are the second biggest, with 36 % or 2,200 units.

During the course of this scrutiny exercise, the Select Move Allocations Policy was reviewed and refreshed, partly in response to the Localism agenda and the new statutory guidance issued regarding the allocation of social housing. However, one key driver for reviewing the policy was the need to ensure local connection was a priority factor for customers and Chorley Council were strong advocates of this, particularly given the scale of the affordable programme in the Borough and the demand these properties generated.

The revised policy was ratified by all the partners respective Executive Cabinets and Boards and was implemented in February 2014. Part of this process required all customers on the housing register to complete a short review form and for local connection information to be verified. This exercise has essentially cleansed the housing register and has resulted in a reduction in the overall number of customers registered on Select Move. However the exercise is not yet complete and once it is, there are indications that it will reduce the total number of applicants currently on the housing register.

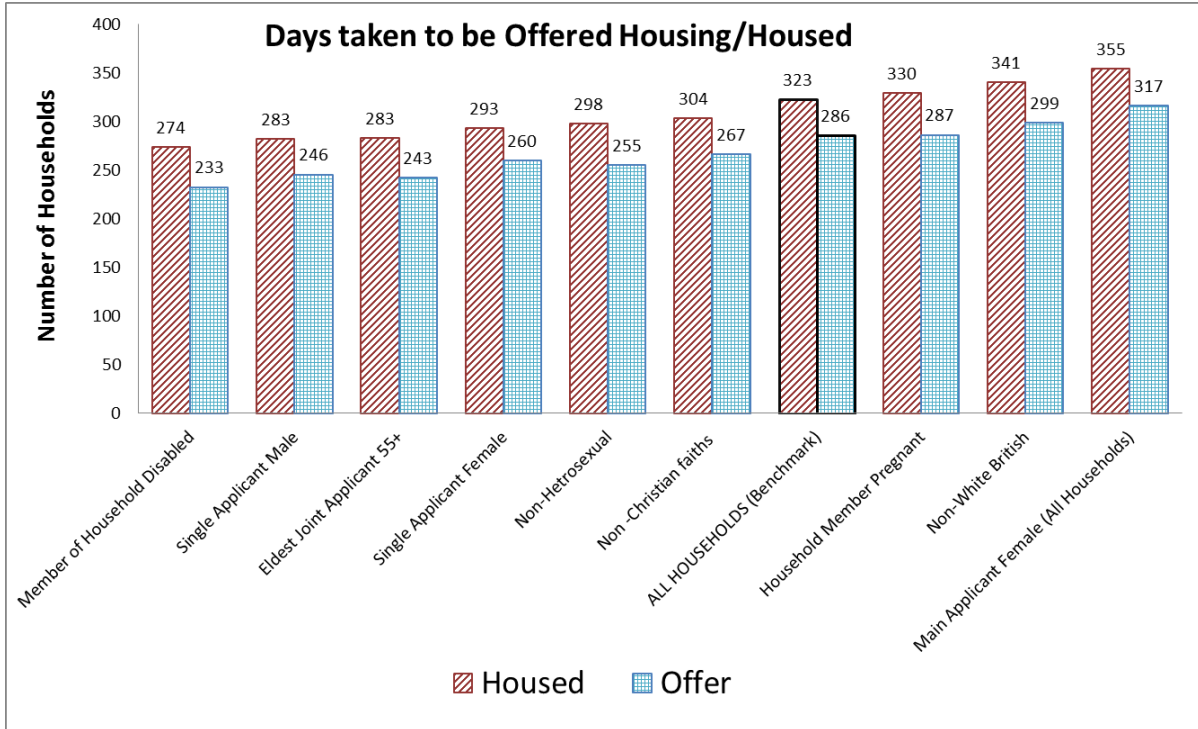
The current housing register breakdown for customers living in Chorley is:

	Band A	Band B	Band C	Band D	Band E	Total
Bedroom Need						
1 bed	14	75	60	126	335	610
2 bed	5	14	40	141	173	373
3 bed	2	7	10	44	42	105
4 bed	0	4	5	13	18	40
Total	21	100	115	324	568	1,128

The total number on the housing register is currently 1128. This figure includes all the applications currently held by all the partners (i.e. including those held by both the Council and also all of the RPs). As of the 14th February 2014, 54% of the customers on the register had completed the review process and as part of that, had their local connection verified. Chorley Council has completed all of its applications, resulting in a 67% reduction of applicants on the register. Whilst it is expected that a majority of these customers will have a local connection to Chorley, there remains some work to be done by RPs to complete this exercise and this is being undertaken at the time of writing.

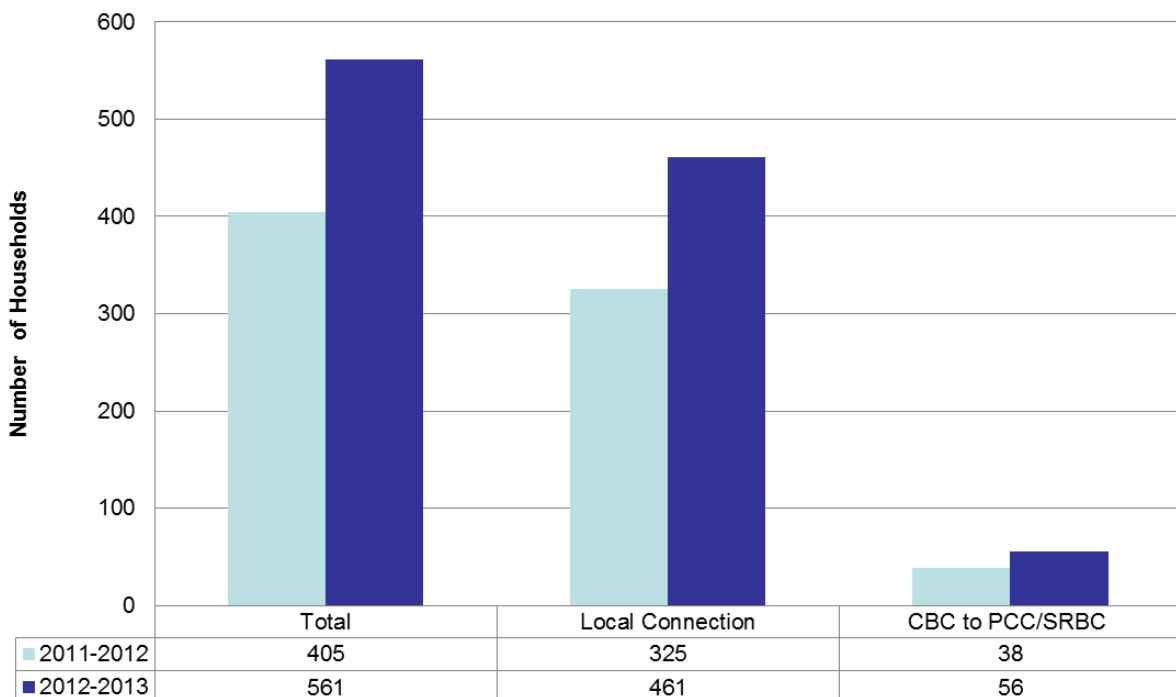
Days on Select Move before Housed

The Task Group was interested in finding out more about the length of time customers wait to be allocated a property. The figure below shows the number of days waited by customer profile and overall these figures are considered to be reasonable, given the size of the register and the relative size of the social rented stock in Chorley.



Chorley Select Move Lets

This table below illustrates the number of lets made in the past two years and illustrates the decline in net migration to Chorley of those without a local connection to the borough. Net inward migration was confirmed as 10.4% in 11/12 and 7.8% in 12/13. It was thus falling even before recent further changes in policy to ensure local connection.



5. METHOD OF INVESTIGATION

The Group were provided with three presentations from the following officers:

Michael Coogan, Principal Strategic Housing Officer
Stuart Dewhurst, Housing Team Leader (Options)
Zoe Whiteside, Head of Housing

An overview of the Select move system, what Choice based lettings is and how it works.

Statistical information requested by members, including bidding behaviour, customer profiles and inward migration.

The findings of the Select Move Customer survey.

The evidence considered included statistical breakdown of those people registered on the Select Move lettings scheme, including information about those with the following characteristics:

- Ethnic origin of household
- Faith of main applicant
- Sexuality of main applicant
- Gender of Main & Sole Applicant
- Rural Households
- Ages of Oldest Joint applicant By Household size
- Member of the Household Pregnant
- Member of Household has Disability

Information was provided as to who has been on Select Move the longest and analysis of bidding history and analysis of bidding activity was provided.

Analysis of the total number of lettings made prior to the introduction of Select Move in comparison to after Select Move was implemented.

The levels of migration were also reviewed, including the percentage of net migration (i.e. the inward migration of customers securing property in Chorley without a local connection to Chorley minus those with a local connection moving outwards to Preston or South Ribble).

The RT Hon Lindsay Hoyle MP for Chorley

Lindsay Hoyle MP provided written evidence to the Task Group, drawing on his contacts with his constituents.

Registered Providers

The five Registered Providers with the largest stockholding in Chorley were invited to attend to meet with members from the Task Group on 7 November 2013. The following representatives attended:

Richard Houghton	Chorley Community Housing
Rachel Page	New Progress Housing Association
Steven Amos	Places for People Housing Association
Vicky Young	Contour Housing Association

Apologies were received from Paul Spencer, Housing Manager North West, Accent Housing Group.

The Registered Providers were provided with an overview of the aims of the overview and scrutiny review in addition to a number of questions in advance. This was to enable the Registered Providers to prepare and also stimulate debate at the meeting. The questions explored:

- provision for front line service for Select Move customers,
- what steps they were taking to improve the customer experience,
- processes and procedures regarding undertaking pre letting assessments and skipping of customers on the shortlists,
- measures being put in place to respond to under occupancy,
- what steps are taken before letting to ensure properties are let a good standard.

Resident Representations: Customer Survey

A Customer Satisfaction survey was undertaken in order to obtain feedback on the processes relating to the Select Move lettings scheme. The survey was posted out, with pre-paid envelopes to 1790 households in Chorley, comprising of 1,442 active applicants and a further 348 customers who had successfully secured a new home using the Select Move system.

The survey questions were devised from discussions at the Task Group meeting and were posted the week commencing 18 November 2013 and the final ones received in January 2014.

The first survey to existing housing applicants generated a return of 16.7% (228 responses) and the second survey to those who had secured housing in the past 6 months generated a return of 18.9% (71 responses).

The survey responses were collated and the findings studied.

Resident Representations: Customer Drop In

In addition to the customer survey, members of the Task Group were keen to meet customers in person, to give them an opportunity to hear from customers about their experiences and concerns, and also any ideas they had about making the service better.

The survey had asked customers if they would be interested to attend a drop in session and subsequently 38 customers indicated they would. Therefore as this was a greater level of interest than anticipated, it was decided to randomly select 50% of the customers to invite to meet the Task Group members, and the remaining 50% were contacted to thank them for their offer of assistance and provide an opportunity to share their thoughts or comments about letters of invitation were sent to these customers and five customers attended.

The drop in session was structured, with two panels of Task Group members established to meet the customers, and each panel supported by an officer. There was also a member of the Housing Options team available to provide individual advice and support to any customers asking specifically about their application. These discussions took place outside of the panels.

The drop-in sessions were very successful and enabled productive and informative discussions between customers and the Task Group members to take place.

6. FINDINGS AND RECOMMENDATIONS

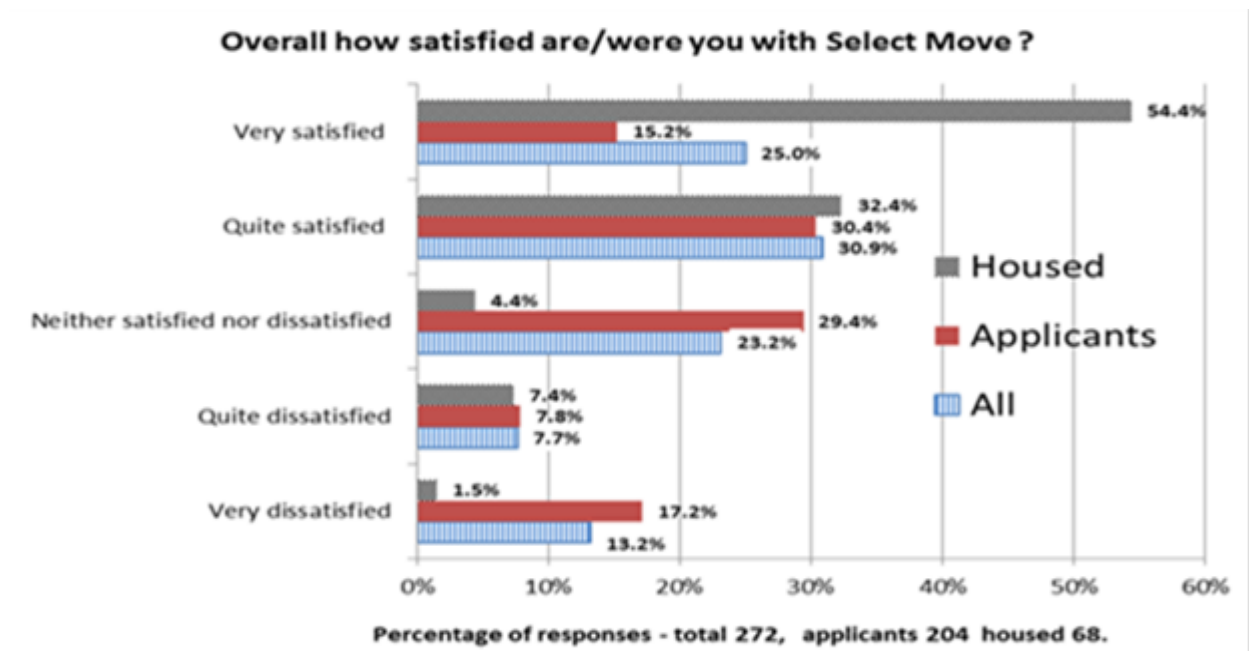
Customer Satisfaction

It was found that overall satisfaction with Select Move was good, with 25% of all customers saying that they were ‘very satisfied’ with the scheme, the figure increasing to 54.4% for those who were successfully housed in the past 6 months.

The majority of customers are satisfied (55.9%) with Select Move and satisfaction in those housed (86.8%) is almost double that of current applicants (45.6%). Over 7 in ten respondents preferred Select Move to the previous system and customers housed were more likely to bid frequently than those on the waiting list, and in total 68.7% of respondents bid at least every month. 70.0% of those housed managed this within a year, with 34.3% being housed within 4 months of applying.

Lack of bidding was partially down to internet access/ability and with a preference for dealing with people, but it is also down to personal choice. There was an overwhelming response to the question we asked customers about returning to the previous system of allocations, with 82.6% saying ‘no’.

During the drop in session, some customers expressed concerns regarding the quality of the customer care they received from staff across the partnership. In particular, the customers we spoke to felt that there was a lack of respect for them and that this was because they were applying for social housing. There was also evidence to suggest that customers had experienced issues with their personal documentation being lost by the provider dealing with their application and that this was distressing and caused delays with their application.



Recommendation

That the partnership amends the banding notification letter to include confirmation as to the evidence on which the banding is based,

Recommendation

That the partnership recognise the importance of treating social housing customers with dignity and respect and that customer service standards are of utmost priority

Moving into a property

The task group examined each of the respective Registered Providers processes for letting a property to a new tenant, including any assistance with decorating materials, choice of finishes when works are being undertaken (such as new kitchens or bathrooms) and generally customers views about the standard of accommodation at relet.

It was found that there were no major concerns about property standard, with 70% of customers satisfied with the condition of their property at letting. However, there was a variation in what Registered Providers offered prospective tenants with regard to decorating material. Where a property is in a bad state, it would nearly always be decorated by the Registered Provider before handover but in the case of some properties needing some redecoration some Registered Providers would give an allowance to new tenants, usually at a level well below the cost of a decent job.

Recommendation: That each Registered Provider review their processes for handing over properties at relet stage, including recording both the time taken to prepare a property ready for a let and also the level of assistance for new tenants. That all Registered Providers will look to raise their offer to the same standard of the best across all providers.

Recommendation: That each Registered Provider reviews the provision for a decoration allowance for new tenants and review its level, increasing it to ensure it where necessary to ensure it is sufficient.

Accessibility of Select Move

Accessibility to the scheme was reviewed and it was concluded that the partnership as a whole needs to be more proactive in supporting customers to develop skills in using computer technology. Whilst 68.4% of respondents found Select Move easy to use, there is a minority who are not bidding regularly and who told us they were unable to bid or access the website.

Of our survey respondents, 42.9% of all respondents said that they bid every week and interestingly, 72.1% of those customers who had been housed in the last 6 months had bid every week. However, there is evidence to suggest that a sizeable proportion of customers on Select Move do not bid regularly, with the survey finding 21% of current applicants had never bid.

It was concluded that customers valued the information presented on the Select Move system and this includes both advert text and also photographs of the available properties. Of our survey respondents, 67.2% stated that a photograph on the advert was 'very important'. It was also found that customers preferred the adverts to state specifically and clearly if that the property was restricted to a particular group or if the property was to be directly matched to a customer.

The survey suggested that a proportion of customers do not use Select Move online, either because they do not have access to a computer (28.3%) or because they do not know how to use a computer (26.7%). Of the customers who responded to the survey, 13.9% said that they were unable to bid or did not know how to.

Recommendation: 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 certain tasks on the Select Move system.

Recommendation: 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.

Recommendation: 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.

Recommendation: That the Registered Providers within the partnership are encouraged to provide more detail 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.

Recommendation: 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.

Recommendation: 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 of the scheme.

Local connection

The task group found that a number of steps have been taken in order to minimise the net migration of those without a local connection, into Chorley properties. These measures have proved reasonably successful and the very recent review of the Select Move Allocations policy will further enhance this.

Recommendation: That there continues to be regular monitoring by the Council of the level of net migration into Chorley, including periodic reporting to the Overview &

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%.

Affordability

The national welfare reform agenda and the introduction of changes for those claiming benefits has led Registered Providers to consider what the costs of renting a home are and if prospective tenants can afford properties they are bidding for.

Understandably, Registered Providers are concerned about the future viability of their business and so appear to be taking steps to ensure customers are able to meet the costs of running their new home. However, given the legal responsibilities placed on the local authorities under the homelessness and housing legislation (and these duties do not apply to Registered Providers), it is in the Council's interest to work with Registered Providers and ensure that any future policy does not prevent certain customers, such as those who are homeless or who have high priority for housing, from accessing accommodation.

The latest Statutory Guidance for social housing confirms that social housing is to go to those in 'greatest housing need' and therefore whilst Registered Providers may seek to obtain a balance in their communities, including providing social housing for working households, this must not be to the detriment of those who are in housing need and whom need support in order to access training and employment.

Recommendation: That the partnership ensures that any affordability policies or tests are consistent across Registered Providers and that these policies do not provide blanket exclusions for certain groups of customers.

Recommendation: 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.

Recommendation: 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.

7. CONCLUSION

The Task Group was established to investigate and evidence whether Select Move is meeting the needs of, and satisfaction levels of applicants, by reviewing:

- a) The application processes
- b) The allocation processes
- c) The standard of allocated properties

This work was undertaken with the first desired objective to ascertain if Select Move is a choice based lettings service that meets the needs of Chorley residents. The Task Group panel conclude that Select Move does largely meet our customers' needs, as satisfaction is good, allocations are being made within a period we considered to be reasonable and also the majority of customers when asked if we 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).

There are some areas of Select move we need to improve. However with the refreshed Allocations Policy and also the forthcoming system upgrade, which promises to improve the customer interface and experience, Select Move will increasingly meet need. Further, the introduction of a smartphone friendly version of the website will further enhance access for customers.

Our second desired outcome was to identify areas of improvement on condition of property at handover and whilst we revealed no major concerns, there are some suggestions for our partners which will improve the customer experience.

Our third desired outcome was to reduce waiting times and lists. The policy refresh work which is currently underway at time of writing, in ensuring that qualification and local connection are fully assessed and verified. Indications are that this will result in a distillation of the housing register. The new local connection provisions within the revised policy will ensure those with a local connection to Chorley are given priority for all available homes in Chorley, minimising the levels of inward migration. This is important particularly given the volume of new affordable housing developments in Chorley.

8. GLOSSARY OF TERMS

Allocation

The letting of a social property by a Registered Provider or Council

Nomination

The putting forward of a household in housing need by the Council to be housed by a Registered Provider

Allocation policy

The policy which determines how social properties are let.

Skipping

The act of passing over a bidding applicant to a lower priority applicant on a short list

Affordability

Determines whether a household has sufficient means to meet its housing needs

Migration

The movement of a household from one Council area to another

Abritas

The company which develops and supplies the software Select Move uses along with the majority of similar Choice Based Letting Systems nationwide

Choice Based Lettings

The method of letting social properties through a proactive 'bidding' system to allow customer choice, rather than waiting to be allocated a property on a traditional waiting list

Registered Provider

A provider of social housing who is registered with the Homes and Communities Agency including the all major Housing Associations

Chorley Council





Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	26 June 2014

PROVISIONAL REVENUE AND CAPITAL OUTTURN 2013/14

PURPOSE OF REPORT

1. To present the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2013/14.
2. To present the provisional outturn figures for the 2013/14 Capital Programme and update the Capital Programme for financial years 2014/15 to 2016/17 to take account of the re-phasing of expenditure from 2013/14 and other proposed budget changes.
3. The accounts are provisional at this stage and are also subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the outturn as a result of this process a further report will be submitted to Executive Cabinet.

RECOMMENDATION(S)

4. Executive Cabinet are asked to consider the following recommendations.
 - Approval of slippage requests and other transfers to reserves outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2014/15.
 - Approve the transfer of £326k net income from Market Walk in 2013/14 split 80:20 between the Change Management Reserve and Equalisation Reserve (to limit the future impact of any potential reduction in income).
 - Note the impact of the final capital expenditure outturn and approve the re-phasing of capital budgets to 2014/15.
 - Approve the financing of the 2013/14 Capital Programme to maximise the use of funding resources available to the Council.

EXECUTIVE SUMMARY OF REPORT

5. The Council's overall savings target of £200,000 in 2013/14 from management of the establishment has been achieved.
6. There is a provisional underspend against the budget at year-end of £294k (as detailed in Appendix 1) which takes into account requests for slippage of committed items of £268k and transfer to specific reserves of £688k. Recommendation is made to transfer a further sum of £145k to reserves to fund other cost pressures in 2014/15 as outlined in paragraph 48. This will reduce the final underspend to £149k which will be transferred to general balances.

- 7. The Council’s Medium Term Financial Strategy proposed that working balances were to be no lower than £2.0m due to the financial risks facing the Council. I am pleased to report that should the recommendations in this report be accepted, the level of balances proposed at 31 March 2014 will exceed the minimum of £2.0m by £0.189m. This puts the Council in a strong position for the start of the next financial period.
- 8. The provisional capital outturn is £25.615m. This is a reduction of £968k, due to the re-phasing of schemes into 2014/15, compared to the previous update reported to Council on 25th February 2014. Further details are outlined in section B of this report.

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

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

- 9. To ensure the Council’s budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10. None.

CORPORATE PRIORITIES

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

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

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

BACKGROUND

12. The Council's approved revenue budget for 2013/14 included target savings of £200,000 from management of the staffing establishment. The December budget monitoring report announced that a saving of £150,000 had been achieved to the end of the third quarter, leaving a further £50,000 to be identified by the end of the financial year. It was anticipated that further savings should be made in the final quarter as a result of directorate restructures but if the remaining target was not achieved, budget efficiencies would have to be identified elsewhere to ensure the target for the year is achieved.
13. The last report to the Executive Cabinet of 13th February contained a projected outturn for 2013/14 which outlined a forecast underspend of £118,000 based on information to the end of December and that the level of General Balances at year-end would exceed the minimum £2.0m set out in the Medium Term Financial Strategy.
14. The previous forecast underspend reported to Executive Cabinet excluded the following special items:
 - Income generated from Market Walk;
 - Section 31 grant from the Department for Communities and Local Government, received to compensate the Council for loss of business rates as a result of Small Business Rate Relief.
15. The previous projection of net income from Market Walk was £160k for 2013/14. It was recommended in the February Budget Monitoring Report that the final surplus at year-end be divided between two reserves: an equalisation reserve to smooth any fall in forecast income from Market Walk in future years; and a Change Reserve which would assist in funding future organisational change.
16. The February Budget Monitoring Report recommended the use of revenue funding from the Small Business Rate Relief to replace borrowing as funding for short life capital schemes to achieve revenue savings in 2014/15 and beyond.
17. Council of 25th February 2014 approved amendments to the capital programme 2013/14 to 2015/16 and introduced the recurring annual budgets in 2016/17:
 - 2013/14 – £26.584m
 - 2014/15 – £11.924m
 - 2015/16 – £1.305m
 - 2016/17 – £0.390m

SECTION A: REVENUE OUTTURN

18. Set out in Appendix 1 is the summary provisional outturn position for the Council for 2013/14. No individual service directorate figures are attached. These can be viewed at <https://democracy.chorley.gov.uk/documents/s44832/ServiceLevelBudgetMonitoring201314June2014.pdf> and are also available as hard copies for inspection in the Members' Room.
19. The net expenditure at the end of the financial year shows a provisional underspend against the Council's budgets of £294,000 (after taking requests for slippage and other special items into account), this is a movement from that reported in December of £176,000. Details of the revenue outturn position are shown in Appendix 1 and requests for slippage and the transfer of resources to reserves are outlined in Appendix 2. Analysis of the main variances over and above those previously reported in monitoring is shown in the table below. Further details are contained in the service unit analysis available in the Members' room.

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

Note: Further savings/underspends are shown as ().

	£'000	£'000
Expenditure		
Staffing costs	(27)	
Electoral Registration (IER)	(11)	
External Audit Fees	(10)	
Community Infrastructure Levy	<u>17</u>	
Income		(31)
Buckshaw Waste Collection/Bin Sales	(20)	
Streetscene income - additional LCC Contributions	(18)	
Streetscene income - recharges to Parishes/third parties	(13)	
Young Peoples Activities (Disability Shortbreak)	(19)	
Cemetery Income	(18)	
Markets Income	<u>(11)</u>	
Net Financing Transactions (Landsbanki interest)	(28)	(99)
Misc. Government Grants	(23)	
Other minor variances	<u>5</u>	
		(46)
Net Movement		(176)

20. An additional saving of £27,000 on staff salaries within the People and Places and Chief Executive and Transformation directorates has been achieved in the period since the last monitoring report. This has helped to achieve the Council's savings target of £200,000 from management of the establishment for 2013/14.
21. The 2013/14 estimates included additional budget provision for the potential impact of Individual Electoral Registration (IER). The introduction of IER was expected to increase printing and postage costs but it is now anticipated that the majority of costs will only be incurred in 2014/15 resulting in a saving of around £11,000 for 2013/14.
22. In March of this year the Council received notification that the Audit Commission had agreed an immediate rebate of £8 million in Audit Fees to be distributed across local audit bodies. The announcement was made following a meeting of the Audit Commission's Board to discuss retained earnings prior to its closure at the end of May 2015. The Council received a sum of £8,000 for its share of the rebate and this together with other minor savings on audit fees has resulted in a budget saving of £10,000 in 2013/14.
23. In September 2013 the Community Infrastructure Levy (CIL) was introduced as a new mechanism by which local authorities can charge a levy on new developments in their area to pay for infrastructure of various kinds. The Council has since faced a legal claim brought by a local landlord challenging the charging schedule adopted. The court has recently dismissed the challenge, finding in the Council's favour. However, the Council's share of legal costs (shared with Lancashire County Council, Preston City Council and South Ribble Borough Council) and the prospect of having them reimbursed has not been settled in time for year-end. As a result we have recognised the Council's share of residual costs of £17,000 in 2013/14 and any subsequent reimbursement will be reported in 2014/15 budget monitoring.

24. One of the most significant areas to impact on the Council's revenue outturn position is the amount of additional income generated over recent months. One example is the amount that the Council recharges to South Ribble Borough Council in respect of the Buckshaw waste and recycling service. Income levels have continued to increase as a result of new build properties in excess of the current budgeted levels. Waste and recycling bin sales have also increased compared to previous years. This has resulted in additional income of around £20,000 for 2013/14.
25. During meetings held with the Council's Streetscene staff in December 2013, Lancashire County Council confirmed the payment due in respect of Public Realm works but at the time were unable to confirm if the Council would receive additional payments for work carried out to Chorley roundabout displays and the Central Avenue Embankment. Agreement has since been reached on this matter with the council receiving payments in March of £9,700 and £8,450 respectively.
26. Another area where the Council's Streetscene team has managed to generate additional income is in the recharges to Parishes and third parties. This area covers work undertaken by Streetscene on behalf of Parish requests. Income received in previous years has been broadly in line with the budget set, however, this year there has been an increase in the requests for work from Parishes. This has amounted to £26,000 which the Streetscene team have managed to carry out in house resulting in additional income of around £13,000 over previous forecasts.
27. One area that has generated additional income in 2013/14 for the Council is in the provision of a short breaks programme funded by Lancashire County Council, whereby a wide variety of activities are provided during school holidays that are targeted at children and young people with disabilities. As these activities are organised by the Council's Young Peoples Activities team the majority of costs are maintained in-house therefore generating additional income for the Council. An additional sum of around £19,000 has been generated to the end of the financial year.
28. Cemetery income levels have increased significantly. The forecast in December was for a surplus of around £15,000, however, income levels has increased further resulting in additional income of around £18,000 above the previous forecast.
29. Markets Income levels have also increased since the December forecast. Historically this post-Christmas period, combined with the worst of the winter weather, has resulted in the slowest trading months with normally reduce fee income expected for the final quarter. This has proven not to be the case in 2013/14 and the Chorley Markets continued to attract traders. As a result, an additional £11,000 income has been generated over the previous forecast.
30. In February the Council, along with a number of other local authorities, sold their remaining claims against LBI (formerly Landsbanki Islands hf) through a competitive auction. The Council received a payment that brought the total recovered to £1,856,337, which is around 93% of the sum originally invested. The cash received is not a windfall resource to the Council, because the annual statement of accounts each year has been prepared on the assumption that most of the investment would be recovered over a period of several years. There is an interest element from the auction proceeds which exceeds the previous net financing forecast by £28,000.
31. In March of this year the Council received two small government grants, a Capitalisation Provision Redistribution Grant and Transparency Code Set Up grant. As part of the Local Government Finance Settlement for 2013/14, £100 million was held back from Revenue Support Grant to provide an in-year capitalisation process with the intention that any remaining funds would be redistributed back to local authorities. A remaining balance of £82.5 million was shared out with Chorley receiving the sum of £20,362. A further grant of

£2,588 was received from the DCLG to help with costs associated with the Governments transparency code for Councils to increase local accountability.

COMMITTED ITEMS/SLIPPAGE REQUESTS

32. Each year the Council commits itself to expenditure that may not always be incurred in the financial year. It is customary to allow directorates that have a budget underspend to carry forward these resources to pay for specific items in the following year. This is an important part of the budget management process as it allows officers to commit earmarked resources to specific projects particularly towards the end of the financial year.
33. A full schedule of the budget carry forward (slippage) requests received for 2013/14 is outlined in Appendix 2.

MARKET WALK

34. On 29th November 2013 the Council acquired the Market Walk Shopping Centre in the Town Centre. The Executive Cabinet has previously approved that the net rental income from the shopping centre over the four months to financial year-end be transferred to two reserves. It is proposed to amend the share of resources to an 80:20 split between the Change Management Reserve and Market Walk Equalisation Reserve.
35. The net income to 31st March 2014, once all costs that fall on the Council have been deducted, is £326k. This has increased compared to the initial forecasts and is largely due to the Council reducing the costs of financing the acquisition. This has been achieved by the fact that some borrowing has been financed via internal cash balances that have been available that alternatively would have been invested and only realised a very small rate of return.
36. The transfer to the change management reserve will help to fund future service re-organisation across the council. The creation of an equalisation reserve will smooth any possible adverse movement in income generation from the shopping centre should that occur in future years. Variations in income levels are also mitigated against within the Council's Medium Term Financial Strategy which contains a further minimum £100k on-going contribution to this reserve over the next three years to 2016/17.
37. The statement below summarises the outturn position.

	2013/14 £'000
Market Walk Outturn (29-Nov-13 to 31-Mar-14)	
Gross Income (<i>from rents</i>)	(574)
Expenditure (<i>Financing costs of the acquisition; marketing and promotion; legal fees; vacant units service charge; strategic management.</i>)	248
Net Income	(326)
<i>Transfer to Change Management Reserve (80%)</i>	261
<i>Transfer to Equalisation Reserve (20%)</i>	65
Total Transfer to Reserves	326

2013/14 INVESTMENT AREAS

38. The budget for 2013/14 saw the introduction of a budgeted investment package funded from the previous year's underspend and available surplus of New Homes Bonus. The new revenue investment programme totalled £1.349m and the progress to date with regard to spend is detailed in Appendix 4.
39. The majority of projects are complete and the remainder have been transferred to specific project reserves. The reserves will be matched to expenditure as it is incurred during 2014/15.
40. Within the total budgeted Investment Package there was also an additional capital investment proposed of £1.475m. The programme of work is committed and progress against these schemes is outlined in section B of this report on the Capital Programme.

RETAINED BUSINESS RATES

41. The Business Rates Retention (BRR) scheme was introduced in April 2013. It provides a direct link between business rates growth or decline, and the amount of money the council has to spend on local people and local services. The Council is able to keep a proportion of business rates revenue, as well as growth generated on that revenue, within their local area. Conversely any decline in Business Rates revenue levels reduces the income received by the Council.
42. The calculation of the Business Rates expected to be retained (which was included in the 2013/14 approved budget) and a comparison with the subsequent final schedule of income received, is attached as Appendix 5 at a summary level. The technical calculations within the new system are very complex including the fact that the impact of performance in a particular year spans more than one financial year.
43. The council receives resources for the year based on the initial estimate of business rates income included in the budget at the start of the financial year. Any change, be it a surplus or deficit, needs to be built into the next budget for business rates which will be for 2015/16.
44. The collection fund for BRR in 2013/14 has resulted in a deficit from that originally expected. This has been caused by an increase in the estimated level of appeals to be made against property valuations by BRR payers. Chorley's share of the 2013/14 deficit is £508k compared to £66k which is already included in the budget. The resulting additional £442k increase in the 2013/14 deficit will impact the budget in 2015/16. The provision for appeals has been increased following the experience gained from the new scheme during the first year of operation. The effect of this deficit should not have a detrimental in 2015/16 due to the introduction of a budgeted reserve for Business Rates Retention to offset the volatility of the scheme. This reserve is projected to hold £503k by March 2015.
45. A key element of the new regime is the impact that appeals have on the level of income received. Should business rate payers be successful in appealing against the valuation placed on premises, upon which the charge is based, this will reduce the subsequent rate yield in 2014/15. This may potentially lead to a further deficit chargeable in 2015/16.
46. As the BRR collection fund has not performed as well as expected the levy charged by Central Government for improved performance has also reduced. Therefore, a small surplus of £30k has been realised in year due to the levy payment to DCLG being less than originally estimated. This has been transferred to the business rates reserve.

Section 31 Grant (Small Business Rate Relief)

47. Central Government is committed to refunding Local Authorities for any loss in income within the Business Rates Retention (BRR) scheme brought about by their Empty Property and Small Business Rate Relief (EP/SBRR). The refunds, based on the initial estimates reported through NNDR1 (name of BBR return), are to be made through a section 31 grant.
48. The Council has received £447k as reimbursement for EP/SBRR. This is in addition to the income budgeted for from business rates in 2013/14. As previously approved, this additional funding will be used to reduce the use of borrowing within the capital programme in 2013/14 and 2014/15. Hence this will save the subsequent revenue costs of borrowing in 2014/15 and future years. The amount used in 2013/14 is £115k with £332k being carried forward for use in future years.

GENERAL FUND RESOURCES AND BALANCES

49. With regard to working balances, and as per Appendix 1, we started the year with a balance of £2.060m. The approved MTFS proposes that working balances are to be no lower than £2.0m given the budgetary challenges facing the Council. There are a number of items, however, that will impact on this position that should be considered by Cabinet, these being:
- Carrying over items into 2014/15 via slippage requests (outlined in Appendix 2).
 - Transfer of £100k to reserves to fund buildings maintenance and improvement works.
 - Transfer of £25k to reserves to fund new smart phones and tablet devices.
 - Transfer of £20k to reserves to fund the cost of maternity cover in 2014/15.
50. In June 2012, a provision of £15,000 was created for potential repayment of insurance settlements to the Council's former insurer MMI, but this represented only part of the total potentially repayable. It was agreed that any payments in excess of this provision would have to be met from general balances. Payments made to the end of 2013/14 total £14,222 with further payments now payable during 2014/15. As a result an additional £20,000 has been added to the provision to cover future liabilities.
51. In November 2013 the Council received a sum of £10,000 from McLagan Investments Limited as a contribution to costs regarding land at Bolton Street as part of the Asda development. This sum has been set aside as a provision to cover the costs of connecting utility services from the Asda feed into the development site acquired as part of the land deal.
52. The provisional outturn position for 2013/14 for the Council's General Revenue Fund shows an underspend against the Council's budgets of around £294,000 (after taking requests for slippage into account). Details of the 2013/14 revenue outturn position are shown in Appendix 1.
53. The impact of the provisional underspend, together with the in-year transfers to and from reserves, is a potential closing balance of £2.334m for working balances. This position provides an ideal opportunity to increase investment in some of the Council's priority areas as detailed below.
54. The Council's property services advisor Liberata UK previously identified a three year programme of buildings maintenance and improvement works resulting in the creation of a buildings maintenance reserve for use in 2013/14. This reserve is now fully committed and use of the Council's 2013/14 underspend will enable the essential improvement works identified for 2014/15 to be carried out. Given the revenue outturn position and the level of general balances, it is prudent at this stage to recommend that a sum of £100,000 is transferred to this reserve to finance buildings works in 2014/15.

55. A further £25,000 investment is required to fund tablet and smartphone devices in support of the Councils ICT and Digital Strategies. The new infrastructure will enhance the provision of information to customers, improve the management of service requests and support improved productivity.
56. A funding requirement of £20,000 has been identified to cover the potential cost of maternity cover in 2014/15.
57. The effect of the above recommendations and decisions taken previously on working balances is detailed as follows. It can be seen from the table below that the General Fund Balance will exceed the minimum level set in the MTFS by £0.189m.

Table 2 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2013/14	2.060
Provision for MMI clawback	(0.020)
Provisional revenue budget underspend	0.294
Potential Closing Balance 2013/14	2.334
Less proposed transfers to reserves (appendix 2)	(0.145)
Proposed Working Balances for 2014/15	2.189

58. Appendix 3 provides further information about the specific earmarked reserves, provisions used throughout 2013/14, and those that would be available for use in 2014/15 if the recommendations of this report are approved.

SECTION B: CAPITAL OUTTURN 2013/14 AND CAPITAL PROGRAMME 2014/15 TO 2016/17

59. Amendments to the Capital Programme 2013/14 to 2015/16 have been reported to Executive Cabinet through the quarterly in-year monitoring reports.
60. The Capital Budget Report to Special Council in February 2014 contained the new Capital Programme 2014/15 to 2016/17 as well as the latest forecast of expenditure in 2013/14. The capital programme budget for the four years 2013/14 to 2016/17 as reported to Council was as follows:
- 2013/14: £26.583m (of which £23.341m was for the acquisition of Market Walk
 - 2014/15: £11.924m
 - 2015/16: £1.305m
 - 2016/17: £0.390m

CAPITAL OUTTURN

61. Capital expenditure in 2013/14 was £25.615m. Appendix 6 sets out a breakdown of which the capital schemes undertaken which includes:-
- the acquisition of the Market Walk Shopping Centre;
 - improvements to the Council's assets;
 - grants to third parties for the provision of affordable housing and disabled adaptations; Leisure Centre improvements; and the provision of play and recreation.

Market Walk – capital expenditure £23.341m

62. On 29th November 2013 the Council purchased the Town Centre shopping centre for £23.341m. The acquisition plays a key role in the Council's MTFs in closing the forecasted budget gap. The acquisition has been budgeted to be financed through prudential borrowing over a period of 50 years. The costs of the borrowing are significantly less than the income generated from the rental of shop units and therefore there are no additional potential costs to the Council Tax payer.

Asset Management and Regeneration – £841k

63. The refurbishment of the White Hart Public House was completed in 2013/14 bringing back into use a prominent town centre site. The demolition and clearance of the Clayton Brook Public House has created a site for communal open space.
64. The refurbishment of 98-102 Market Street is almost complete and has been achieved within budget (£368k). Over the next couple of months it is planned that retailers will move into the four new units.
65. The contract for resurfacing and improvements to the Portland Street, Fleet Street and Flat Iron car parks has been awarded and initial fees have been incurred. The main contractor costs will be in 2014/15.

Housing – £543k

66. A programme budget for affordable housing was approved in 2013/14. To date the Council has contributed £76,500 to the scheme at Halliwell Street. The majority of funding will be transferred in 2014/15 and specific projects are detailed in the section below on the re-phasing of the capital programme.
67. The Council contributed £433k in 2013/14, funded from government grant and contributions from registered providers, to the disabled facilities programme for work to adapt homes for disabled occupants. The final outturn exceeded the previous forecast by £67k. This additional work was funded from £13k of 2013/14 grant, an additional £5k was received from registered providers and £49k funded from the Council's carried forward provision of regional housing pot.
68. The next phase of improvement works at Cotswold House, aimed at improving the housing offer and accommodation is due to progress in 2014/15. Preliminary design and feasibility works have been completed by Liberata in conjunction with staff from Cotswold, the Housing Strategy Team and the Head of Governance.

People and Places – £866k

69. Work has been completed on the restoration of the Memorial Arch and Cenotaph improvements including a new footpath at the Park Road entrance to the park. The refurbishment of Astley Farmhouse to provide a new exhibition space is underway and due for completion in 2014/15.
70. The access road to Duxbury Golf Course is complete and work has begun on the Clayton Brook Village Hall Extension and works at Eaves Green Community Centre. £77k was spent on a multi-use games area (MUGA) at Sagar House.
71. Renovation works to the All Seasons and Clayton Green Leisure Centres have utilised some of the budget earmarked for 2014/15. This is not additional cost, rather the work has been completed ahead of schedule and as such £15k has been accelerated from the 2014/15 budget.
72. The remaining approved budget for Rangleys Recreation Ground is for a new allotment site, extended play area provision, overflow car parking and other hardworks (including lighting, footpaths and fencing). Work to date has been for site remediation including Mineshaft treatment work.
73. The provision of waste and recycling bins has cost £5k more than originally budgeted and this has been accelerated from the budget for 2014/15.

CAPITAL PROGRAMME 2014/15 ADDITIONS AND RE-PHASING

74. The Capital Outturn of £25.615m was a reduction of £968k compared to the last reported forecast estimate reported to Council in February 2014.
75. The £968k variation is not an underspend but due to the requirement to re-phase a number of budgets in-line with revised timescales of delivery outlined in further detail below.
76. The refurbishment of 98-102 Market Street is almost complete. The final works and costs will be in the first quarter of 2014/15 and budget of £32k has been re-profiled in line with the timescale for completion.
77. In 2013/14 there was £115k set aside as the Council's contribution to the changes to the site at Bengal Street following the lease to Recycling Lives. Following delays with signing the lease these works were put on hold and are now likely to take place over the summer.
78. The 2013/14 budget contained approved budget of £15k for a Human Resources project connected to provision of a staff benefit portal and £47k reserved for ICT implementation. These have both been transferred to 2014/15 and progress of the projects, and the potential transfer of resources to revenue once firm proposals are in place, will be reported through the in-year monitoring reports.
79. The Council has approved the contribution of £272k to a Housing scheme at St George's Street in the town centre which will see a former bar converted into affordable housing. This was initially due to begin in 2013/14 and as such the budget was split over two financial years. The full scheme, however, will now commence in 2014/15 and £136k has been re-profiled into 2014/15.
80. The contract for phase 5 of the improvements to Cotswold House has been out to tender and the chosen contractor appointed. The contract price is £155k, however, electrical works may well be undertaken at the same time which are provisionally earmarked to come out of unallocated Housing funds. Further information will be reported to the Executive as part of 2014/15 quarter one monitoring report.

81. The People and Places Capital Programme has been re-phased by £390k with the transfer of committed budgets to 2014/15. The budget for the development for Astley Hall and Park is now £762k in 2014/15 and will fund remaining renovation work at Astley Farmhouse, footpath lighting and improvements, a sensory garden, street furniture, event staging and car parking.
82. Further re-profiling of budgets will enable delivery of play facilities at Adlington, Eaves Green and Rangletts Recreation Ground.

CAPITAL PROGRAMME FINANCING 2013/14

83. The financing of capital expenditure in 2013/14 is summarised in table 3 for schemes excluding Market Walk. Market Walk was funded from prudential borrowing.

Table 3 - Capital Financing (excl. Market Walk)

	£'000	%
Capital Expenditure (excl. Market Walk)	2,274	
Financed by:		
Government Grants	441	19%
External Contributions	357	16%
Revenue Financing	152	7%
Capital Receipts	0	0%
Borrowing	1,324	58%

84. **Government Grants** - the grants applied were used to fund the programme of disabled adaptations and the ICT scheme Unified Intelligent Desktop. In 2013/14 we received £274k of Disabled Facilities Grant (DFG). In addition, funds had been carried forward, DFG grant received in 2012/13 of £89k and former Regional Housing Pot of £48k.
85. **External Contributions** - £23k from Registered Providers to contribute to disabled adaptations. £289k section 106 contributions were used to fund affordable housing projects, play and recreation, and CCTV implementation. And other contributions totalling £45k were received for works to Astley Park (from the lottery funded project Chorley Remembers) and Duxbury Golf Course (from the tenant re: access road).
86. **Revenue Financing** - £115k was used to fund the purchase of new bins through the use of the section 31 grant (as explained above). The design and feasibility work at Cotswold House is funded from an earmarked revenue reserve. Preliminary work re-surfacing town centre car parks has been funded from the Town Centre Reserve. Finally, the Climate Change grant allocated to applicants who can evidence energy saving initiatives is funded from revenue reserved for capital schemes.
87. **Capital Receipts** - during 2013/14 we have received a total of £325k capital receipts. It is proposed to carry this resource forward to help fund new initiatives in 2014/15 without the need to borrow.

88. **Prudential Borrowing** - capital expenditure of £1.324m was financed from external borrowing compared to an original funding estimate of £2.371m. The reduction in the 2013/14 borrowing requirement is due to the re-profiling of schemes to 2014/15 (£771k), the use of revenue to fund replacement bins (£99k), and the removal of the strategic regional site project from the budget (£371k). In order to best plan for the future use of the Council's own resources, long term investment at Astley Park and Yarrow Valley (total capital expenditure of £196k) has been financed from borrowing which allows capital receipts to be retained to fund short term assets, which would be more costly to finance through borrowing, in future years.

IMPLICATIONS OF REPORT

89. 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

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

COMMENTS OF THE MONITORING OFFICER

91. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond	5488	19/05/14	Revenue Budget Monitoring 2013-14 Provisional Outturn.doc

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	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring Provisional Outturn 2013/14	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive & Transformation	6,005,490		(17,750)	(155,830)	5,831,910	(75,000)		5,756,910	5,484,224	(272,686)	-4.7%
Partnerships, Planning & Policy	1,417,850		12,240	120,580	1,550,670			1,550,670	1,565,051	14,381	0.9%
People & Places	6,560,040		5,510	87,770	6,653,320	(125,000)		6,528,320	6,480,920	(47,400)	-0.7%
Directorate Total	13,983,380	-	-	52,520	14,035,900	(200,000)	-	13,835,900	13,530,195	(305,705)	-2.2%
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	243,970				243,970			243,970	230,996	(12,974)	-5.3%
Benefit Payments	153,240			102,000	255,240			255,240	89,505	(165,735)	-64.9%
Market Walk					-			-	(475,015)	(475,015)	-
Corporate Savings Targets											
Management of Establishment	-			(200,000)	(200,000)	200,000		-	-	-	-
Reduction in Pension Rate	-			-	-			-	0	-	-
Efficiency/Other Savings	-			-	-			-	0	-	-
Total Service Expenditure	14,380,590	-	-	(45,480)	14,335,110	-	-	14,335,110	13,375,681	(959,429)	-6.7%
Non Service Expenditure											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(200,000)			200,000	-			-	0	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	-			152,270	152,270			152,270	152,269	(1)	(1)
Net Financing Transactions	261,350			(23,750)	237,600			237,600	332,962	95,362	
Parish Precepts	530,240			(340)	529,900			529,900	529,899	(1)	(1)
Total Non Service Expenditure/Income	591,590	-	-	328,180	919,770	-	-	919,770	1,015,130	95,360	
Total Expenditure	14,972,180	-	-	282,700	15,254,880	-	-	15,254,880	14,390,812	(864,068)	-5.7%
Financed By											
Council Tax	(6,340,200)				(6,340,200)			(6,340,200)	(6,340,199)	1	
Grant for freezing Council Tax 2013/14	(64,570)				(64,570)			(64,570)	(65,956)	(1,386)	
Revenue Support Grant	(3,861,960)				(3,861,960)			(3,861,960)	(3,861,957)	3	
Retained Business Rates	(2,740,260)				(2,740,260)			(2,740,260)	(2,770,727)	(30,467)	
Council Tax Transition Grant	(19,890)				(19,890)			(19,890)	(19,890)	-	
Capitalisation Provision Redistribution Grant	-				-			-	(20,362)	(20,362)	
New Homes Bonus	(1,805,030)				(1,805,030)			(1,805,030)	(1,805,040)	(10)	
New Burdens Grant	(16,400)				(16,400)			(16,400)	(18,990)	(2,590)	
S31 Grant SB/EPRR				(115,440)	(115,440)			(115,440)	(447,208)	(331,768)	
Collection Fund (Surplus)/Deficit	(77,000)				(77,000)			(77,000)	(77,000)	-	
Use of Earmarked Reserves - capital financing	-			(30,930)	(30,930)			(30,930)	(30,922)	8	
Use of Earmarked Reserves - revenue expenditure	67,630			(76,050)	(8,420)			(8,420)	(8,357)	63	
Conts in CGUA Reclassified as Revenue	-			(60,280)	(60,280)			(60,280)	(60,280)	-	
Budgeted Contribution from General Balances	(114,500)				(114,500)			(114,500)	(114,500)	-	
Total Financing	(14,972,180)	-	-	(282,700)	(15,254,880)	-	-	(15,254,880)	(15,641,388)	(386,508)	2.5%
Net Expenditure	-	-	-	-	-	-	-	-	(1,250,576)	(1,250,576)	
General Balances Summary Position											
				Target	Forecast						
				£	£						
General Fund Balance at 1 April 2013				2,000,000	2,059,860						
Provision for MMI clawback					(20,000)						
Provisional (Over)/Under Spend					149,056						
Forecast General Fund Balance at 31 March 2014				2,000,000	2,188,916						
								Less slippage to 2014/15	268,100		
								Less transfers to specific reserves	688,421		
								Forecast Underspend	(294,056)		
								Less transfers to reserves for use in 2014/15	145,000		
								Provisional Outturn 2013/14	(149,056)		

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Slippage Requests to 2014/15

Directorate/Service	Name	Details of Request	Amount £
Chief Executive & Transformation			
Chief Executives Office	Susan Halton	Reward & recognition budget to fund initiatives in 2014/15	24,000
Policy & Performance	Chris Sinnott	Core Funding - 2013/14 grant to be used for community group who support carers of people with dementia	1,000
Policy & Performance	Chris Sinnott	Staffing - 1 month extension to contract of the Student Campaigns and Events Officer	2,000
Policy & Performance	Chris Sinnott	Communications - budget required to support campaigns & events in 2014	6,000
Governance	Chris Moister	New Burdens Grant (Community Right to Bid/Challenge)	16,140
Governance	Chris Moister	Property Condition Surveys - needed for 2014/15 asset surveys and planned maintenance plan.	10,000
Council Tax	Asim Khan	Council Tax Support Grant (New Burdens) - to fund temporary staffing in 2014/15 in the Single Front Office.	43,380
ICT Services	Asim Khan	Telephony Contracts - Needed to fund temporary staffing in 2014/15 in the Single Front Office.	20,190
ICT Services	Asim Khan	ICT Contracts - Needed to fund temporary staffing in 2014/15 in the Single Front Office.	29,370
ICT Services	Asim Khan	ICT Contracts - Needed to fund ICT Projects in 2014/15 (ie, implementation of new Microsoft products)	20,830
Customer Services	Asim Khan	Budget required to fund uniforms for Single Front Office staff in 2014/15.	2,500
Human Resources	Camilla Oakes-Schofield	Training/Development budget required to fund the committed training and OD interventions in 2014/15.	13,640
Shared Financial Services	Susan Guinness	Budget required for invest to save project for systems development including payroll.	5,000
Partnerships, Planning & Policy			
Housing	Zoe Whiteside	Arbitras software budget required for rent recovery module which has been delayed due to Abrisas developing the system.	6,150
Housing	Zoe Whiteside	Arbitras software budget required for TA homelessness module.	4,460
People & Places			
Streetscene & Leisure Contracts	Lindsey Blackstock	S106 funding for Milestone Meadow to carry out 5 year management plan to protect great the crested newt habitat.	7,150
Streetscene & Leisure Contracts	Lindsey Blackstock	Play equipment budget to be used for delivery of Year 1 of the play strategy currently being finalised.	15,930
Streetscene & Leisure Contracts	Jamie Dixon	Streetscene Apprentices - budget required to fund staffing costs to end of current contracts in 2014.	21,930
Streetscene & Leisure Contracts	Lindsey Blackstock	Allotments development fund - balance remaining required for 2014/15	10,830
Health, Environment & Neighbourhoods	Lee Boyer	Street Games training budget required for workforce development for 8 places on level two qualification in May/June 2014.	2,000
Health, Environment & Neighbourhoods	Lee Boyer	Street Games budget required to support Doorstep Sports activities in 2014/15.	5,600
Total			268,100

Transfers to Specific Reserves

Directorate/Service	Name	Details of Request	Amount £
Market Walk	Gary Hall	Transfer of revenue- split 80:20 between the Change Management Reserve and Market Walk Equalisation Account.	326,186
Section 31 Grant	Gary Hall	Central Government grant received re empty property and small business rate relief	331,768
Business Rates	Gary Hall	Business rates retention reserve - surplus on levy payment compared to budget	30,467
Total			688,421

Transfer to reserves for use in 2014/15

Directorate/Service	Name	Details of Request	Amount £
Chief Executive & Transformation			
Governance	Chris Moister	Buildings Maintenance Fund	100,000
ICT Services	Asim Khan	Roll out of 12 new smart phones for Neighbourhoods and 50 additional tablet devices for Streetscene Services.	25,000
Human Resources	Camilla Oakes-Schofield	Maternity Cover	20,000
Total			145,000

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Analysis of Reserves and Provisions 2013/14

Reserve or Provision	Purpose	Opening Balance 01/04/14 £	Other Transfers 2013/14 £	Use in 2013/14 £	Out-turn Balance 31/3/14 £	Notes
RESERVES						
General Fund Balance		2,059,860	129,050	0	2,188,910	
Earmarked Reserves						
Restructuring Reserve	Unused balance from 2012/13	23,000	0	(16,400)	6,600	
Restructuring Reserve	From Market Walk net income 2013/14	0	260,950		260,950	
VAT Shelter Income	Capital/revenue financing	152,260		(30,920)	121,340	
Provision for Pension Liabilities	Monies received from CCH	1,750,000		0	1,750,000	
Non-recurring growth	Budgeted financing of new investment	114,500		(114,500)	0	
Market Walk	Income Equalisation Reserve	0	65,240		65,240	
S31 Grant	Empty property/small business rate relief	0	331,770		331,770	
Business Rates Retention	Surplus on levy payment		30,470		30,470	
Non-Directorate Reserves		2,039,760	688,430	(161,820)	2,566,370	
Chief Executive's Office						
	Slippage from 2012/13	21,670		(21,670)	0	
	Slippage from 2013/14	0	24,000	0	24,000	(2)
<i>Chief Executive's Office</i>		21,670	24,000	(21,670)	24,000	
	Slippage from 2012/13	26,800		(26,800)	0	
	Slippage from 2013/14	0	9,000		9,000	(2)
	PRG - capital financing	50,720		(1,860)	48,860	
	PRG - uncommitted	29,350		0	29,350	
	2013/14 New Investment Projects	0	9,000	0	9,000	(1)
<i>Policy & Performance</i>		106,870	18,000	(28,660)	96,210	
Chief Executive's Office		128,540	42,000	(50,330)	120,210	
Partnerships, Planning & Policy						
	Slippage from 2012/13	22,730		(22,730)	0	
	Slippage from 2013/14	0	10,610		10,610	(2)
	Government Grants	584,730		(41,910)	542,820	
	Handyperson Scheme	48,530		(2,660)	45,870	
	Capital financing for Clayton Brook	7,920		0	7,920	
<i>Housing</i>		663,910	10,610	(67,300)	607,220	
	Town Centre Grants	188,540	11,130	(106,770)	92,900	
	Town Centre Reserve	233,330		(75,030)	158,300	
	2013/14 New Investment Projects	0	329,590		329,590	(1)
<i>Economic Development</i>		421,870	340,720	(181,800)	580,790	
	Planning Appeal Costs	183,130	(50,000)	(85,300)	47,830	
	Government Grants	34,350			34,350	
	Local Development Framework	42,030	50,000	(92,030)	0	
<i>Planning</i>		259,510	0	(177,330)	82,180	
Partnerships, Planning & Policy		1,345,290	351,330	(426,430)	1,270,190	
People & Places						
	Environmental clean-ups/grot spots.	145,730		(89,230)	56,500	(1)
	2013/14 New Investment Projects	0	179,330		179,330	(1)
	Slippage from 2013/14	0	52,610		52,610	(2)
	Astley Hall Works of Art	5,780	60		5,840	
	Neighbourhood Working (pump priming)	78,200		(6,930)	71,270	
	Allotment Development	10,720	10,830	(10,720)	10,830	(2)
	Maintenance of Grounds	52,200		10,000	62,200	
People & Places		292,630	242,830	(96,880)	438,580	

Analysis of Reserves and Provisions 2013/14

Reserve or Provision	Purpose	Opening Balance 01/04/14 £	Other Transfers 2013/14 £	Use in 2013/14 £	Out-turn Balance 31/3/14 £	Notes
Transformation						
	Slippage from 2012/13	1,000		(1,000)	0	
	Legal Case Mgt System	2,350		(830)	1,520	
	Town Hall Roof Safety Boards	16,000		0	16,000	
	Union Street Roof Safety Boards	10,000		0	10,000	
	Capital financing	73,760		0	73,760	
	2013/14 New Investment Projects	0	48,030		48,030	(1)
	Slippage from 2013/14	0	26,140		26,140	(2)
	Buildings Fund	100,000	100,000	(23,320)	176,680	
	Elections	0		85,000	85,000	
	<i>Governance</i>	203,110	174,170	59,850	437,130	
	Slippage from 2012/13	20,050		(20,050)	0	
	Slippage from 2013/14	0	5,000		5,000	(2)
	<i>Shared Financial Services</i>	20,050	5,000	(20,050)	5,000	
	Slippage from 2012/13	29,500		(29,500)	0	
	Slippage from 2013/14	0	13,640		13,640	(2)
	HR Reserve from 2013/14 underspends	0	20,000		20,000	
	Additional NEETs	79,040		(34,710)	44,330	
	<i>Human Resources & OD</i>	108,540	33,640	(64,210)	77,970	
	ICT Projects	162,450	100,000	(51,060)	211,390	
	Slippage from 2013/14	0	116,270		116,270	(2)
	ICT Reserve from 2013/14 underspends	0	25,000		25,000	
	Capital financing	8,450		0	8,450	
	<i>ICT Services</i>	170,900	241,270	(51,060)	361,110	
	Transformation	502,600	454,080	(75,470)	881,210	
	Directorate Reserves	2,269,060	1,090,240	(649,110)	2,710,190	
	Total Earmarked Reserves	4,308,820	1,778,670	(810,930)	5,276,560	
	Total Reserves - General and Earmarked	6,368,680	1,907,720	(810,930)	7,465,470	
PROVISIONS						
Insurance Provision	Potential MMI clawback	15,000	20,000	(14,222)	20,778	
Other Provisions	Asda re: Service Connections	0	10,000		10,000	
	Total Provisions	15,000	30,000	(14,222)	30,778	

Notes:-

(1) New Investment Projects total £565,950 and listed in Appendix 4.

(2) Slippage from 2013/14 total £268,100. Please see Appendix 2 for itemised list.

Appendix 4: 2013/14 Investment Areas

Revenue Projects	Budget £	Outturn £	Transfers to Reserve £	Progress update
Chorley's Credit Union	50,000	41,000	9,000	Contribution to rent and staffing costs. 584 residents have opened accounts. Established a viable alternative to pay day lenders and other high risk loans.
Employee health scheme	20,000	20,000	0	Staff feedback has been very positive regarding the plan. Expenditure on health & wellbeing hasn't reduced, but it has allowed continuing treatment for longer and staff are proactively managing their conditions.
Campaigns and events	40,000	40,000	0	The budget was used to support a programme of summer events, which included: Theatre in the park; Sports in the park; Picnic in the Park; Animals in the park; Chorley Live and the Christmas events and lights.
Private Property Improvement Scheme	50,000	1,970	48,030	Project set up to reduce the number of complaints regarding properties that have fallen into disrepair. The carry forward has been moved to a specific reserve.
Regeneration of key town centre sites	40,000	40,000	0	Helping to bridge the funding gap with regards to the revenue consequences of the work to 98-102 Market Street and Bengal Street Depot.
Support the expansion of local businesses	110,000	63,380	46,620	Established business advice and support service for existing businesses and Choose Chorley business network. Remaining budget transferred to reserve to be matched to applicants in 2014/15.
Inward investment delivery	350,000	96,400	253,600	Development of the inward investment plan and improvements to Market Street shop fronts.
Town Centre Masterplan	30,000	30,000	0	Outlining the vision for Chorley Town Centre.
Joint employment initiative with Runshaw College	50,000	20,630	29,370	Two-year programme assisting employers through grant assistance to help overcome some of the obstacles in employing an Apprentice.
16/17 year old drop in scheme	15,000	15,000	0	Between July and October 35 homeless 16 /17 years olds were provided with service/support by the Key youth charity.
Community development and volunteering	70,000	41,770	28,230	Working with the social enterprise SPICE. 75 local organisations/community groups using time credits involving 750 volunteers and over 10,500 hours of volunteering time.
Support to the VCFS Network	15,000	15,000	0	Used to help strengthen the infrastructure and support for third sector organisations.
Neighbourhood Working	100,000	55,240	44,760	Supporting neighbourhood projects over and above business as usual
Active Generation	31,000	31,000	0	Employee costs to enable the continuation of the active generation for a further 12 months.
Street Games	50,000	50,000	0	Employee costs to enable the continuation of the street games initiative for a further 12 months.
Free Swimming	7,500	7,500	0	Budget provided free swimming for under 16s during the school summer holidays.
Proactive clean up team	50,000	50,000	0	Mainstream budget funding the clean-up of areas repeatedly falling into disrepair.
Tree Policy	30,000	30,000	0	Mainstream enabling funding for a specialist tree contractor for an additional 52 days.
Play area improvements	100,000	0	100,000	Three year programme to improve the borough's play areas.
Extension & improvement of street furniture	65,000	58,660	6,340	Bin replacement and refurbishment programme throughout the borough.
Car park pay and display (income reduction)	75,000	125,000	0	Loss of income through the revised tariffs.
	1,348,500	782,550	565,950	
Capital Projects				
Regeneration Projects	1,000,000	353,000	647,000	Delivery of renovation to 98-102 Market Street. Design work on resurfacing of Town Centre Car Parks – to be completed in 2014/15. Remaining budget to be used for strategic acquisitions in 2014/15.
Astley Hall Development Works	280,000	165,000	115,000	Restoration of the Memorial Arch, Cenotaph improvements, improvements to footpaths and new fountain.
Yarrow Valley Country Park	60,000	49,000	11,000	Reservoir works – residual works in 2014/15
Clayton Brook Village Hall Extension	135,000	5,000	130,000	Extension to provide additional community activities. Re-phased to 2014/15
	1,475,000	572,000	903,000	

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Appendix 5 - 2013/14 Business Rates Retention - outturn compared to budget

Line		Budget 2013/14 £	Outturn 2013/14 £	Variation £	Further Explanation
1	Chorley Council share of Retained Income (before Tariff and Levy deductions)	10,410,810	9,902,670	508,140	Increase in provision for decreases in income as a result of future valuation appeals. Appeals are made by Business Rate payers against the valuation on premises by the Valuation Office Agency (VOA). This valuation is used to calculate the amount of Business Rates payable.
2	Actual transfer to CBC General Fund	10,410,810	10,410,810	-	
	Chorley share of (Surplus)/Deficit	-	508,140	508,140	

Note:

Any (Surplus)/Deficit on retained income is recognised in 2015/16.

A business rates retention reserve of £503k is built into the 2014/15 budget and will smooth the impact of the deficit in 2015/16.

Postings to General Fund in 2013/14

3	Chorley retained rates from above	10,410,810	10,410,810	-	
4	Less Tariff to Central Government	(7,499,540)	(7,499,540)	-	
5	Sub Total	2,911,270	2,911,270	-	
6	Less Levy payment	(171,008)	(140,542)	(30,466)	Due to the reduction in income (at line 1 above) the expected levy to be paid to Central Government has also reduced.
7	Sub Total (Transfer surplus to Business Rates Reserve)	2,740,262	2,770,728	(30,466)	
8	Add S31 Grant for Small Business Relief	-	447,208	(447,208)	
9	Total rates-related resources 2013/14	2,740,262	3,217,936	(477,674)	

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Appendix 6 - Capital Programme Outturn

	2013/14 Previous Forecast	2013/14 Outturn	2013/14 Variance	2014/15 Previous Forecast	2014/15 Outturn	2014/15 Variance	2015/16 Previous Forecast	2015/16 Outturn	2015/16 Variance	2016/17 Previous Forecast	2016/17 Outturn	2016/17 Variance	2014/15 to 2016/17 Previous Forecast	2014/15 to 2016/17 Outturn	2014/15 to 2016/17 Variance	2013/14 to 2016/17 Previous Forecast	2013/14 to 2016/17 Outturn	2013/14 to 2016/17 Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Asset Improvement Programme																		
White Hart	388	388	0	0	0	0	0	0	0	0	0	0	0	0	0	388	388	0
Demolition Clayton Brook Public House	40	40	0	0	0	0	0	0	0	0	0	0	0	0	0	40	40	0
Other Asset Improvements	60	60	0	200	200	0	200	200	0	200	200	0	600	600	0	660	660	0
Regeneration Programme																		
Market Street Redevelopment	0	0	0	1,000	1,000	0	0	0	0	0	0	0	1,000	1,000	0	1,000	1,000	0
Other Regeneration Projects	0	10	10	310	300	-10	0	0	0	0	0	0	310	300	-10	310	310	0
Car Park Resurfacing	0	7	7	365	358	-7	0	0	0	0	0	0	365	358	-7	365	365	0
Market Street Refurbishment (98-102)	368	336	-32	0	32	32	0	0	0	0	0	0	0	32	32	368	368	0
Bengal Street Grant 2013-14	40	0	-40	0	40	40	0	0	0	0	0	0	0	40	40	40	40	0
Chorley East Health Centre	0	0	0	6,650	6,650	0	0	0	0	0	0	0	6,650	6,650	0	6,650	6,650	0
HR Management System	15	0	-15	0	15	15	0	0	0	0	0	0	0	15	15	15	15	0
Thin Client Implementation	47	0	-47	0	47	47	0	0	0	0	0	0	0	47	47	47	47	0
Unified Intelligent Desktop	28	25	-3	0	3	3	0	0	0	0	0	0	0	3	3	28	28	0
Market Walk Acquisition	23,341	23,341	0	0	0	0	0	0	0	0	0	0	0	0	0	23,341	23,341	0
Total Chief Executives	24,327	24,207	-120	8,525	8,645	120	200	200	0	200	200	0	8,925	9,045	120	33,252	33,252	0
Affordable Housing Projects (s106)																		
Halliwell Street	77	77	0	77	77	0	0	0	0	0	0	0	77	77	0	153	153	0
St George's Street	136	0	-136	136	272	136	0	0	0	0	0	0	136	272	136	272	272	0
Other schemes	0	0	0	74	74	0	0	0	0	0	0	0	74	74	0	74	74	0
Housing Renewal	100	0	-100	328	380	52	127	127	0	0	0	0	455	507	52	555	507	-48
Disabled Facilities Grant	366	433	67	318	305	-13	370	370	0	0	0	0	688	675	-13	1,054	1,108	54
Cotswold House Improvements	166	20	-146	0	146	146	0	0	0	0	0	0	0	146	146	166	166	0
Bengal Street Depot Accommodation	75	0	-75	0	75	75	0	0	0	0	0	0	0	75	75	75	75	0
Home Energy Repair Grants	3	0	-3	0	3	3	0	0	0	0	0	0	0	3	3	3	3	0
Climate Change Pot	20	13	-7	0	7	7	0	0	0	0	0	0	0	7	7	20	20	0
Buckshaw Village Cycle Network (s106)	11	0	-11	0	11	11	0	0	0	0	0	0	0	11	11	11	11	0
Buckshaw Village Rail Station (s106)	0	0	0	726	726	0	0	0	0	0	0	0	726	726	0	726	726	0
Eaves Green Link Road - contbn to LCC - (s106)	0	0	0	80	80	0	0	0	0	0	0	0	80	80	0	80	80	0
Highway Improvements Pilling Lane Area (s106)	0	0	0	150	150	0	0	0	0	0	0	0	150	150	0	150	150	0
Puffin Crossing Collingwood Letchworth (s106)	48	0	-48	0	48	48	0	0	0	0	0	0	0	48	48	48	48	0
Total Partnership Planning & Policy	1,001	543	-458	1,888	2,353	464	497	497	0	0	0	0	2,385	2,850	464	3,386	3,392	6
Astley Hall & Park Development Programme																		
Cenotaph Footpath	20	16	-4	0	0	0	0	0	0	0	0	0	0	0	0	20	16	-4
Memorial Arch Astley Park	82	88	6	0	0	0	0	0	0	0	0	0	0	0	0	82	88	6
Astley Hall Farmhouse	125	47	-78	0	78	78	0	0	0	0	0	0	0	78	78	125	125	0
Other Astley Hall & Park Development	71	14	-57	305	360	55	0	0	0	0	0	0	305	360	55	376	374	-2
Astley Hall & Park Development (New Investment)	0	0	0	324	324	0	218	218	0	0	0	0	542	542	0	542	542	0
Pilling Lane CCTV (s106)	30	29	-1	0	0	0	0	0	0	0	0	0	0	0	0	30	29	-1
Adlington Play Facilities (s106)	20	0	-20	83	103	20	0	0	0	0	0	0	83	103	20	103	103	0
Big Wood Reservoir	12	0	-12	0	12	12	0	0	0	0	0	0	0	12	12	12	12	0
Clayton Brook Village Hall Extension	35	5	-30	100	130	30	0	0	0	0	0	0	100	130	30	135	135	0
Duxbury Golf Course Capital Works	95	104	9	0	0	0	0	0	0	0	0	0	0	0	0	95	104	9
Eaves Green Play Development (s106)	70	6	-64	114	178	64	0	0	0	0	0	0	114	178	64	184	184	0
Leisure Centres Improvements	200	216	16	75	59	-16	275	275	0	75	75	0	425	409	-16	625	625	0
Play & Recreation Fund (s106)	24	0	-24	0	24	24	0	0	0	0	0	0	0	24	24	24	24	0
Play Recreation POS Projects (s106)	80	77	-3	152	155	3	0	0	0	0	0	0	152	155	3	232	232	0
Ranglelets Recreation Ground (s106)	222	100	-122	243	365	122	0	0	0	0	0	0	243	365	122	465	465	0
Recycling receptacles	110	115	5	115	110	-5	115	115	0	115	115	0	345	340	-5	455	455	0
Yarrow Valley Country Park Reservoir Work	60	49	-11	0	2	2	0	0	0	0	0	0	0	2	2	60	51	-9
Total People and Places	1,255	866	-390	1,511	1,900	389	608	608	0	190	190	0	2,309	2,698	389	3,564	3,563	-1
Total Capital Programme	26,583	25,615	-968	11,924	12,897	973	1,305	1,305	0	390	390	0	13,619	14,592	973	40,202	40,207	5

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member Resources)	Executive Cabinet	26 June 2014

CHORLEY COUNCIL PERFORMANCE MONITORING – FOURTH QUARTER 2013/2014

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2013/14, 1 January to 31 March 2014.
2. The report reviews the performance of key projects and performance indicators from the new Corporate Strategy for 2013/14. It also presents an update on the outcomes of key projects identified within the 2012/13 Corporate Strategy.

RECOMMENDATION(S)

3. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

4. This report sets out performance against the Corporate Strategy and key performance indicators for the fourth quarter of 2013/14, 1 January to 31 March 2014. Performance is assessed based on the delivery of key projects and against the measures in the new 2013/14 – 2016/17 Corporate Strategy along with key service delivery measures.
5. The report also provides an update on the performance of last year's Corporate Strategy projects and the outcomes achieved. All projects have been successfully completed with highly positive outcomes that have been developed and taken forward in 2014/15.
6. Overall performance of 2013/14 key projects is excellent, with all the projects on track or scheduled to start later in the year.
7. Overall performance of Corporate Strategy and key service measures remains strong. 72% of the Corporate Strategy measures and 86% of the key service measures are performing above target or within the 5% tolerance.
8. The Corporate Strategy measures performing below target are; the number of town centre visits, growth in the business rate base, the percentage of customers dissatisfied with the way they were treated by the council, the percentage of domestic violence detections and the number of long term empty properties in the borough. Action plans have been developed to outline what action will be taken to improve performance.

9. The key service delivery measures performing below target are; the time taken to process housing and council tax benefit new claims and change events and the percentage of major planning applications determined within 13 weeks. Again, action plans have been included within the report to outline what actions are being taken to improve performance.

Confidential report Please bold as appropriate	Yes	No
--	-----	-----------

Key Decision? Please bold as appropriate	Yes	No
--	-----	-----------

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11. None

CORPORATE PRIORITIES

12. This report relates to the following Strategic Objectives:

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

BACKGROUND

13. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council's four priorities.
14. The Corporate Strategy was refreshed and approved by Council in November 2013. The new strategy includes 20 key projects, aimed at learning from and strengthening successful activity in 2012/13. Delivery of the 2013/14 Corporate Strategy projects commenced following approval of the strategy in quarter 3.
15. Key performance measures have also been updated for 2013/14 so that where targets were being successfully achieved they have been amended to ensure that they remain challenging and reflective of the Council's ambitions.
16. At the end of quarter 4, an update on the projects delivered under the 2012/13 Corporate Strategy is presented to demonstrate outcomes and achievements at the end of the year.

PERFORMANCE OF 2012/13 CORPORATE STRATEGY PROJECTS

17. The table below provides an update on each of the 2012/13 Corporate Strategy key projects including key outcomes and achievements. All projects have been successfully completed with positive outcomes that have been developed and taken forward in 2013/14.

A strong local economy	
Project	Outcomes
Produce an inward investment plan	The Inward Investment Plan was produced and the delivery of supporting actions approved by members in July 2013. The Choose Chorley for Business Inward Investment website went live in early 2014 with delivery of the Inward Investment Campaign a key Corporate Strategy project for 2013/14.
Implement a joint employment initiative with Runshaw College	Year 1 of the project has supported 39 young people into apprenticeships. All young people supported are from Chorley and have been employed by Chorley businesses both in the town centre and outlying areas. Of these, 18 vacancies have been taken up by NEET young people and a further 21 taken up by those previously unemployed and aged over 19. A similar level of take up is expected for year 2 of the project.
Develop a town centre master plan	The Town Centre Masterplan was developed by Deloitte and approved by Executive Cabinet in 2013. Further investigations and delivery of the opportunities identified in the Masterplan will form part of the 2013/14 Corporate Strategy project to 'Carry out improvements in the town centre.'
Implement a programme to support the expansion of local businesses	The programme was successful in assisting 839 existing businesses against a target of 500 and intensively assisting 75 businesses against a target of 55. Support for existing businesses has now been integrated as a key service provision.
Trial re-opening of Market Street	Market Street re-opened in November 2013 for a 12 month trial period which includes the creation of 26 short stay parking spaces and a number of measures to improve traffic flow through the town centre with the aim of boosting trade.

Clean, safe and healthy communities	
Project	Outcomes
Introduce local solutions to address homelessness	A package of 5 prevention measures has been delivered including marketing of the services, engaging with RP's, preventing eviction, pre-tenancy training and outreach work.
Deliver affordable homes through the use of Council assets	This project involved the transfer of Council owned sites at nil value to Registered Providers, contributions to support redevelopment of town centre sites, and purchase and refurbishment of ex-council property. In total this project will have delivered 62 affordable homes.

<p>Develop and deliver a scheme to improve housing standards</p>	<p>The project has developed a private rented sector housing programme which inspects and improves (where applicable) housing standards to approximately 80 private rented sector houses per year over five years. The service has now been incorporated as business as usual through capacity created within the new HEN service structure.</p>
<p>Produce a development plan for Astley Park</p>	<p>The Astley 2020 development plan has now been completed and approved by Executive Cabinet. Actions to deliver the plan are included within the 2013/14 Corporate Strategy project to 'Implement the Astley Park development plan'.</p>
<p>Chorley sports village</p>	<p>A review of the Sports Village feasibility study was undertaken and concluded with no plans to initiate a Sports Village project; however there are opportunities to work with a variety of partners to enhance the sporting offer in the Borough to be taken forward in 2014 within the context of the Play, Open Space and Playing Pitch Strategy.</p>

<p>Involving residents in improving their local area and equality of access for all</p>	
<p>Project</p>	<p>Outcomes</p>
<p>Develop volunteering in the borough</p>	<p>The project has delivered:</p> <ul style="list-style-type: none"> • 732 new volunteers in year one • 79 community groups and organisations signed up to time credits • 12,706 hours of volunteering earned time credits <p>In addition the 'time out' offer as expanded with a number of high profile organisations now signed up to accept time credits for time limited activities. The 3 year delivery programme will continue as planned.</p>
<p>Implement improvements to neighbourhood working</p>	<p>At Neighbourhood Area meetings in January 2014, all 24 priorities were signed off as delivered or in terms of what final delivery would look like. New priorities have been identified for delivery in 2014/15.</p>
<p>Establish a process to deliver Working Together With Families (WTWF's)</p>	<ul style="list-style-type: none"> • The Local Management Group is established and meets monthly. • Ten cohorts of 20 families each have been assessed and Lead Professionals assigned along with a process to access emergency funds if required. • Information and data collection processes have been established • A workforce training and development package is in place.
<p>Launch the civic pride campaign</p>	<p>This project has:</p> <ul style="list-style-type: none"> • Created links with the time credits programme to enable people taking part to get recognition for their work • Produced a new look and feel for the civic pride campaign • Carried out a pilot event to test out some of the methods being used to get people to take part in civic pride projects

An ambitious council that does more to meet the needs of residents and the local area	
Project	Outcomes
Improving access to services	The Digital Strategy was developed and approved by Executive Cabinet in January 2014. The strategy sets out the aims and objectives for the Council in adopting a 'digital first' approach. It includes a number of key actions to be delivered on a service by service basis over the next three years.
Migrate services into the front office	Appropriate licensing, parking, cemetery and housing services have now been migrated into the front office. The work will be taken forward through the project to deliver the single front office.
Deliver a project to improve the productivity of council services	Productivity data from all services has been collected, analysed and a number of actions undertaken to improve organisational productivity which will now be implemented as business as usual, including regular reporting to strategy group.
Establish a Chorley Council Youth Council	The scheme is now fully launched with a number of initiatives undertaken to encourage young people to sign up to be Youth Ambassadors. The project to develop the scheme is now complete with the operation and management of the scheme to be taken forward as business as usual.
Tackling fuel poverty	A further round of the People Power collective energy switching scheme took place in February 2014. The % of households living in fuel poverty is positive at 10% compared to a target of 12.5%. This work will be taken forward through the 2014/15 corporate strategy project to 'Deliver Chorley Council energy advice and switching service.'

PERFORMANCE OF KEY PROJECTS – 2013/14 CORPORATE STRATEGY

18. Following the refresh of the Corporate Strategy in November, there are 20 key projects for 2013/14 – 2016/17. Project delivery commenced following approval of the strategy in November 2013 and at the end of the fourth quarter overall performance of key projects is excellent. All of the 20 projects are either on track or scheduled to start later in the year.
19. At the end of the fourth quarter, seventeen projects (85%) were rated green, meaning that they are progressing according to timescale and plan:
- Bring the property services contract in house
 - Market Walk
 - Deliver the Chorley Works unemployment project
 - Carry out improvements in the town centre
 - Implement Astley 2020
 - Deliver the Chorley Youth Zone
 - Host Chorley element of the cycling tour of Lancashire
 - Deliver the Welfare Reform Action Plan
 - Energy advice switching support services
 - Deliver the inward investment campaign
 - Friday Street health centre
 - Deliver environmental improvements as part of the Cleaner Chorley campaign
 - Deliver a project to improve customer satisfaction

- Develop the offer at Chorley's Credit Union
 - Expand the food bank
 - Implement initiatives to overcome social isolation/Connecting communities through food
 - Extend the use of mobile devices across the Council
20. Three projects (15%) had not started by the end of the fourth quarter, as they are scheduled to start later in the year in order to balance out project work with core business and manage staff capacity.
- Change working practises to fit neighbourhood working and public health priorities
 - Extend Chorley's time credits (Year 1)
 - Year 1 of the play, open space and playing pitch strategy

PERFORMANCE OF CORPORATE STRATEGY MEASURES

21. At the end of the fourth quarter, it is possible to report on 18 of the key performance indicators within the Corporate Strategy. Nine indicators (50%) were performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.
22. It should be noted that the indicators are now being measured against new and more challenging targets set out in the 2013/14 Corporate Strategy which have been amended to build on positive performance.
23. The following indicators are performing better than target:
- % of the population with NVQ level 3 and above
 - Number of jobs created through targeted interventions
 - Number of jobs created through inward investment
 - % of working age people on out of work benefits
 - The number of visits to Council's leisure centres
 - Number of young people taking part in 'Get Up and Go' activities
 - Number of affordable homes delivered
 - Number of Homelessness Preventions and Reliefs
 - % of households living in fuel poverty
24. Four indicators (22%) are performing slightly below target, but within the 5% tolerance threshold:
- Median workplace earnings in the borough
 - Overall employment rate
 - The % of 16-18 year olds who are not in education, employment or training (NEET)
 - % of businesses ceasing to trade

- 25. Five indicators (28%) performed below target; the number of town centre visits, growth in business rate base, the percentage of domestic violence detections, 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
- 26. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance. A brief analysis of trend has also been provided to give some context to the performance value:

Performance Indicator		Target	Performance
Number of town centre visits		37,500	29,846
Reason below target	<p>There are numerous factors that can affect the number of town centre visits during the collection period.</p> <p>Whilst performance suggests a decline in town centre visits, it is worth noting that footfall figures for Market Walk for March 2014 have shown an increase of 1.6% compared to the same time last year and there has been no change in car park usage and revenue which would suggest that visits to the town centre have remained stable. Also the percentage occupancy of the covered market is above target, and vacant town centre floor space performance is excellent at 4.41% against a target of 7%.</p> <p>The delivery of the Town Centre Masterplan is also yet in its early stages and the effects of this are expected to be seen in the long term as work is now well underway to improve the town centre in order to achieve our vision of a vibrant town centre.</p>		
Action required	<p>It is anticipated that the delivery of year 1 of the Town Centre Masterplan will help to drive an improvement in performance, this includes; the repainting of Market Street, the public realm improvements at Market Street South, the completion of Market Street/Gillibrand Street, the Town Centre and Steeley Lane action plan, as well as the opening of the new ASDA store in Autumn 2014. Future investment opportunities include Fleet Street and the Market Walk extension.</p>		
Trend	<p>At the end of quarter four 2012/13 performance was 34,692.</p>		

Performance Indicator		Target	Performance
Growth in the business rate base		3%	0.837%
Reason below target	<p>Whilst performance has improved on last year, the economic development projects which will ultimately achieve business growth through the expansion and creation of significant new floorspace are still in the 'early days'.</p>		
Action required	<p>It is anticipated that the first year delivery of the Town Centre Masterplan and Inward Investment Plan which is well underway which will attract new investment into the Borough.</p>		
Trend	<p>Performance at the end of quarter four 2012/13 was 0%.</p>		

Performance Indicator		Target	Performance
% of domestic violence detections		70%	64.3%
Reason below target	<p>Domestic violence (DV) detections are a measure of the % of DV recorded incidents that result in a formal disposal by the police (i.e. prosecution and caution.) This is a police set target which has been adopted by the council and Chorley Partnership.</p> <p>Reasons for the indicator being off target are:</p> <ol style="list-style-type: none"> 1. The original target was set as a stretch target 2. The recording of what is a DV incident has changed over time and now includes sibling to sibling incidents and other inter familial incidents. 3. The age limit for recording incidents has lowered from 18 years old to 16 years old 4. Other interventions and alternative disposals, including mediation, reduce the number reaching a 'detection' stage 5. Lack of cooperation from the victim will account for some reported cases not progressing 6. Insufficient evidence to a criminal justice standard will result in reduced cases reaching 'detection' 7. In the interests of the parties involved some cases may not result in any formal action being taken, e.g. not wishing to criminalise the parties involved. 		
Action required	<p>Notwithstanding the above, the following actions have taken place:</p> <ol style="list-style-type: none"> 1. Police regularly review their processes to ensure the best evidence is gathered at an appropriate stage 2. Liaison undertaken with the Crown Prosecution Service to ensure each case is fully assessed before a decision on detection is made including a senior officer challenge <p>Domestic violence detections was also the scrutiny focus for the March meeting of the Overview and Scrutiny Performance Panel where Detective Inspector Geoff Hurst attended to outline the Police approach of focusing more on reducing risk through partnership interventions and managing outcomes.</p>		
Trend	<p>Performance at quarter three 2013/14 was 61.2%. The year end figure for 2012/13 was 70.1%.</p>		

Performance Indicator		Target	Performance
The number of long term empty properties within the borough		195	214
Reason below target	<p>This indicator is now being measured against a new and more challenging target as set out in the 2013/14 Corporate Strategy. Performance has seen a steady improvement throughout 2013/14 from 237 at quarter one.</p>		
Action required	<p>The number of long term empty homes will continue to be monitored on a monthly basis and if there is a further increase action will be taken to advise owners how they may market their property for sale and or obtain loans from financial institutions, including Credit Unions.</p>		
Trend	<p>In comparison at the end of quarter four 2012/13, the number of long term empty properties was 265.</p>		

Performance Indicator		Target	Performance
% of customers dissatisfied with the way they were treated by the Council		20%	28.7%
Reason below target	The timeliness and quality of response provided has seen improvement over recent months. The primary reason for dissatisfaction currently relates to waste and specifically the delivery of new or replacement containers. This accounted for 60% of dissatisfaction in March with customers stating that they hadn't received the item that they had requested in a timely manner. However this issue did see an improvement in April and it should be noted that the number of cases where a customer is dissatisfied is very small in comparison to the overall number of containers delivered. Remaining reasons relate to highways, trees and dog fouling which are often more emotive issues that require more complex action or investigation.		
Action required	The Corporate Strategy project to improve customer satisfaction has completed comprehensive analysis of satisfaction data and subsequently delivered a number of actions including a programme of targeted internal communications which has helped to improve the timeliness and quality of response. As part of the project, from March 2014, a new approach to monitoring satisfaction was undertaken to include a wider representation of those customers contacting the Council using various channels. The in month figure for March 2014 was 24.4%, and April 2014 is currently 22% which demonstrates positive improvement and it is anticipated this should continue into quarter 1 2014/15.		
Trend	In comparison at the end of quarter four 2012/13, dissatisfaction was 32.2%. The most recent results suggest that performance is improving, the in month figure for March 2014 was 24.4%, and April 2014 was 22%.		

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

27. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are seven indicators that can be reported at the end of the fourth quarter. The full outturn information is included at Appendix B: Key Service Delivery Measures.
28. The following indicators (71%) are performing better than target:
 - Average working days per employee (FTE) per year lost through sickness absence
 - % minor planning applications determined within 8 weeks
 - % other planning applications determined within 8 weeks
 - Supplier Payment within 30 days
 - Number of households living in Temporary Accommodation
29. One indicator is performing below target but within the 5% threshold:
 - Average time taken to process housing and council tax benefit new claims and change events
30. There is currently one indicator that is performing worse than target:
 - % major planning applications determined within 13 weeks

The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator		Target	Performance
% major planning applications determined within 13 weeks		70%	51.9%
Reason below target	<p>Community Infrastructure Levy (CIL) charging which commenced from 1 September 2013 resulted in a rush of Section 106 sign-offs which had previously been left dormant by Developers in the period to the end of August 2013. Planning Officers had been issuing reminders to Developers to inform them of the introduction of CIL and that any determinations made after 1 September 2013 would be liable to CIL.</p> <p>The figure reported at the end of quarter 4 shows the year to date position and is therefore affected by performance earlier in the year. Decisions older than 6 months equated to 16 decisions out of a total of 54 total decisions within the 12 month period, this equates to 29% of decisions made and if the 16 decisions are taken out then performance would have been 73%.</p> <p>The volume of majors is relatively small and therefore a failure to determine within 13 weeks for even one application can significantly affect performance to target. Guidance allows for an extension to time for all applications (in order to prevent an applicant submitting an appeal on the grounds of non-determination) but for the purposes of PS2 these can only be applied to MAJOR applications. In some cases, the signing of a section 106 agreement may not occur within the 13 week target, and it would be unreasonable to refuse in such cases.</p>		
Actions required	<p>Officers continue to monitor the status of major applications and endeavour to deliver within the 13 week period; however the negotiations on the separate legal agreements particular to each application can involve multiple stakeholders and are often beyond the planning officer's control. The DCLG's Data Collection, Transparency and Dissemination Team who co-ordinate the national PS1 and PS2 returns have also been notified of the introduction of CIL and its impact on performance figures for Chorley.</p>		
Trend	<p>Performance at quarter 3 2013/14 was 55.56%. Compared to last year, performance at quarter 4 2012/13 was 70.59%.</p>		

IMPLICATIONS OF REPORT

31. 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	


GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.



















Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	2 June 2014	Fourth quarter performance report 2013/14

Appendix A: Performance of Corporate Strategy key measures

 Performance is better than target








 Worse than target but within threshold

 Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol	Trend
% of the population with NVQ level 3 and above	Bigger is better	50%	57.1%		↓
The number of Town Centre Visits	Bigger is better	37,500	29,846		↓
Median workplace earnings in the borough	Bigger is better	£480.50	£469.20		↑
Overall employment rate	Bigger is better	80%	79.1%		↑
Number of jobs created through targeted interventions	Bigger is better	100	133		↑
Number of jobs created through inward investment	Bigger is better	50	58		
% of working age people on out of work benefits	Smaller is better	10.9%	9%		↑
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5%	5.1%		↑
Growth in business rate base	Bigger is better	3%	0.837%		↑
% of businesses ceasing to trade	Smaller is better	11.4%	11.53%		↓
% of domestic violence detections	Bigger is better	70%	64.3%		↓
The number of visits to Council's leisure centres	Bigger is better	1,000,000	1,083,501		↑
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	15,000	18,522		↓
Number of affordable homes delivered	Bigger is better	100	129		↓
Number of Homelessness Preventions and Reliefs	Bigger is better	200	701		↑
Number of long term empty properties in the borough	Smaller is better	195	214		↑
% of households living in fuel poverty	Smaller is better	12.5%	10%		↑
% of customers dissatisfied with the service they have received from the council	Smaller is better	20%	28.7%		↑

Trend shown is for change from quarter 4 2012/13.

Appendix B: Performance of key service delivery measures

Indicator Name	Polarity	Target Value	Performance Value	Symbol	Trend
Average time taken to process new claims and change events	Smaller is better	10Days	10.42Days		↓
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	6.5Days	6.44Days		↑
% MAJOR planning applications determined within 13 weeks (Statutory PS2 indicator)	Bigger is better	70%	51.9%		↓
% MINOR applications determined within 8 weeks (Statutory PS2 indicator)	Bigger is better	65%	69.6%		↑
% OTHER applications determined within 8 weeks (Statutory PS2 indicator)	Bigger is better	80%	82.5%		↑
Supplier Payment within 30 days	Bigger is better	98%	99.67%		↑
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	25	10		↑

Trend shown is for change from quarter 4 2012/13.



Report of	Meeting	Date
Director of Public Protection, Streetscene and Community (Introduced by the Executive Member for Resources)	Executive Cabinet	26 June 2014

CROSTON FLOOD RISK MANAGEMENT SCHEME

PURPOSE OF REPORT

1. To provide an update on the progress made to develop a flood risk management scheme for Croston and seek approval for an approach to raise a £1.1M funding contribution.

RECOMMENDATION(S)

2. That the update provided in the report is noted.
3. That the scheme to construct a Flood Storage Area as detailed in the report is supported subject to planning approval.
4. That the Council consults with Croston Parish Council and Croston residents regarding the introduction of a local levy or equivalent recharge but that we seek contributions from all partners, including Chorley Council, for the funding gap.

EXECUTIVE SUMMARY OF REPORT

5. Croston is the primary location across Chorley where serious flooding incidents have occurred. In 1987 around 205 properties, mostly residential, were flooded and more recently in June 2012 when 30 homes and businesses flooded.
6. The Environment Agency (EA), together with the Council and other partners has been developing a flood risk management scheme that will reduce the risk of flooding in Croston. The proposed scheme will create a Flood Storage Area (FSA) upstream of Eccleston Bridge, on the River Yarrow. The FSA will comprise a long embankment dam across the River Yarrow, incorporating a structure designed to restrict the volume of water passing downstream towards Croston. The scheme will provide a 1 in 100 year storm protection to 438 properties.
7. The total cost of the scheme is £6M and the EA has secured £4M, providing work starts by March 2015. As one of the key partners, the Council has been asked to identify ways to provide £1.1M towards the scheme and options are detailed in the report that includes raising funds through a local levy or suitable recharge.

Confidential report Please bold as appropriate	Yes	No
--	-----	----

Key Decision? Please bold as appropriate	Yes	No
--	-----	----

Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 8. To support the proposed flood risk management scheme for Croston and to seek approval for an approach to raise a £1.1M funding contribution.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 9. None.

CORPORATE PRIORITIES

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

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

BACKGROUND

- 11. Croston village is located on the River Yarrow, just upstream from where it meets the Rivers Lostock and Douglas. This meeting of rivers combined with a series of culverted (underground) watercourses, drains, sewers and surface water runoff means that Croston has experienced flooding several times. Major historical flood events were recorded in September 1946, February 1966, August 1987, December 1999, May 2000, October 2000, January 2008 and June 2012. The worst flood in recent history occurred on 22nd August 1987 when around 205 properties, mostly residential, were flooded. On the 22nd June 2012, 30 homes and businesses flooded in Croston after torrential rainfall in what became one of the wettest summers on record.

UPDATE

- 12. The Environment Agency (EA), together with the Council and other partners has been developing a flood risk management scheme that will reduce the risk of flooding in Croston.
- 13. Following investigation of the technical, financial and environmental details the preferred option is for a Flood Storage Area (FSA) upstream of Eccleston Bridge, on the River Yarrow. The EA has secured £4M to partly fund this scheme.
- 14. The FSA will comprise a long embankment dam across the River Yarrow, incorporating a structure designed to restrict the volume of water passing downstream towards Croston. The excess water will be stored behind the embankment until it is safe to release it back into the River Yarrow.

15. The embankment will be approximately 550m long and 4.5 m high and will be constructed of earth and grassed over. It will include a flow control structure that passes river flows under normal conditions but prevents storm flows from passing downstream. Under these conditions flows will back up behind the embankment until they are safe to release. The flooded area will use the natural geography to contain flows behind the embankment and will avoid flooding any additional property in the area. Plans detailing the flood protection and proposed location of the embankment are attached in Appendix 1.
16. It is expected that the FSA will be utilised once every five years and water will only be retained for a matter of days allowing the river levels to return to normal.

BENEFITS

17. The proposed scheme will reduce the risk of flooding from river and surface water sources to 438 properties, public highway network, agricultural land and public utilities.
18. The scheme comprises the construction of an upstream flood storage area to provide a 1:100 year standard of protection with a design life of 100 years.

CONSULTATION

19. The EA together with the Council and other partners has undertaken extensive consultation through a variety of means including regular newsletters and drop-in sessions at Croston and Eccleston. The drop-in sessions have been very well attended (over 150 people at each event) and there has been widespread support for the proposed upstream flood storage area scheme.

TIMESCALE

20. Subject to planning permission construction is due to start in January 2015 and is programmed to be completed in March 2016

FUNDING

21. The total cost of the scheme is estimated to be £6M. The EA has secured £4M of funding and construction of the scheme must start by March 2015 to secure this funding. Lancashire County Council and United Utilities are also contributing directly / in-kind towards the delivery of the scheme.
22. The Council has been asked to identify ways to provide £1.1M towards the scheme.
23. It is proposed that the Council consults with Croston Parish Council and Croston residents regarding the introduction of a local levy or equivalent recharge but that we seek contributions from all partners, including Chorley Council, for the funding gap.

RISKS

24. There are some key risks associated with the delivery of the scheme as follows:
 - Securing the required funding – £1.1M funding still required and the core EA funding of £4M is conditional on the scheme starting in March 2015.
 - Securing planning permission – Pre-meetings have been held with the Local Planning Authority.
 - Landowner support – Landowners affected by the construction and operation of the scheme have been consulted and have agreed to allow the scheme to progress subject to legal agreement.

IMPLICATIONS OF REPORT

25. 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

26. The eventual cost for the Council will be dependent upon the outcome of the consultation and whether the Parish Council and residents are prepared to make a contribution towards the funding gap.
27. In addition, until we have sought partner contributions it is not possible to establish the final scale of the funding gap. Once this is established a further report will be brought before Councillors for them to decide if they wish the Council to make a contribution and how much the contribution may be.

COMMENTS OF THE MONITORING OFFICER

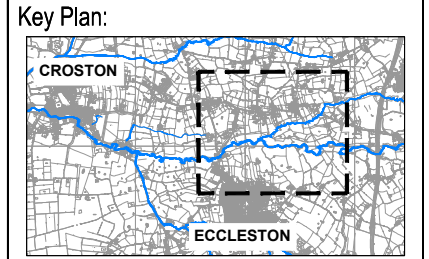
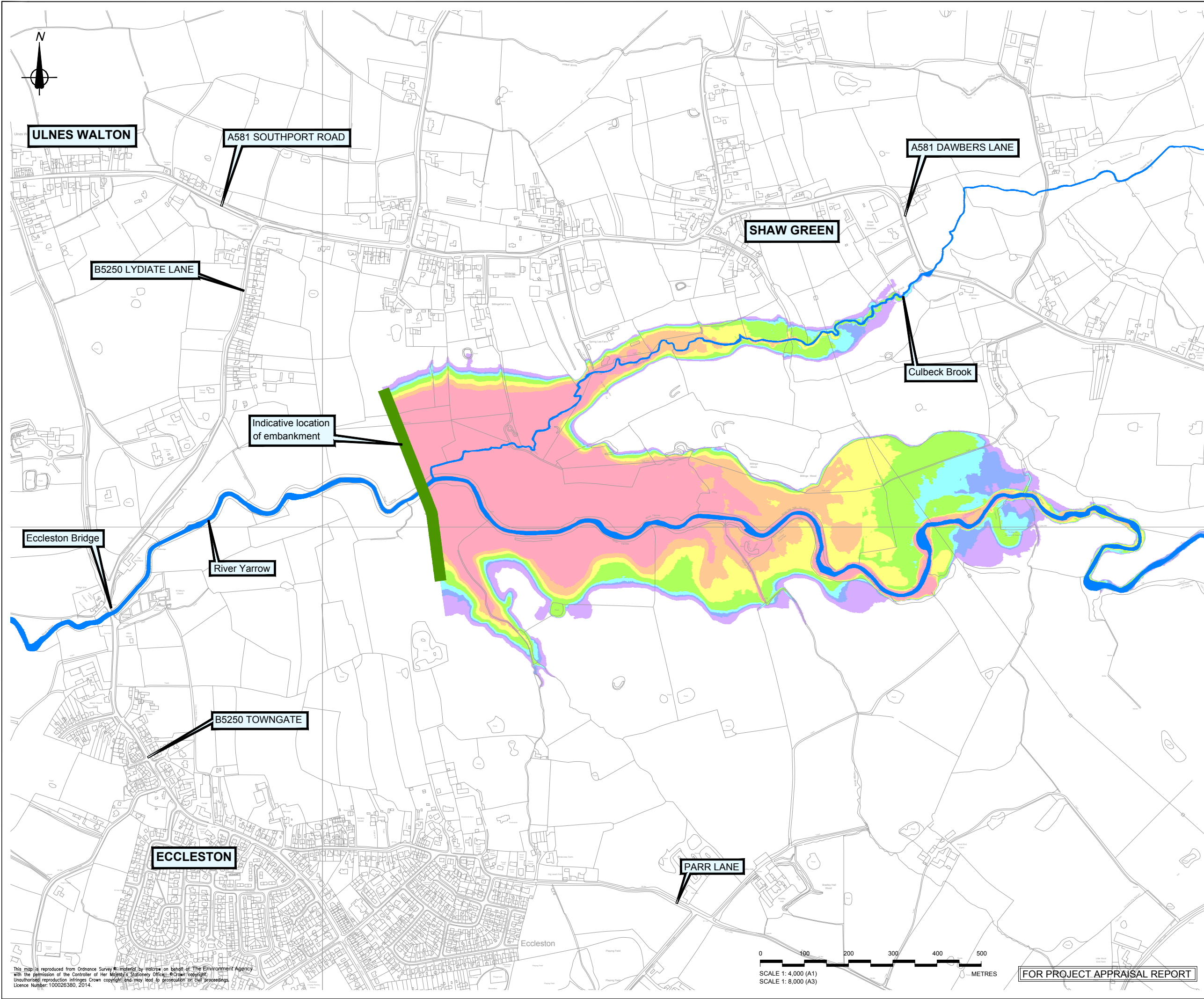
28. There are planning implications in undertaking the proposed works but these are capable of being addressed during any planning application process. Environmental issues should have been addressed by the Environment Agency.
29. Given the nature of the works it is entirely appropriate to seek a contribution to the funding gap from stakeholders and those who receive a benefit.

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECTION, STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	17-06-2014	EC Croston Flood Scheme



Key:

	Indicative location of embankment
	Rivers / Brooks
	Flood Outline 1 in 5 years
	Flood Outline 1 in 10 years
	Flood Outline 1 in 20 years
	Flood Outline 1 in 50 years
	Flood Outline 1 in 75 years
	Flood Outline 1 in 100 years
	Flood Outline 1 in 200 years

Rev	By	Chkd	Apprvd	Date	Description

Client

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A CH2M HILL COMPANY

Project

CROSTON FLOOD RISK MANAGEMENT SCHEME

Drawing

FIGURE 6
 LOCATION OF EMBANKMENT AND POTENTIAL 100 YEAR FLOOD OUTLINE

Drawn by: MFW	Date: FEB 14
Checked by: MJ	Date: FEB 14
Approved by: KH	Date: FEB 14

Drawing No. **475712/100/019** Revision **P0**

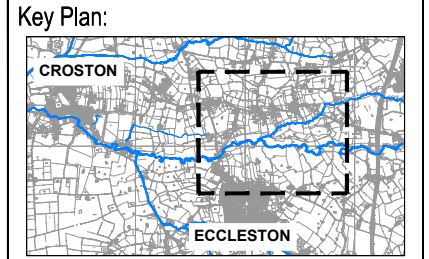
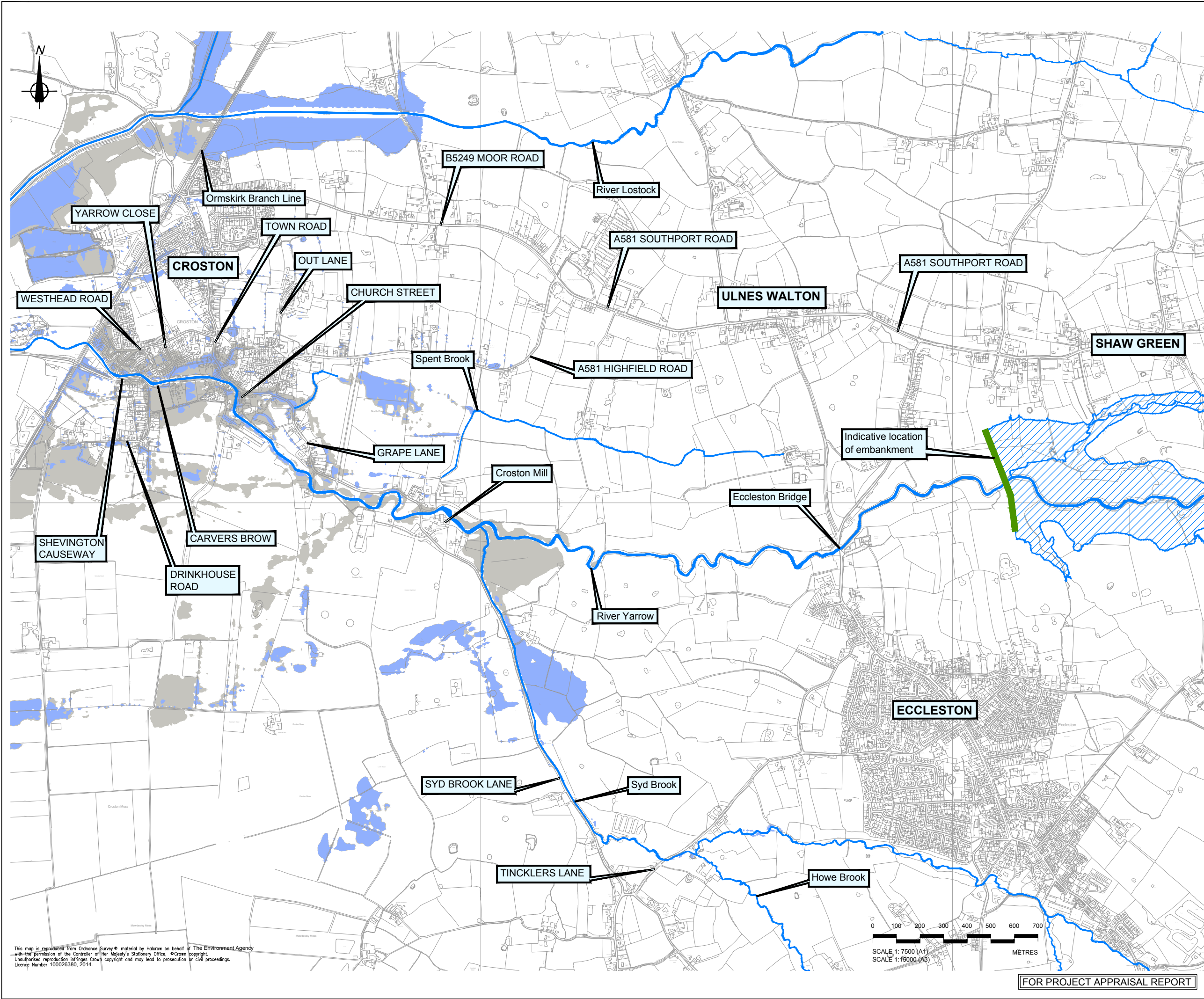
Scale: 1:8,000 @ A3

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0 100 200 300 400 500 METRES
 SCALE 1: 4,000 (A1)
 SCALE 1: 8,000 (A3)

FOR PROJECT APPRAISAL REPORT

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- Key:**
- Indicative location of embankment
 - Rivers / Brooks
 - Flood Outline using 0.15m contour 1 in 100 years: without Scheme
 - Flood Outline using 0.15m contour 1 in 100 years: with Scheme
 - Indicative area flooded at Upstream Storage Area 1 in 100 years: with Scheme

- Key:**
1. Some areas are still showing that they are at risk from surface water flooding once the scheme is in place.
 2. We are currently investigating how this risk can be managed.

Rev	By	Chkd	Apprv	Date	Description

Client

Environment Agency

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A CH2M HILL COMPANY

Project

CROSTON FLOOD RISK MANAGEMENT SCHEME

Drawing

**FIGURE 5
FLOOD OUTLINE:
RIVER AND SURFACE WATER**

Drawn by: MFW	Date: FEB 14
Checked by: MJ	Date: FEB 14
Approved by: KH	Date: FEB 14

Drawing No. Revision

475712/100/021 P0

Drawing Scale: 1:15,000 @ A3

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 METRES

FOR PROJECT APPRAISAL REPORT

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Public Protection)	Executive Cabinet	26 June 2014

DRAFT STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

PURPOSE OF REPORT

- To advise Members of the content of the draft Statement of Community Involvement attached at Appendix 1 and approve it for 4 weeks consultation.

RECOMMENDATION(S)

- To approve the draft Statement of Community Involvement for 4 weeks consultation.

EXECUTIVE SUMMARY OF REPORT

- The Statement of Community Involvement (SCI) will provide the community and other interested parties with clarity on the levels of involvement in the planning process. It details how the Council will consult in relation to preparing planning policy documents and in determining planning applications. Once finalised, the Council is required to act in accordance with the adopted document. The Council adopted an SCI in 2006, however this is now out-of-date. A revised draft SCI has been prepared, which will be subject to a 4 week consultation between Monday 30 June and Monday 28 July 2014.

Confidential report Please bold as appropriate	Yes	No
--	-----	-----------

Key Decision? Please bold as appropriate	Yes	No
--	-----	-----------

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To ensure that the Council fulfils its commitment set out in the Local Development Scheme to produce such documents in a timely fashion.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 5. None as subject to statutory regulations as how prepared.

CORPORATE PRIORITIES

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

BACKGROUND

- 7. The Framework para 155 continues to place emphasis on early engagement with interested parties in development control and the development of Local Plan documents, indicating that a wide section of the community should be proactively engaged.
- 8. Under section 18 of the Planning and Compulsory Purchase Act 2004, Local Planning Authorities (LPAs) are required to produce a Statement of Community Involvement (SCI), which outlines the Council’s strategy for involving community groups, stakeholders and other organisations in the preparation and review of planning policy documents, and in the consideration of planning applications.
- 9. The Council adopted an SCI in 2006, however this is now out-of-date. A revised SCI has been prepared for consultation outlining how the Council now consults on all aspects of planning. This SCI has been produced in line with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

STATEMENT OF COMMUNITY INVOLVEMENT

- 10. The policy aim behind the new 2012 regulations (as amended) above is to reflect the reforms set out in the Localism Act 2011, consolidate the changes made to the 2004 Regulations into a single document; and ensure the new regulations are as effective and simple as possible.
- 11. The main changes incorporated into the SCI are:
 - Local planning authorities are required to make information on their planning activity available to their communities as soon as it is ready, and to do so on-line;
 - The new regulations prescribe additional bodies that are subject to the ‘duty to co-operate’ under section 110 of the Localism Act 2011.
 - The preparation and adoption stages by local planning authorities of development plan documents and supplementary planning documents including as to consultation with interested persons and bodies and the documents which must be made available at each stage.
- 12. The SCI also covers the consultation process for when a Neighbourhood Plan application is submitted and the consultation process for the Community Infrastructure Levy Charging Schedule.
- 13. Each planning authority has a statutory requirement to state how it will involve the community in preparing planning policy documents and in determining planning applications. Through the SCI, the planning authority sets out clearly how and when the community, and other interested parties, can expect to be involved in the planning process.

14. Although part of the Local Development Framework, the SCI is not required to undergo the same level of consultation that other documents are. The draft SCI will undergo a consultation period of 4 weeks between Monday 30 June and Monday 28 July 2014. The Council will notify all statutory consultees and those who have a duty to co-operate. In addition to this, the Council will contact interest groups and organisations, and the consultation will also be publicised via the Council’s website.
15. Following the 4 week consultation the SCI and comments will be reported back to Executive Cabinet on 28th August with a request to adopt or to adopt with changes as a result of the consultation.
16. Once approved, the SCI will set the standards for community engagement in all planning policy matters, such as the Local Development Framework process, as well as detailing pre-application consultation and consultation on planning applications. The Council must adhere to the SCI for all consultations relating to planning issues. The methods of consultation set out in the SCI are a minimum standard that the Council is expected to undertake as part of the planning process. In certain circumstances, if it were felt necessary, wider consultation techniques can be used, in addition to those set out in the SCI

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. The report sets out the Council’s approach to consultation. The biggest element of cost is likely to be officer time which is contained within the Council’s base budget. There may be some marginal costs dependent upon the scale of the consultation, but these will be contained within current budget allocations where possible. Any deviation required will be reported to Members.

COMMENTS OF THE MONITORING OFFICER

19. The legal position is properly detailed within the report.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

20. The statement of community involvement sets out an appropriate framework for engaging with relevant stakeholders throughout the planning process.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Alison Marland	5281	11 June 2014	***

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Draft Statement of Community Involvement

June 2014



Statement of Community Involvement

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Statement of Community Involvement 2014

1. Introduction

Role and Purpose of the SCI

- 1.1 The role and purpose of the Statement of Community Involvement (SCI) is to provide the community with clarity on the levels of involvement and engagement that they should expect in planning processes. It gives a level of certainty to key stakeholders, the general public and representative organisations as to how they can be involved in plan making and development control management processes.
- 1.2 Chorley Council will have to comply with the standards and methods of consultation as set out in the SCI when preparing and reviewing planning documents in the Local Development Framework and when determining planning applications in development control.
- 1.3 This SCI supersedes the 2006 SCI and has been produced in line with the 2012 Town and County Planning (Local Planning) (England) Regulations (as amended).

General Principles of Planning Consultation

- 1.4 Local Plan documents and determination of planning decisions must comply with the general duty in the Equality Act 2010. The Council is committed to equality and diversity and will apply some general principles to any planning consultations it carries out. These are:
 - Involvement will be open to all, regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, rurality, sex and sexual orientation;
 - We will seek views of interested and affected parties as soon as possible;
 - Consultation publications will be clear, concise and avoid unnecessary jargon; and
 - As part of the Local Development Framework, we will inform people who respond to consultations of later stages, if they request that we do so.

Role of Planning Officers

- 1.5 Planning Officers are generally available by prior appointment to discuss issues raised during the production of local development documents and in relation to pre-application and planning application enquiries. The Council operates a charging scheme for pre- application enquires.

Role of Councillors

- 1.6 Councillors as elected representatives have an important role within the planning system, as both decision makers and as community representatives. Councillors are a vital link between the local community and the Council. Councillors also make decisions on planning issues, such as adopting Planning Policy documents and in deciding planning applications.
- 1.7 Whilst Councillors are willing to receive and consider the views of their constituents on planning matters, it should be noted that if any person wishes to formally comment on a planning document or application they should write to the Director of Public Protection, Streetscene and Community or as otherwise indicated in consultation documents.

Relationship with Other Plans, Strategies and Corporate Initiatives

- 1.8 The SCI will have regard to other council initiatives and strategies which promote community involvement and participation.

2. Involving the Community in the Local Development Framework

2.1 It is the duty of the Local Planning Authority to prepare an up-to-date Local Plan for its area. Such development plan documents can contain strategic policies, land allocations, designations and development management policies which are used to determine the outcome of planning applications. This plan, and its component parts, must be supported by evidence, be consistent with the National Planning Policy Framework (The Framework) and must also be drawn up with involvement from the community.

2.2 The plans that the Council is producing and their timetables for production are published in the Local Development Scheme which can be viewed at chorley.gov.uk/planning

2.3 **When We Will Consult?** Table 1 below outlines the stages that the Council will undertake in order to produce development plan documents:

Development Plan Document Stages and Consultation Stage	Description	Table 1
Evidence Gathering (Regulation 18)	<ul style="list-style-type: none"> Public consultation on preparation of document. We will be seeking ideas, views and information on the issues that the document will address, and ideas on options for addressing these. 	
Plan Preparation (Regulation 18)	<ul style="list-style-type: none"> Public consultation on Draft document This document will be the first draft of the plan, and will be drawn up using evidence, information from the first stage consultation, and guidance within National Policy. Consultation will be for a minimum of 6 weeks. 	
Publication Stage (Regulations 19 & 20)	<ul style="list-style-type: none"> The revised draft document will be published Consultation will be for a minimum of 6 weeks to allow stakeholders and the community to make formal representations on its soundness. All of the responses received at the previous stage will be published as part of the consultation, along with the Council's response to them. 	
Plan Submission and Examination (Regulations 22, 23 & 24)	<ul style="list-style-type: none"> Submission of document to the Secretary of State and the Planning Inspectorate in order for an independent examination to take place. All of the responses received at the previous stage will be published, along with the Council's response to them. The Inspector will consider all representations and there will be an opportunity for interested parties to speak at the examination hearing. 	
Plan Adoption (Regulations 25 & 26)	<ul style="list-style-type: none"> The Inspector will issue a report declaring whether the plan is sound. Adoption of document. 	

2.4 **Who We Will Consult?** The Council will seek to obtain the views of as many people and organisations as possible as part of this process. The Council has a database of people and organisations who will be contacted at each consultation stage. Anyone can request to be added to this database at any time. In addition, anyone who responds to a consultation at any stage will be asked if they wish to be contacted at further stages. The database will be subject to regular updates and people will be asked if they wish to remain on the database at the end of the development plan document process.



- 2.5 The consultation will be publicised as widely as possible to allow as many members of the public, organisations, businesses and interest groups as possible, an opportunity to be involved. The Council will consult with statutory consultees and also has a duty to co-operate with a number of organisations including Councils, infrastructure providers and government bodies (as detailed in the Town and Country Planning (Local Planning) Regulations 2012 and any subsequent amendments). The Council are required to engage constructively, actively and on an on going basis with these organisations. Appendix 1 lists the statutory consultees and organisations which the Council has a duty to cooperate with.
- 2.6 The National Planning Policy Framework (NPPF) defines issues that require cooperation as:
- The homes and jobs needed in the area;
 - The provision of retail, leisure and other commercial development;
 - The provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and the provisions of minerals and energy;
 - The provision of health, security, community and cultural infrastructure and other local facilities; and
 - Climate change mitigation and adaptation, conservation and enhancement of the natural and environment, including landscape.
- 2.7 **How We Will Consult?** The Council will adopt a range of consultation methods to ensure that as many people, businesses and organisations as possible can be involved in the process. These are:
- All individuals, businesses, and organisations on the consultation database will be contacted direct. Where an email address is supplied, the contact will be via email, otherwise a letter will be sent;
 - We will publicise consultations using methods such as leaflets, posters, the Council website, social media channels; press releases; a press notice, and displays in Council offices
 - Consultation events may be held in public places throughout the borough – these may include evening sessions;
 - Officers will be available at the Council offices during normal office hours upon request to give information/answer questions;
 - Consultation documents will be available to view at all libraries in the borough, at post offices in villages where there is no library and at Council offices;
 - Where possible, officers will attend parish and town council meetings on request; and
 - Consultation documents will be available to download from the Council's website, or will be emailed or supplied as a paper copy on request.

Supplementary Planning Documents

- 2.8 Supplementary Planning Documents (SPDs) may be produced to provide further guidance and more detailed advice than contained in a Development Plan Document relating to specific topic areas. These have a more limited role, for instance, they cannot introduce new policy or change land allocations.
- 2.9 As with a Development Plan Document, they must be supported by appropriate evidence and accord with national policies. The Council will carry out at least one stage of consultation on an SPD before it is adopted. An SPD is not subject to an independent examination by a Planning Inspector.
- 2.10 **When We Will Consult?** The Council will prepare a draft SPD, based on the local policy, drawing from available national policy and guidance. The draft SPD will be subject to public consultation for a minimum of four weeks.

- 2.11 Following and changes the revised SPD and a consultation statement will be published at least 4 weeks before the document is formally adopted by the Council. The consultation statement will list all the responses received, with the Council's response, and any changes that have been made to the document as a result of the comments received.
- 2.12 **Who We Will Consult?** Members of the public, local businesses, organisations and interest groups from the Consultation database will be consulted, as well as statutory consultees as required in the Town and Country Planning Regulations.
- 2.13 **How We Will Consult?** As with a Development Plan Document, the Council will adopt a range of consultation methods to engage with as many people and organisations as possible. These will be:
- All individuals, businesses, and organisations on the Consultation Database will be contacted direct. Where an email address is supplied, contact will be made via email, otherwise a letter will be sent;
 - The consultation will be publicised via press releases and will also be on the Council's website;
 - Consultation documents will be available to view at all libraries in the borough, at post offices in villages where there is no library and at the Council offices; and
 - Consultation documents will be available to download from the Council's website, and in paper format upon request.

Neighbourhood Plans

- 2.14 Neighbourhood Plans (NDPs) were introduced into the planning system through the Localism Act 2011 as an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan). Consultation procedures for Neighbourhood Plans are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.
- 2.15 The responsibility to produce a Neighbourhood Plan lies with the qualifying body – a Parish Council, a Town Council or a Neighbourhood Forum, in a non parished area. The extent to which a prospective forum has included residents, business and local elected members from across the neighbourhood area will be one of the factors the Local Planning Authority will consider in deciding whether to designate the group as the neighbourhood forum. An application for neighbourhood forum designation must include a copy of the forum's written constitution and a statement of how they will meet the conditions for designation as a neighbourhood forum set out in the Localism Act.
- 2.16 The qualifying body is responsible for consulting upon a draft Neighbourhood Plan before they submit to the local authority.
- 2.17 In terms of consultation the following comments apply to Local Authority:

When will we consult? When a Neighbourhood Plan application is submitted a consultation will occur on a Neighbourhood Forum Application Stage:

- This stage will be subject to a six week consultation.
- When a submission Neighbourhood Plan is received by the authority a six week consultation will be undertaken at this stage.
- A Neighbourhood Plan is subject to an examination by an Independent Planning Inspector, full details of the Inspector and examination process will be made publically available.
- A Neighbourhood Plan will also require a referendum, of which all details will be made publically available.

2.18 **Who will we consult?**

- There is a requirement to consult those who live, work and carry out business in the area.
- All those on the Neighbourhood Plan database who have previously responded and requested to be kept informed of the process.

2.19 **How will we consult?**

- All individuals, businesses, and organisations on the NDP consultation database will be contacted direct. Where an email address is supplied, the contact will be via email, otherwise a letter will be sent;
- We will publicise consultations using methods such as leaflets, posters, the Council website, social media channels, press releases; a press notice, and displays in Council offices;
- Officers will be available at the Council offices during normal office hours upon request to give information/answer questions;
- Consultation documents will be available to view at all libraries in the borough; at post offices in villages where there is no library and at Council offices;
- Consultation documents will be available to download from the Council’s website, or will be supplied by email or as a paper copy on request.

Consultation on the Statement of Community Involvement

2.20 Although part of the Local Development Framework, the SCI is not required to undergo the same level of consultation that other documents are. The draft SCI will undergo a consultation period of 4 weeks. The Council will notify all statutory consultees and those who have a duty to co-operate. In addition to this, the Council will contact interest groups and organisations, and the consultation will also be publicised via the Council’s website.

Consultation on the Community Infrastructure Levy

2.21 The Community Infrastructure Levy (CIL) is a standardised local levy that is placed on new development and used to help fund the provision and maintenance of necessary local and strategic infrastructure projects. The Council adopted its first CIL Charging Schedule in July 2013, and it came into effect on 1 September 2013. This will be kept under review and consultation may take place again within the lifetime of this SCI.

2.22 **The Regulation 123 List.** The Regulation 123 List will be updated at appropriate intervals. There will be a minimum 4 week consultation on the list. The Council will notify all statutory consultees and key stakeholders of the consultation, as well as publicising the consultation via a press notice and on the Council’s website.

2.23 **CIL Charging Schedule.** The process for consulting on a new Charging Schedule will be more comprehensive than the consultation on the Regulation 123 list.

Table 2 below shows the stages in the production of the schedule when the Council will consult:

Stage	Description
Preliminary Draft Charging Schedule	<ul style="list-style-type: none"> • Public consultation on Preliminary Draft Charging Schedule, based on evidence collected. • Consultation will be for a minimum of 4 weeks. • Any representations received will be considered, and changes made to the schedule, where appropriate.
Draft Charging Schedule	<ul style="list-style-type: none"> • Public consultation on Draft Charging Schedule • Consultation for a minimum of 4 weeks. • Any representations received will be considered, and changes made to the schedule, where appropriate.



Formal Examination	<ul style="list-style-type: none"> • The CIL documents will be sent to be examined by an independent Inspector. • Objectors to the document may be allowed to appear at the Examination. • Any recommendations in the Inspectors Report will be binding on the Council.
Adoption	<ul style="list-style-type: none"> • Adoption of the CIL documents.

2.24 At all consultation stages for the CIL Charging Schedule, the Council will seek the views of statutory consultees, businesses and the local community. To do this, we will contact all those registered on the Council’s consultation database, as well as publicising the consultation via press releases and on the Council’s website.



3. Involving the Community in Planning Applications.

- 3.1 The National Planning Policy Framework encourages early engagement with communities, before a planning application is submitted. The Council encourages developers to talk to those who may be affected and refine their proposals while they are at a formative stage. Among those likely to be interested are neighbours, utility and infrastructure providers and, for larger proposals, Councillors and the wider community. The earliest consultation takes place, when proposals are being formulated, the better.

Statutory Instrument 2013 No 2932

- 3.2 The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2013 indicates a person must carry out consultation on a proposed application for planning permission for any development involving an installation for the harnessing of wind power for energy production where:
- the development involves the installation of more than 2 turbines; or
 - the hub height of any turbine exceeds 15 metres.

Pre-application Consultation for all Development

- 3.3 In October 2012 the Council introduced a formal pre- application advice service to agents, developers and members of the public for development requiring planning permission, whilst still offering free general advice at the Union Street Offices, Chorley or over the phone by a duty planning officer. Details of this service can be found at chorley.gov.uk/planning. All pre-application consultations are confidential.
- 3.4 Pre-application consultation by agents and developers can highlight issues that may be resolved prior to submitting the application, and can help steer proposals into a form that are more likely to be acceptable to the Local Planning Authority whilst leading to the re-working or dropping of proposals that appear to be fundamentally unacceptable. It ultimately:
- can save time;
 - avoid wasted expense;
 - raise the quality of development;
 - gain community acceptance and avoid frustration to consult in advance of submitting a planning application.

Type of Developments that would Benefit from Community Involvement.

- 3.5 Developers are encouraged to incorporate community involvement into their development programme to allow for enough time to be devoted to involve the community in a particular scheme. The Localism Act 2011 proposed mandatory pre-application consultation with local communities but to date this has not been activated.
- 3.6 Where the proposal constitutes “major development”, more formal consultation is encouraged. “Major development” is defined as:
- the winning and working of minerals or the use of land for mineral-working deposits;
 - waste development;
 - the provision of dwellinghouses where —
 - the number of dwellinghouses to be provided is 10 or more; or
 - the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c) (i);
 - the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

(e) development carried out on a site having an area of 1 hectare or more.

*In Chorley these matters are dealt with by Lancashire County Council.

- 3.7 Community Involvement in Planning Applications should also apply to:
- Smaller development on sensitive sites;
 - Changes of use of buildings or land for purposes which are likely to be controversial;
 - Developments where opportunities for community benefits may be available (e.g. the upgrading of a facility used by the community);
 - Where there are issues of scale and controversy, or are contrary to and/or are out of line with the Local Development Framework policy;
 - Where the application is broadly in accordance with the Local Development Framework but raises controversial issues or detail i.e. those that will require a Transport Assessment.
- 3.8 Development control officers will give advice on the most appropriate methods, who to consult in the local area and where to hold a public exhibition. The developer should remember to give sufficient advance notice and publicity to community involvement. The following examples may also be helpful:
- Make detailed proposals available for public view at the site e.g. Draft layout plans, drawings, photo montages, visuals, street scenes & sketches mounted on the site boundary, including 3-D representations where possible;
 - Public meeting/ Public exhibitions / community engagement events / Interactive Workshops;
 - Arrange a press release/advertisement in local newspapers
 - Circulate a leaflet or letter/statement outlining the proposals within the vicinity to both residents and ward Councillors explaining proposals with plans or a diagram; and
 - Arrange a meeting with groups in the community (e.g. Parish Council, residents associations, interested parties, ward Councillors, neighbours).
- 3.9 Small-scale proposals such as house extensions or advertisements will not require community involvement. However, applicants are encouraged to discuss their proposals with the occupiers of neighbouring property who will be affected and to take account of their concerns where possible and check with infrastructure providers and key consultation bodies that their requirements are satisfied – e.g. that you are not building over or near to service cables or pipes. This can reduce the need for changes after the application has been submitted to the Council, increase the prospect of planning permission being granted and speed up the time taken for proposals to be dealt with.
- 3.10 **The Consultation Statement** - Developers are encouraged to submit a consultation statement with their planning application. This should include:
- The techniques they employed to gain stakeholder comments, including correspondence, public notices, press releases, a record of persons attending exhibitions, public meetings, public forums or events etc.;
 - A summary of the responses received;
 - A list of the main objections and any supports that have been raised;
 - Any other matters raised;
 - The developer's comments on the responses; and
 - The amendments made to the proposals as a result of the comments.

3.11 A developer is encouraged to also consider what effects the proposals have on the surrounding area. This should include:

• access arrangements	• effect on trees
• car parking	• nature conservation
• traffic generation	• protected species
• public right of way affected	• Listed buildings
• noise and disturbance	• Conservation Area
• use in unsocial hours	• scale of development
• odours	• height/mass of development
• disruption during construction	• attraction of crowds
• drainage problems	• drainage problems
• ground conditions	• effect on watercourse
• employment potential	• employment potential
• underground/overhead utility infrastructure	• scale of development
• use in unsocial hours	• other significant effects

Masterplan / Development Brief Preparation and Consultation

3.12 The emerging Local Plan allocates a number of large employment and housing sites where the preparation of a comprehensive Masterplan or Development Brief is required. The Council welcomes early discussions with landowners/developers on the scope, content and the preparation process for each Masterplan or Development Brief.

3.13 The Masterplan or Development Brief should be the subject of consultation with all stakeholders and interested parties using similar methods as detailed above. Following consultation it shall be agreed with the Council and thereafter adopted for the purposes of development control purposes to inform the determination of planning applications related to the site.

The Council’s Consultation on Planning Applications

3.14 The Development Control team is responsible for making recommendations and delegated decisions on planning application. Although the community are consulted on individual planning applications, they must recognise that planning applications must be determined in accordance with the provisions of the development plan, unless material considerations indicate otherwise.

3.15 The Council consider the key to community involvement on planning applications is disseminating accurate information about the applications received. Experience has shown the community is generally forthcoming with comments on applications of interest, and responses received in writing are reported in the planning officer’s report.

3.16 The Council consults on planning applications as follows in accordance with Circular 15/92 ‘Publicity for Planning Applications’.

:

- Immediate adjoining neighbours are notified individually by letter, with 21 days to respond. In addition the Planning Officer may request additional property addresses to be notified where it is thought appropriate, depending on the nature of a proposal.
- Statutory consultees relevant to the application, such as the Highways Authority, the Environment Agency, etc. are notified, with 21 days to respond.
-



- The Council displays a site notice, which will invite responses 21 days from the posting of the site notice.
 - The weekly list of planning applications received is circulated by email to Ward Councillors, the Clerks of the Parish and Town Councils, and other interested parties. The weekly list is also available to view via Public Access (see below).
 - The Council website offers a search facility, called Public Access, where a summary of the application details including application forms, plans, and other supplementary information can be found. There is also the facility to make a response via the 'make a public comment form'; comments made in this way will be available to view on-line (personal details will be removed and will not be published).
 - Plans and drawings that have been submitted in support of a planning application are available for inspection at the One-Stop-Shop, Civic Offices, Union Street, Chorley.
 - All comments received on planning applications are summarised and considered in the planning officer's report. In addition to this, all representations received will be available to view at the Council offices, but only comments made via Public Access will be available to view on-line.
- 3.17 In addition to the above, the Council also place Public Notices in the Chorley Guardian referring to development proposals that are: a departure from the local development plan, a major application, development affecting a public right of way, a planning application with an Environmental Impact Assessment, or a planning application affecting a listed building, or a development affecting the character or appearance of a Conservation area. This is in line with Circular 15/92 'Publicity for Planning Applications'.
- 3.18 Via Public Access anyone can register to track applications or have specific searches designed to their interests.
- 3.19 **Amendment of a Planning Application.** The Council may re-consult with neighbours and other consultees, depending on the significance or scale of the changes to the planning application. If the changes proposed to the application do not represent a significant difference to the application, or satisfactorily overcome an objection raised then the Council may not re-consult.

Deciding Planning Applications

- 3.20 The decision on an application may be made in two ways depending on the category of the application:
- By the Council's Development Control Committee. The committee is made up of elected councillors, advised by senior planning officers and a legal officer. The committee will consider a report written by the case officer assigned the planning application. The report will summarise the comments and consultation responses received and the key planning issues involved;
- or**
- In accordance with a Scheme of Delegation whereby:
 - By a senior planning officer after considering a report written by a case officer assigned the planning application. The report will take account of all comments received and consider the key planning issues involved. We aim to decide 90% of applications in this way.
 - Applications in certain categories may be determined under delegated powers, but where the qualified professional planning officer is minded to make a decision that is contrary to a written comment received from a local resident, a town or parish council or any other outside body or organisation that has been consulted, the Chair and Vice Chair of the Development Control Committee must first be consulted.;
- 3.21 **Planning Committee.** The Agenda for the Development Control Committee will be available to view on the Council's website 5 working days prior to the Committee being held. The minutes to previous meetings are also available to view on-line. Additional information may be presented up to and

including the date of the meeting from the residents, consultees and the applicant which will be reported on the Committee Addendum distributed at the meeting. The recommendation may therefore be subject to change at the Development Control Committee meeting and that new information may be presented to members.

- 3.22 Members of the public are invited to speak publicly at the Development Control Committee either to oppose or support an application. There are however, some restrictions on this:
- Public speakers are limited to one person speaking against an application and one person speaking in favour of the application and are accepted on a first come first serve basis;
 - Speakers must register with the Democratic Services Section no later than noon on the day before the Development Control Committee;
 - Each speaker is allowed to speak for a maximum of 3 minutes;
 - It is advised that if there are a large number of objectors, that a spokesperson is nominated to speak on everyone's behalf; and
 - Parish or Town councillors can speak on behalf of their respective Parish or Town Council for 3 minutes;
 - Elected Members of the Council can speak on behalf of the community for 5 minutes.
 - In exceptional circumstances the Chair of the Development Control Committee may allow for additional speakers to be heard and further time to be given to speakers in the interests of fairness.
- 3.23 The Chairman of Planning Committee invites statements and comments from members of the public at the appropriate time. The committee members then discuss the planning application, during which time no further comments are allowed from the public.
- 3.24 **After a Decision is Made.** Those that comment on a planning application can follow the progress of the application and the decision the Council made by registering an interest in the application on Public Access. They will then receive e-mail notification up-dates about the application, such as any new plans submitted, if the application will be taken to the Development Control Committee and the final decision made. Interest can be registered at <http://planning.chorley.gov.uk/online-applications/search.do>. Alternatively an individual can contact the Council's Customer Services (Tel: 01257 515151) for a planning decision, or call into the Council's Union Street Office where a Customer Services Advisor will be able to assist.

Planning Appeals

- 3.25 An applicant can normally make an appeal to the Planning Inspectorate, a central government agency, against the Council's decision where the Council:
- Refuse planning permission
 - Impose conditions on a permission which the applicant believes are unreasonable
 - Fail to make a decision on the application within 8 or 13 weeks depending on the type of application (unless there has been an agreed extension of time between the applicant, or their agent, and the Council).
 - Or can appeal against an Enforcement Notice issued by the Council where there has been a breach of Planning Control.
- 3.26 When an appeal against refusal of planning permission is lodged, the Council notifies those neighbours consulted during the original planning application process and any persons who had made representations on the original planning application
- 3.27 Appeals are heard by a Planning Inspector, by written representations, an informal hearing, or in a more formal planning inquiry. The Inspector will consider written representations from the community,

and in hearings/inquiries usually provides for members of the community to verbally state their case. Information on appeals can be found on the Planning Inspectorate website: <http://www.planningportal.gov.uk/planning/planninginspectorate>.

Complaints Procedure

3.28 If you are dissatisfied with the way in which a planning application or other development control matter has been handled, you may complain to the Council. We will investigate any complaint made, for more information about this go to our complaints page (chorley.gov.uk (contact us)). If you remain dissatisfied, you may complain to the local government ombudsman who will undertake an independent investigation.

Further Information

3.29 For further information about this document, please contact the Planning Policy and Urban Design Team: planning.policy@chorley.gov.uk

4 Glossary

CIL	The Community Infrastructure Levy is a new levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods want.
DPD	Development Plan Document – A statutory policy document of the LDF, such as the Core Strategy and Local Plan
EIA	Environmental Impact Assessment – applicants for certain types of development are required to submit an environmental statement accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.
LDD	Local Development Document – all documents (statutory and non-statutory) making up the local development framework.
LDF	Local Development Framework – A folder of all the documents that comprise the Local Development Plan
SCI	Statement of Community Involvement – sets out how, when and where the Council will consult with local and statutory stakeholders in the process of planning for the local authority.
SPD	Supplementary Planning Document – gives guidance on specific policy topic areas or detailed guidance on the development of specific sites.
NDP	Neighbourhood Plans (NDPs) were introduced into the planning system through the Localism Act 2011 as an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan). <u>Neighbourhood Forum Application Stage:</u> An application must be made by a parish or town council or a prospective neighbourhood forum to the local planning authority for a neighbourhood area to be designated (see regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended)). This must include a statement explaining why the proposed neighbourhood area is an appropriate area.



5

Appendix 1

Statutory Consultees	Duty to Co-operate Organisations
Environment Agency	Environment Agency
English Heritage	English Heritage
Natural England	Natural England
Network Rail	Civil Aviation Authority
Highways Agency	Homes and Communities Agency
Telecommunications Operators	NHS England (Central Lancashire)
Chorley and South Ribble Clinical Commissioning Group	Chorley and South Ribble Clinical Commissioning Group
Electricity and Gas Companies	Lancashire County Council (Highways Authority)
Sewerage and Water Companies	*Lancashire Enterprise Partnership
The Homes and Communities Agency	Office of Rail Regulation
Adjoining Neighbouring Local Authorities	Adjoining Neighbouring Local Authorities inclusive of: Bolton Council; Wigan Council; West Lancashire Borough Council; South Ribble Borough Council; and Blackburn and Darwen Borough Council
Parish and Town Councils within the Borough	*Lancashire and South Pennine Nature Partnership
Adjoining Neighbouring Parish Councils	
Lancashire County Council	
Lancashire Constabulary	
The Coal Authority	

* These bodies are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.

General Consultation Bodies:

Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
Bodies which represent the interests of different religious groups in the local planning authority's area
Bodies which represent the interests of disabled persons in the local planning authority's area
Bodies which represent the interests of persons carrying on business in the local planning authority's area.



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