

EXECUTIVE CABINET

THURSDAY, 27TH AUGUST 2015, 6.00 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES FOR ABSENCE

- 1 **MINUTES OF MEETING THURSDAY, 25 JUNE 2015 OF EXECUTIVE CABINET** (Pages 5 - 14)

- 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 JOHN WALKER)

- 4 **REPORT OF OVERVIEW AND SCRUTINY TASK GROUP - PUBLIC TRANSPORT ISSUES** (Pages 15 - 40)

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 DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER
(RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)**

- 5 **REVENUE AND CAPITAL BUDGET MONITORING 2015/16 REPORT
1 (END OF JUNE 2015)** (Pages 41 - 60)

Report of Chief Executive.

- 6 **CHORLEY COUNCIL PERFORMANCE MONITORING - FIRST
QUARTER 2015/2016** (Pages 61 - 70)

Report of the Chief Executive.

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

- 7 **HOUSES IN MULTIPLE OCCUPATION - ADOPTION OF
STANDARDS** (Pages 71 - 86)

Report of Director of Public Protection, Streetscene and Community.

8 **EXCLUSION OF THE PUBLIC AND PRESS**

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

By Virtue of Paragraph 1: Information relating to any individual.
Condition:

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

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

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-
The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

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

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

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

9 **CIVICS REVIEW**

(Pages 87 - 92)

Report of Chief Executive.

ITEM OF EXECUTIVE MEMBER (CUSTOMER AND ADVICE SERVICES) (INTRODUCED BY COUNCILLOR GRAHAM DUNN)

10 **INFORMATION SECURITY FRAMEWORK**

(Pages 93 - 164)

Report of Director of Customer and Advice Services.

11 **SINGLE FRONT OFFICE MIDTERM REPORT**

(Pages 165 -
172)

Report of the Director of Customer and Advice Services.

12 **ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR**

GARY HALL
CHIEF EXECUTIVE

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

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**MINUTES OF****EXECUTIVE CABINET****MEETING DATE****Thursday, 25 June 2015****MEMBERS PRESENT:**

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

MEMBER RESPONSIBLE:

Councillors Danny Gee, Hasina Khan, Matthew Lynch, Alistair Morwood and Steve Murfitt

COUNCIL CHAMPIONS:

Councillors Jean Cronshaw and Gordon France

OFFICERS:

Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Customer and Advice Services), Jamie Carson (Director of Public Protection, Streetscene and Community), Chris Sinnott (Project Director), Simon Clark (Head of Health, Environment and Neighbourhoods), Rebecca Huddleston (Head of Policy (Communications)), Jennifer Moore (Head of Strategic Development), Peter McAnespie (Policy and Design Team Leader), Victoria Willett (Policy and Partnership Officer) and Ruth Rimmington (Democratic and Member Services Officer)

OTHER MEMBERS:

Councillors Eric Bell, Charlie Bromilow, Alan Cullens, Margaret France, Margaret Lees, Roy Lees, June Molyneaux, Richard Toon and John Walker

Three members of the public

15.EC.121 Minutes of meeting Thursday, 26 March 2015 of Executive Cabinet

Decision: The minutes of the meeting of the Executive Cabinet held on 26 March 2015 be confirmed as a correct record and signed by the Executive Leader.

15.EC.122 Declarations of Any Interests

There were no declarations of any interests.

15.EC.123Public Questions

There was one question from a member of the public, Peter Talbot.

In respect of the Central Lancashire Gypsy and Traveller Accommodation and Assessment report' dated May 2015. Table 6.1 in the report shows a need in Chorley under a number of different categories i.e. 1d, 3d, 3e, 4f and in line 10 of the table.

Can you please confirm if these are actual identified needs by individuals, and if so the specific need of these named individuals or an assessment of need by the authors of the report based on experience.

In response Councillor Alistair Bradley, Executive Leader of the Council, advised that the categories identified were actual needs of actual individuals interviewed by the consultant.

Line 10 we believe to be a mistake by the consultant – which doesn't affect the final numbers as he had treated one of the boys (line 4f) as being within this category so that line was wrong too. The updated/ corrected report would be available for Council.

Mr Talbot asked a supplementary question in relation to the costs of providing pitches going forward, how this would be funded and whether the Council would give consideration to the planning application which had recently been submitted.

At this point the Executive Leader suggested that the item in relation to the question be considered and debated in full.

15.EC.124Central Lancashire Gypsy, Traveller & Travelling Showpeople's Accommodation Assessment - May 2015

As there were members of the public present for this item the Executive Leader agreed to take this item of business first.

The report of the Chief Executive was presented by the Executive Leader and Executive Member (Economic Development and Partnerships). The report informed members about the revised Central Lancashire Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (GTAA) – May 2015.

Chorley's permanent Travelling pitch need figure of 11 was largely based on the Traveller Community currently residing at Hut Lane projected forward to 2026 (the emerging Chorley Local Plan period). The prescribed model took their presence as a current indication of need for a permanent site. Given that the current local Plan would allocate 5 permanent pitches at Cowling Farm, the remaining 6 would need to be allocated through a Gypsy and Travellers and Travelling Showpeople.Development Plan Document (DPD).

The Council would progress a permanent site for a minimum of 5 Traveller pitches through its Local Plan. A report recommending the endorsement of the Inspector's Minded Modifications and the adoption of the Local Plan would be presented to Council on 21 July.

Chorley's remaining 6 permanent Traveller pitches and any additional 'need' across Central Lancashire would be explored through a Gypsy and Travellers and Travelling Showpeople DPD.

A public consultation on an Issues and Options version of this document would invite comment on the study methodology and identify key issues that had to be addressed by the plan.

Members noted the recommendation that officers undertake further work to ascertain when the government's revised guidance on Travellers was likely to be issued and to explore the issue of 'local circumstances' that might apply to Chorley Borough.

Decision:

- 1. The findings of the GTAA were noted.**
- 2. The proposal at paragraph 44 that Council would be asked to approve that officers undertake further work to ascertain when the government's revised guidance on Travellers was likely to be issued and to explore the issue of 'local circumstances' that might apply to Chorley Borough was noted.**

Reasons for recommendation(s)

The GTAA provided an up to date assessment of the Gypsy, Traveller and Travelling Showpeople's housing needs in the Central Lancashire area. Its findings inform the approach taken to cover this issue in Local Plans and it formed part of the evidence base behind the Central Lancashire Gypsy, Traveller and Travelling Showpeople Local Plan.

Alternative option(s) considered and rejected

Failure to undertake a GTAA and progress a local plan to allocate sufficient land to meet the identified need for new pitches would be contrary to national planning policy guidance.

15.EC.125 Report of the Commission on the Future of Public Services in Chorley

The report of the Project Director was presented by the Executive Leader and Executive Member (Economic Development and Partnerships). The report presented the report from the commission on the Future of Public Services in Chorley and the potential responses to the recommendations.

On 4 and 5 March, the council hosted an independent commission to examine the future of public services in the borough. The commission received evidence from a range of organisations and individuals, and had produced a final report.

The report set out the findings of the commission, and their recommendations for making public services sustainable while meeting the needs of the borough in the future. The full report and recommendations were set out in the appendix to the report.

Councillor Bradley thanked all those people who had been involved in the Commission and noted that, although other organisations delivered services across a different footprint, they were all delivering services for Chorley residents. The report didn't give the answers, but evidenced that, in the main, partners supported the approach being taken by the Council.

Decision: The report was noted.

Reasons for recommendation(s)

The Commission on the Future of Public Service in Chorley had made a series of recommendations based on the evidence that it gathered about the challenges facing public services in the borough. It was important that the council considered these recommendations in its work, and specifically in developing relationships with partners and its future governance models.

Alternative option(s) considered and rejected

None.

15.EC.126 Chorley Council Performance Monitoring Report - Fourth Quarter 2014/15

The report of the Chief Executive was presented by the Deputy Executive Leader and Executive Member (Resources). The monitoring report set out the performance against the delivery of the Corporate Strategy, and key performance indicators during the fourth quarter of 2014/15.

The report provided an update on the performance of last year's Corporate Strategy projects and the outcomes achieved. All projects had been successfully completed or were rated green with highly positive outcomes that had been developed and taken forward in 2015/16.

Overall performance of 2014/15 key projects was excellent, with 94% of the projects on track or scheduled to start later in the year. One project; Deliver the Chorley Youth Zone had been rated amber due to delays in the agreement of the design, operation and funding for the Chorley Youth Zone. A report on the Youth Zone would be considered later on the agenda.

Overall performance on the Corporate Strategy indicators and key service delivery measures was good. 75% of the Corporate Strategy indicators and 90% of the key service measures were performing above target or within the 5% tolerance.

The Corporate Strategy measures performing below target were; the median workplace earnings in the borough, the number of town centre visits, 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. The key service delivery measure performing below target was the time taken to process all new claims and change events for Housing and Council Tax benefit. Action plans were included within the report outlining what actions were being taken to improve performance.

Decision: The report was noted.

Reasons for recommendation(s)

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

Alternative option(s) considered and rejected

None.

15.EC.127 Provisional Revenue and Capital Outturn 2014/15

The report of the Chief Executive was presented by the Deputy Executive Leader and Executive Member (Resources). The report presented the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2014/15.

The report set out the provisional outturn figures for the 2014/15 Capital Programme and updated the Capital Programme for financial years 2015/16 to 2017/18 to take account of the rephasing of expenditure from 2014/15 and other proposed budget changes.

The accounts were provisional at this stage and were 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 would be submitted to Executive Cabinet.

Members noted that in the 2014/15 budget the expected net income from Market Walk was £559k. The final outturn position, after taking into consideration £102k reserved to fund feasibility costs of the proposed extension and £100k transferred to fund further Town Centre Investment, was £735k. The proposed surplus of £176k would be transferred to reserves, allocated 80:20 between the change management reserve and the Market Walk income equalisation reserve. This would bring Market Walk reserves to £200k by 31 March 2015.

Decision:

- 1. The full year outturn position for the 2014/15 revenue budget and capital investment programme was noted.**
- 2. Request Council approval for slippage requests and other transfers to reserves outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2015/16.**
- 3. Approval granted to the transfer of £176k net income from Market Walk in 2014/15, split 80:20 between the Change Management Reserve and Equalisation Reserve (to limit the future impact of any potential reduction in income).**
- 4. The impact of the final capital expenditure outturn was noted and approval granted to the re-phasing of capital budgets to 2015/16.**
- 5. Request Council approval of the financing of the 2014/15 Capital Programme to maximise the use of funding resources available to the Council.**
- 6. The 2014/15 outturn position on the Council's reserves was noted.**

Reasons for recommendation(s)

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

15.EC.128Cuerden Valley Country Park Visitors Centre

The report of the Director of Public Protection, Streetscene and Community was presented by the Deputy Executive Leader and Executive Member (Resources). The report was to consider providing £65,000 financial support to Cuerden Valley Country Park towards their new visitor centre.

The centre would help with viability and safeguard the park's future. The scheme addressed an action in the Play, Open Space and Playing Pitch Strategy to work with the Trust to address their sustainability.

It was intended that the building would be an environmentally friendly and sustainable in keeping with the Park's ethos, surroundings and environmental objectives. The building construction proposed involved eco-friendly methods and materials, consisting mainly of straw bales with a shingle roof, utilising timber from the park as part of the construction and with foundations incorporating recycled materials.

Members supported the grant and noted this would be a major improvement to a Chorley asset.

Decision: Approval granted to provide a grant of £65,000 to Cuerden Valley Country Park towards their visitor centre.

Reasons for recommendation(s)

To support Cuerden Valley Country Park deliver a visitor centre, support their sustainability and safeguard the park.

Alternative option(s) considered and rejected

Not to provide any financial support. This would put added financial pressure on the Trust; something we are looking to alleviate.

15.EC.129Single Front Office Policies Review

The report of the Director of Customer and Advice Services was presented by the Deputy Executive Leader and Executive Member (Resources). The report sought approval for several revised and updated policies.

The Executive Member advised that there were two additional recommendations and read these out to Members.

As part of the implementation of the single front office, a review of policies within the service had been carried out to ensure that they were up-to-date and consistent with both the aims of the service and the council's corporate priorities.

The report provided a summary of each of the policies, outlining the legislative background, the general principles within each policy and the funding arrangements where applicable.

The policies provided transparency for customers in terms of the council's approach. In addition staff would follow operational procedures and guidance on a day-to-day basis.

Decision:

1. **Approval granted to consultation on the policies by other precepting authorities, interested parties and the wider community.**
2. **Approval granted for the adoption of the policies under delegated powers by the Executive Member for Resources, following a successful consultation outcome.**
3. **Delegated authority granted to the council's Chief Financial Officer/Executive Member for Resources to approve changes to the policies where the changes are cost neutral**
4. **Delegated authority granted to the council's Chief Financial Officer to approve the granting of discretionary housing payments and council tax discretionary hardship relief where these would exceed the current budget.**
5. **Delegated authority granted to the council's Chief Financial Officer to approve bankruptcy and liquidation proceedings under the Debt Management Policy.**

Reasons for recommendation(s)

1. The changes to the policies brought up-to-date a number of existing policies administered in Customer Services.
2. The policies were in line with the most recent government legislation, guidance and good practice.
3. The Discretionary Housing Payments Policy and the Council Tax Discretionary Hardship Policy provided a consistent and transparent approach to the consideration of applications for discretionary housing payments and hardship relief.
4. The Sanction and Prosecution Policy now reflected the position of the council following the transfer of Housing Benefit fraud investigation to the DWP's Single Fraud Investigation Service.

Alternative option(s) considered and rejected

None.

15.EC.130 Executive Cabinet Response to the Overview and Scrutiny Task Group on Neighbourhood Working

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Community Services). The report provided the response to the Overview and Scrutiny Task Group Review of Neighbourhood Working undertaken in late 2014 and reported to Executive Cabinet in February 2015.

All the recommendations were accepted, apart from one (Recommendation 4) relating to the provision of a single point of contact on neighbourhood matters for parish councils and community groups.

Councillor Murray thanked all those who had contributed to the inquiry.

Decision: Approval granted to accept the recommendations made by the Overview and Scrutiny Task Group Review of Neighbourhood Working as outlined in the report.

Reasons for recommendation(s)

To provide a response to the recommendations made by the O&S Task Group Review of Neighbourhood Working.

Alternative option(s) considered and rejected

None.

15.EC.131 VCFS Commissioning 2014/15 2016/17; End of Year One

The report of the Chief Executive was presented by the Executive Member (Community Services). The report gave an update on the performance of the commissioned VCFS providers during 2014/15.

In March 2014 Executive Cabinet had approved the providers for the contracts procured through the VCFS commissioning process. It was agreed that all contracts would be 1 +1 +1; this would mean that the contract would be for 1 year with the option to extend on an annual basis for up to a further two years subject to contract review, with a maximum contract length of 3 years.

The report recognised the valuable work being undertaken within our communities by voluntary, community and faith groups. Each of the organisations commissioned had expressed that they could see no risks to the future delivery of their service, and that their service was on track to achieve year two and three targets. Following the successful contract reviews it was agreed that in line with the contract, the Agreement would be extended for a further term of one year (1 April 2015 – 31 March 2016).

Decision: The report was noted.

Reasons for recommendation(s)

To ensure effective monitoring of the council's commissioned providers.

Alternative option(s) considered and rejected

No alternative options considered.

15.EC.132 Exclusion of the Public and Press

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

15.EC.133 Chorley Youth Zone

The confidential report of the Chief Executive was presented by the Executive Leader and Executive Member (Economic Development and Partnerships). The report briefed Members on the proposed terms and conditions for the development of the Chorley Youth Zone off Railway Street, Chorley and sought authority for the Executive Member for Resources to approve the final agreed terms and conditions by way of an Executive Member Decision.

Decision:

- 1. Approval granted that the terms and conditions set out in the report was approved and the Head of Governance and Property Services authorised to negotiate and agree final terms and conditions with all relevant parties involved in the development and that such agreed terms be reported for**

approval by the Executive Member for Resources by way of an Executive Member Report.

2. **Approval granted that the Director of Public Protection, Streetscene and Community, Jamie Carson, be the Council's nominated trustee on Chorley Youth Zone Charitable Trust.**

Reasons for recommendation(s)

To achieve delivery of the Council's Corporate Strategy and provide a new Youth Zone facility in Chorley town centre.

Alternative option(s) considered and rejected

None.

15.EC.134 Proposed Buckshaw Community Centre

The confidential report of the Chief Executive was presented by the Deputy Executive Leader and Executive Member (Resources). The report set out the terms agreed for the acquisition of the land and building comprising the Buckshaw Community Centre off Ordnance Road, Buckshaw Village, and sought authority to accept the terms as negotiated.

Decision: Approved granted that the terms be agreed and the Head of Governance and Property Services be authorised to complete the acquisition.

Reasons for recommendation(s)

To achieve delivery of the Corporate Strategy and provide a new community facility on Buckshaw Village.

Alternative option(s) considered and rejected

None.

15.EC.135 CCTV Infrastructure Upgrade - Procurement Update

The confidential report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Public Protection). The report advised Members of the current procurement exercise for a contractor to deliver the CCTV infrastructure upgrade and repair/maintenance services which Executive Cabinet had approved in October 2014 for delivery in 2015/16.

Decision:

1. **The current progress of procuring a CCTV infrastructure upgrade including service and maintenance contract and the procurement process to date was noted.**
2. **Approval granted to the evaluation process to be used in determining the successful contract bidder.**
3. **Delegated authority granted to the Executive Member for Public Protection to award the contract to the winning bidder in accordance with the proposed selection criteria.**

Reasons for recommendation(s)

To keep Executive Cabinet update of progress in the procurement of a suitable contractor to deliver the required upgrade and repair/maintenance services for the Councils CCTV system

Alternative option(s) considered and rejected

None.

15.EC.136 Police Community Support Officer - Deployment Update

The confidential report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Public Protection). The report updated Members on changes being made by Lancashire Constabulary to the number and deployment of Police Community Support Officers (PCSO's) in the Chorley Council area.

Decision:

1. **Approval granted to continue the funding support for PCSO deployment in Chorley at current levels with an annual review to commence as part of the budget setting process for financial year 2016/17.**
2. **The planned reduction in PCSO numbers and the Constabulary's use of an element of the PCSO resource to be directed to early intervention and prevention case work was noted.**
3. **Approval granted to task senior Council Officers to continue discussions with Lancashire Constabulary to implement any reduction in PCSO resource in consultation with the Council and at a pace that minimises its impact.**

Reasons for recommendation(s)

To ensure that a significant PCSO resource over and above minimum risk and threat level is retained in Chorley.

Alternative option(s) considered and rejected

The Council could decide to withdraw all funding for PCSO's or scale it back. It would be prudent to understand fully the pace of the intended Constabulary reductions and assess its impact on our neighbourhood and community safety work before this was considered further

Chair

Date

Report of the Overview and Scrutiny Task Group – Public Transport Issues in Chorley

July 2015



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PREFACE

The Overview and Scrutiny Committee requested the review to be undertaken following discussions by Members on issues that their constituents had brought to their attention over the years in relation to public transport. The overall aim of the Group is to try to influence the provision of reliable services that cover the whole of Chorley that are reflective of people needs.

The Group accepted that a review of the issues relating to all public transport would be too much to take on and agreed to narrow the scope by investigating how the Council could influence improved bus transport services for its residents. The Council would however continue to lobby the Rail Companies regarding individual rail issues by correspondence and seek to recommend an annual Three Tier Forum meeting being held, dedicated to transport related issues. Members were keen to make sure that the current level of bus services were protected and where possible, improved upon, especially in the provision of sustainable community services to the elderly, isolated and often vulnerable members of our community.

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



Councillor Robert Fynamore (Chair)



Councillor Julia Berry (Vice Chair)

EXECUTIVE SUMMARY

The Overview and Scrutiny Task Group undertook a scrutiny inquiry to review Public Transport Issues in Chorley.

Objective

To investigate how Chorley Council can influence improved bus transport services for residents of the borough.

Desired Outcomes

1. Improvement of subsidised routes across the borough including concessions and levels of fares.
2. Reliable rural bus services that will service Chorley and its surrounding areas providing sustainable community services to elderly, isolated and often vulnerable members of our community.
3. Improved sources of information about transport services.

Task Group Membership

Councillor Robert Finnamore (Chair)
Councillor Julia Berry (Vice Chair)
Councillor Charlie Bromilow
Councillor Margaret France
Councillor Mike Handley
Councillor Mark Jarnell
Councillor Matthew Lynch
Councillor June Molyneaux
Councillor Alistair Morwood
Councillor Kim Snape
Councillor John Walker

Officer Support:

Lead Officers

Lesley-Ann Fenton Director Customer and Advice Service

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.

Contribution of Evidence

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

LIST OF RECOMMENDATIONS

The Executive Cabinet is asked to consider the following recommendations:

1. That when the revised criteria is applied to subsidised services operating in Chorley and appear to be detrimental, any issues or concerns will be referred to full Council requesting approval to lobby Lancashire County Council to minimise the impact in Chorley.
2. Should Lancashire County Council take forward the Parish Partnership Offer, it is recommended that Lancashire County Council (LCC) consult and work with Cumbria County Council to explore how a Community Wheels type scheme could be undertaken and fully funded by LCC in Lancashire.
3. That Chorley Council contact Cumbria County Council to gather more information on their approach to recruiting volunteer drivers and to work with LCC and parishes to implement best practice in Chorley.
4. That the Parish Partnership Offer (should it be progressed by LCC in future) and the recruitment of volunteer drivers should be included as projects in the Rural Communities Action Plan and monitored accordingly.
5. That Chorley Council write to Lancashire County Council and all relevant operators to progress any issues raised by the parishes that have not already been covered as part of this review.
6. To explore the offer with Stagecoach to meet on a regular basis to develop better working relations and improve communications and include Lancashire County Council representatives.
7. That upon completion of the West Coast Strategic Studies process (expected April 2016) the Council will seek an update, from and continue to lobby Lancashire County Council and Network Rail, on the establishment of a railway station at Coppull.
8. That Chorley Council follows up Northern Rails commitment to looking at the Lighting at Adlington Station and if necessary also follow-up the delivery of the Customer Information Screens if installation does not take place in Summer 2015.
9. Once the Council is aware of the new franchise holder (from February 2016), the Executive Cabinet to continue to lobby and raise the current issues, in particular to include additional rail services to the airport from Adlington from December 2016.
10. That consideration is given to including railway station enhancements and other public transport infrastructure across the borough in the Community Infrastructure Levy (CIL) 123 list revisions and be monitored by the Council to ensure funding is allocated and commitments are fulfilled.

11. That any conditions made through the Buckshaw Village S106 agreement regarding the up-grading and re-opening of Alker Lane Bridge which will improve access to Buckshaw Railway Station from Astley Village is followed up by the Council to ensure commitments are fulfilled.
12. That the Future Governance Viability Working Group notes the contents of this report on the benefits and potential areas of focus for a Combined Transport Authority for Lancashire in order to improve public transport for Chorley residents and the Council to use the findings to influence any future discussions regarding the establishment of a Combined Authority and its role in transport provision.
13. That Lancashire County Council re-considers the displaying of bus timetables at all bus stops and shelters across the borough and explores the possibilities of funding this service by the use of advertising by local companies.
14. That Lancashire County Council in conjunction with the operators explores better ways of communicating increased bus fares to its customers.
15. To highlight to the Executive Cabinet the importance of considering all public transport needs for its residents when undertaking all relevant Council projects, for example, the provision of bicycle racks and storage units and positioning of bus stops as part of the Market Walk development proposals.

BACKGROUND AND CONTEXT

BUS SERVICES

At the start of the review, County Councillor John Fillis, Cabinet Member for Highways and Transport and Tony Moreton, Assistant Director of Sustainable Transport for Lancashire County Council provided the Group with an overview of current bus service provision across the borough, the difficulties regarding the provision of bus services in rural areas, proposed changes to services following recent consultation and the issues they faced with Community Travel including sustained volunteering.

Current bus service provision across the borough consists of a mixture of commercial and subsidised routes. Commercial routes (80%) are those operated for profit and include:

No:	Route:	Frequency:
	Network Chorley Services to Chorley estates, Coppull, Astley Village, Great Knowley, Eaves Lane, Heath Charnock, Adlington, Charnock Richard and Croston	
24	Chorley – Blackburn	Every 30 minutes
109	Chorley – Buckshaw – Preston	4 an hour

115	Chorley – Preston via Moss Side	Hourly
119	Chorley – Chorley Hospital – Euxton – Runshaw – Leyland	Hourly
125	Preston – Chorley – Bolton	Every 10 minutes
362	Chorley – Wigan	Every 15 minutes

There are three main bus operators in Chorley, Stage Coach, Arriva and Transdev that provide their services on a number of bus routes in and around Chorley.

Subsidised routes (20%) are provided by Lancashire County Council and they currently spend around £800,000 per annum to provide a bus service for the residents of Chorley. A total of 20 services provide a mixture of daytime, evening and rural services:

No:	Route:	Service:
	Contribution to Network Chorley Services (75k)	
14	Chorley - Buckshaw	Daytime
110	Preston - Croston	Daytime
118	Leyland – Clayton Brook - Blackburn	Daytime
337/347	Chorley – Eccleston – Mawdesley – Ormskirk/Southport	Daytime
342	Diversion via Coppull Old Parish	
113	Preston – Wigan, Chorley Town Services	Evening
24	Chorley - Blackburn	Evening
109	Chorley - Preston	Evening
109	Chorley – Preston (Network Chorley)	Sunday

Following recent announcements from the Government regarding future funding, the County Council needed to find additional estimated savings of £300m between 2014 and 2018. This meant that a Network review of all current bus services was required. The review, currently in its early stages, is expected to take around 18 months to complete and Chorley, South Ribble and Preston would be assessed as one area in line with the bus routes offered by the commercial bus companies.

Lancashire County Council spend approximately £7m per year subsidising local bus services and the current assessment of contracts is based on a financial criteria where 40% of the cost of the operation is met by passenger revenue. This way of ranking could result in those contracts that are underperforming financially being more likely to be withdrawn irrespective of the community needs they fulfil.

TRAIN SERVICES

Chorley is served by both First TransPennine Express and Northern Rail services between Manchester Piccadilly and Preston and beyond. Most TPE trains start back from Manchester Airport and run through to Blackpool, though there are also a few services through to Barrow in Furness and Windermere. Northern Rail services

meanwhile run hourly to Blackpool and Manchester Victoria and also to Preston and Hazel Grove via Manchester Piccadilly.

On Sundays there are two trains an hour to Blackpool and a limited service to Barrow northbound whilst southbound there are hourly services to Manchester Victoria and Manchester Airport (with a few additional Airport trains).

Chorley's rail services provide a link for the commuters of Lancashire to Preston, Manchester and Bolton.

Three small villages which form part of the borough of Chorley, Buckshaw, Adlington and Euxton all have railway stations.

It was announced by the Department for Transport in December 2009, the line between Preston and Manchester, on which Chorley is situated, would be electrified to make journeys faster, quieter and more reliable. This will improve travel between Manchester, Liverpool, Preston, Blackpool, Leeds and York and is vital in supporting the region's long-term, low carbon economic growth. This work is due to be completed by winter 2016/17 as a consequence, coach travel replaces train journeys at key times.

METHOD OF INVESTIGATION

Evidence

The group considered Lancashire County Council's new assessment criteria for subsidised routes across the borough to understand what changes will affect provision in Chorley and researched information about how services across the borough are communicated.

Witnesses

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

Elected Members of the Council to build up their perceived picture of the current issues across Chorley.

County Councillor John Fillis – Cabinet Member for Highways and Transport (Lancashire County Council) and Tony Moreton, Assistant Director of Sustainable Transport (Lancashire County Council) to understand current provision.

Parish Councils to understand current rural provision and how it can be improved upon.

Craig Harrop, Client and Stakeholder Manager for Northern Rail and Tom Carbury, Senior Strategic Planner for Network Rail

Councillor Guy Harkin, Deputy Leader Bolton Council and Vice Chair of Transport for Greater Manchester (TfGM) Committee (Greater Manchester Combined Authority) and

Chair of the Capital Projects and Policy Sub Committee (TfGM) accompanied by Rod Fawcett, Transport Policy Manager at TfGM attended a meeting to explain the work of the Combined Authority in relation to transport including public transport and Outlined the benefits having a combined transport authority has for the residents of Greater Manchester.

Caroline Watson (Community Transport Officer), Cumbria County Council attended a meeting to explain how they have implemented a Community Transport Scheme called Community Wheels.

Terms of reference

To review the new Subsidised Bus Services criteria following a recent consultation by Lancashire County Council.

Understanding current provision and identifying gaps in the service.

Investigating areas of best practice amongst other community transport schemes.

Influencing the proposed Parish Partnership scheme proposed by Lancashire County Council for community transport.

Looking at ways we can better communicate transport availability to our residents.

Investigate the potential for using the Information Centre at Chorley Interchange.

Continue to lobby Network Rail about individual rail issues by correspondence.

FINDINGS AND RECOMMENDATIONS

The findings of the Task Group and the specific recommendations resulting from them are set out in this section of the report. The Task Group recognises that for the recommendations to be successful it will be dependent on the participation of everybody that is involved in public transport, including the County Council, Parish Councils and transport providers.

NEW CRITERIA FOR SUBSIDISED BUS SERVICES

The majority of local bus services operating within Lancashire are run on a commercial basis by a number of different bus service providers. Lancashire County Council currently subsidises a number of local bus services throughout the county and as part of their budget agreement made at full Council in February 2014, County commenced a full review of the subsidise local bus network which would be undertaken on an area by area basis.

Subsidised bus and community transport services provide transport to ensure people who live in areas not served by commercial bus services have access to a wide range of facilities to meet their needs. Subsidised bus services are currently ranked by their financial performance, using criteria which states that 40% of the cost of the service must be met through passenger revenue.

This way of ranking can result in those services that underperform financially being more likely to be withdrawn irrespective of the community needs that they fulfil. With the challenging financial constraints and potential budget reductions proposed over the next four years and taking into account the priorities set out in the Local Transport Plan, the County Council were proposing to revise the criteria in a bid to measure services in a more sustainable way and to move away from a purely financial assessment.

The new proposed scoring criteria focussed on a much wider assessment for the service that included, serving people who travel for either employment, shopping, education, leisure or a mix, priority neighbourhoods, accessibility and older/disabled people. A period of consultation was undertaken by the County Council on each of the proposed criteria and respondents were asked to consider the suggested categories and scores. Members of this task group submitted their concerns against each of the elements and suggested alternative scores where they thought it appropriate. The dialogue below outlines the reasoning as to why the criteria was suggested in the first place, any issue that this group had and the amendments that County had made in response to the consultation that had agreed with the Task Groups view:

Criteria: Journey purpose, business growth

A key priority for Lancashire County Council's subsidised bus services will be to consider the principal purpose of the bus service and how it is used.

Members were concerned that there was no acknowledgment of Social Isolation or Rural Accessibility within the scoring criteria given the aging population in Lancashire and many parts of it are rural, already with limited transport access. Members feel that this should be reviewed and that the Social Isolation and Rural Accessibility categories should have a minimum score rating of (4).

Lancashire County Council's response to the consultation:

Whilst there was a general consensus of acceptance of this element, many of the comments received suggested the scoring criteria was too focused on employment and biased against Shopping, Personal Business and Leisure, all of which should be deemed more worthy than the initial scores given.

Primary concerns raised revolved around social inclusion and personal wellbeing suggested these should be of greater consideration for the journey purposes. Especially in rural areas where local amenities are limited and travel to neighbouring communities for those with no access to personal transport.

Criteria: Sustainable economic growth

This element considered which bus services had the potential to serve employment areas, including business parks, town and city centres.

Members commented that some businesses operate on a 24 hour basis, and do not operate just between the hours of 9am to 5pm, five days a week. They often operate well into the evening or early in the morning and are not necessarily located in designated business parks or centres. Bus services needed to be available at these times, so that employees can get to work and any scoring needed to reflect this.

It was also felt that the criteria was too focused on designated employment areas. Some scoring needs to be allocated to businesses located in rural areas and at different times of the day. To have no score for any of these factors was not considered acceptable, especially considering the rural profile of Chorley. It was considered that the following

categories: Access to rural businesses and service centres (location) and Access to business outside of core hours (time) should be allocated a minimum scoring of (2)

Lancashire County Council's response to the consultation:

Whilst there was a general consensus of acceptance of this element, it was asked how this was going to be measured and what actually determined an employment area.

This was acknowledged and was felt that measuring actual journeys to employment areas could be difficult to ascertain and could be more appropriately assessed through the Business Growth, Journey Purpose element. It was proposed to remove this element altogether and better reflect employment by an enhance score within the Business Growth, Journey Purpose element.

Criteria: Operational service days

This element considered on what days of the week the bus service runs giving a higher priority for those routes running Monday to Saturday daytime.

The Group felt that some assessment needed to be undertaken on usage, to identify where there may be lulls in usage for example, at lunch times, mid-morning or mid-afternoon. Consideration also needed to be given to a reduced service at these times. However, this reduction should be compensated by the provision of services in the evenings and at weekends to ensure that adequate services are running at these times to meet demand.

Monday – Saturday daytime – consistent usage at all times (5)

Monday – Saturday day time – variable usage (4)

Daily evening score (3)

It was felt that these scores would support rural isolation and access to work for people who work on shifts.

Lancashire County Council's response to the consultation:

The County Council acknowledged the comments received regarding the importance of keeping the evening network, especially early evening, as these are generally used for a whole range of journey purposes. It was now proposed to split the Monday to Saturday and Sunday evenings into different priorities, as weekday evenings are deemed more desirable than Sunday evenings, with customer demand being greater. Operational times have now been included on the element to define each period.

A score will be allocated (up to a maximum of 5 points) based on whether services run during Monday to Saturday daytime (0700-1830) (5 points), Sunday daytime (0900-1830) (3), Monday to Saturday evening (1830-2330) (3) and Sunday evening (1830-2330) (1).

Criteria: Accessibility – travel choice

This element considered whether there are alternative public transport services available, both bus and rail, in the locality and categorises them according to how frequent and how far these are from the bus services concerned.

The Group were happy with the concept of reasonable alternative but felt that County were failing to acknowledge that the alternative offered may mean that the person₁₁

has to undertake a convoluted route which can often have additional cost and time implications for the user.

Members suggested the following category core ratings:

Alternative within 2 hours during daytime within no more than 800 metres (similar route and duration as far as is reasonably possible (duration no more than half the distance again)) (6)

Alternative within 2 hours during daytime at same location (similar route and duration as far as is reasonably possible (duration no more than half the distance again)) (5)

Alternative within 1 hour during daytime within no more than 800 metres (similar route and duration as far as is reasonably possible (duration no more than half the distance again)) (4)

Alternative within 1 hour during daytime at same location (similar route and duration as far as is reasonably possible (duration no more than half the distance again)) (2)

Lancashire County Council's response to the consultation:

There was high a general consensus of acceptance of this element, although a number of comments received were keen to stress that 800m was too much of a distance to access alternatives for the elderly or the disabled, as well as a consideration of the topography of the area. Other comments received suggested that Rail should not be treated as an alternative as higher costs may be involved, particular where elderly or disabled are not able to access the rail network with their concessionary pass.

County acknowledged the comments made, however the reasoning behind the 800m figure was to identify those areas within towns and villages, both rural and urban, where alternative forms of public transport did exist but not necessarily along each road through that particular location.

It is proposed to leave this element as originally consulted upon. A score will be allocated based on whether alternatives existed ranging from 8 points where no alternative was available to 0 points where an alternative within 1 hour existed at the same location, although this does not necessarily mean to the same destination.

Criteria: Service usage

This element considers how many people are carried per year on services. Those services carrying most passengers will receive a higher priority score.

The Group agreed with this methodology and responded accordingly.

However, it would seem that there was a no consensus of acceptance of this element, with less than half of respondents agreeing with the element. Whilst service usage is a key component, there was a number of comments received suggesting that scoring passenger usage in terms of actual numbers is not a satisfactory method. Furthermore that it is biased against possibly vital low cost services with low usage, in favour of possible more high cost services with high usage.

Lancashire County Council's response to the consultation:

The County Council acknowledged the many comments received on this element and analysed alternative ways of measuring service usage and it was now proposed to

revise this element to measure usage by calculating passengers per service mile and cost per passenger.

This new criteria will be used to score each contract to decide what the network would look like and would be the definition of a cost effective and affordable level of service. Discussions were also taking place with bus operators to ascertain if improvements could be made to the commercial service provision.

Recommendation:

- 1. When the revised criteria is applied to subsidised services operating in Chorley and appear to be detrimental, any issues or concerns will be referred to full Council requesting approval to lobby Lancashire County Council to minimise the impact in Chorley.**

PARISH PARTNERSHIP PROPOSAL

In response to feedback received on the subsidised services consultation the County Council reported that they are working on a Parish Partnership offer that would provide a tailored bus service for individual areas across Lancashire based upon the needs of those communities that would use it. The County Council would purchase and maintain a fleet of 16 seater buses that would be used to provide bus journey's across the borough on routes that the commercial operators don't cover. The proposal is in its early infancy and County welcomed any views that the Group may have. Once the details were finalised they would be consulting widely on the proposals.

To help members understand the type of arrangement that could be implemented by Lancashire County Council and what the impact on residents could potentially be, the Group invited Caroline Watson, a Community Transport Officer at Cumbria County Council to talk to the Group about their Community Wheels Scheme. Last year, Cumbria County Council took the unprecedented step of withdrawing all its funding of subsidised routes across the County, a number of these routes were taken over by private operators and any gap in provision was met by the Community Wheels scheme.

Using funding made available by Central Government, Cumbria County Council had introduced the rural bus scheme, with the aim of providing a bus service accessible to everyone in rural areas. Initially trialled in one area of the Cumbrian County, the service had been developed county wide over the last 5/6 years and had been tailored to meet the needs of its residents.

Cumbria County Council purchased six mini-buses that they maintain and make available for use across the County. The scheme itself is run by volunteers and everyone who uses the scheme becomes a member. It is this membership that drives the scheme, deciding on routes and level of fares. The scheme is not open to visitors to the County and it must not become a bus service. The scheme has been particularly successful in the more rural areas of the County and helped to address issues such as social isolation, especially for older people who don't have access to other modes of transport. So that users of the scheme did not lose out on not being able to use their concessionary bus passes, one of the main factors of the schemes success has had to be competitive fares.

The County Council also operates an additional village wheels scheme whereby they contract private hire companies/taxis/small minibuses to provide a more bespoke₁₃

service that is proving to be more cost effective for small groups of people and is tailored around a specific need. The County Council have been able to negotiate reduced fares as they are used on a regular basis and usually at a time when they are quiet, between the hours of 10am to 2pm. The taxi firms have been happy to take these types of fares as it gives them additional work on a regular basis.

The County Council had been surprised at the number of services that private operators had taken on when the County Council had taken its decision to cancel its subsidised services. However, they were looking to do a review of its services as some of the routes initially taken over have recently been cancelled or reduced and further reductions were expected.

At the meeting attended by representatives of Lancashire County Council where they had raised the Parish Partnership Offer, there was an expectation from Lancashire County Council that any such scheme developed in Chorley or elsewhere in Lancashire would be partially funded by both the Borough and Parish Councils. This is not the case in Cumbria. Currently the County Council funds everything and are able to balance the books with the profits of the scheme including any private hire arrangements that are in place.

Recommendation:

- 2. Should Lancashire County Council decide to take forward the Parish Partnership Offer, it is recommended that Lancashire County Council (LCC) consult and work with Cumbria County Council to explore how a Community Wheel based scheme could be undertaken and be fully funded by LCC in Lancashire.**

The Group discussed how existing community car based travel that had been operated by Lancashire County Council had folded, due to the lack of volunteers, problems with recruiting and availability of volunteers at key times and were keen to ascertain how the schemes in Cumbria had addressed such issues. It was explained that the success of the schemes in Cumbria was due to its advertisement and recruitment strategy, by use of positive press to celebrate successes within communities and advertise by use of parish community noticeboards. The authority undertakes door to door postal drops and has circulated printed information around the area as much as possible. The website is regularly updated but the County Council has found that printed flyers distributed by the volunteers and drivers to be more successful.

One of the key factors in maintaining their reliable volunteer pool is their philosophy that people can do as little or as much as they want or are available to do, and that there is no pressure to do more. The voluntary element of the scheme is extremely important in keeping costs down and many communities realising this, have been keen to get involved to maintain the service. In Cumbria, drivers are only required to undertake a CRB check if they are driving one of the County's owned community vehicles, if they are using their own transport, they do not as they fall outside of the CRB rules, however, to date they had had no incidents, and vulnerable groups were treated differently.

Members noted that one of the key successes at Cumbria County Council was their strong partnership working with the parishes especially regarding the recruitment of volunteers drivers.

Recommendation:

- 3. That Chorley Council contact Cumbria County Council to gather more information on their approach to recruiting volunteer drivers and to work with LCC and parishes to implement best practice in Chorley.**

As far as they were aware Cumbria County Council was currently the only authority that had embarked on this type of rural based travel scheme. It had been a difficult decision to take but up to now they had been able to meet the gap in provision. They would continue to monitor the situation and were hopeful that they would continue to meet demand.

Recommendation:

- 4. That the Parish Partnership Offer (should it be progressed by LCC in future) and the recruitment of volunteer drivers should be included as projects in the Rural Communities Action Plan and monitored accordingly.**

PARISH COUNCIL CONSULTATION

The group consulted with parish councils to ascertain what views they had and if they had any suggestions for improvement. These views would help the Council when negotiating with Lancashire County Council in the future regarding any potential parish partnership travel arrangements as previously discussed earlier in the report.

Some of the issues fed back to the group had already been raised with the providers but it was agreed that any additional concerns or suggestions would be raised with the relevant organisations and any responses fed back to the appropriate Parish Councils. Many of the issues raised reinforced the groups view that much of the gap in provision concerned residents in the more rural areas of the borough and it was felt that a better understanding of the whole picture from which services could be improved upon would be by facilitating regular dialogue between us, the County Council and the operators.

At a recent Town Centre meeting, the manager of Stagecoach had offered to meet with the Council on a regular basis in an attempt to improve communications and forge more effective partnership working for the benefit of Chorley residents and Members felt that this offer should be pursued. This could be done by the use of the Councils Neighbourhood Area Meetings.

Recommendations:

- 5. That Chorley Council write to Lancashire County Council and all relevant operators to progress any issues raised by the parishes that have not already been covered as part of this review.**
- 6. To explore the offer with Stagecoach to meet on a regular basis to develop better working relations and improve communications and include Lancashire County Council representatives.**

TRAIN TRAVEL

The Group contacted Network Rail and Northern Rail, the providers of trains servicing Chorley. Members raised a number of issues and proposals in respect of rail services provided by the two organisations at Stations in Chorley. Some of the matters raised had been previously discussed; however, the Council were aware that infrastructure improvements are ongoing which may allow for an updated position.

Detailed responses have been received from both organisations and members were pleased that some of the issues were being looked into across the borough and were a little more confident that services could be improved upon in the future. The key issues raised and responded to by both organisations were as follows:

BUCKSHAW PARKWAY – In order to address residents and students concerns and the need to encourage more local residents to access the station by foot rather than by car and alleviate the pressure on the car park, the Council are proposing Northern Rail re-consider allowing direct passenger access to the south side of the railway station from Runshaw College car park via a ticketed barrier. This land is not in the Council's ownership but we would be willing to facilitate discussions with the land owner and Runshaw College to enable an access to be created. Alternatively, could consideration be given to the installation of a footbridge across the railway line from the south side to the north side (outside the confines of the railway station area) which would enable speedier access to the stations ticket office?

There is currently a bridge over the railway line at the bottom of Alker Lane, whilst this is still some distance from the railway station and would not address the issue outlined above it was the feeling of the group that this could be an additional means of facilitating access to the station by foot or cycle for the residents of Astley Village and help deter access to the station by car. However access to the bridge is currently restricted by the owners. Should the Council be successful in working with the owner and Lancashire County Council to open the bridge for public use as a footpath and cycle way, would Northern Rail object to its use?

Response by Northern Rail:

Ticketless travel continues to be a huge issue for the rail industry with the annual cost currently around £240million and this is something that they are determined to reduce. If access to the Preston bound platform was provided they feel that this would compromise revenue protection for short journeys to Leyland and Preston as well as longer journeys into Greater Manchester. They are looking to expand the number of ticket vending machines and ticket barriers across their network, ensuring the prioritisation of unmanned stations where there isn't an opportunity to purchase a ticket and stations with a high footfall in respect of ticket barriers.

Access to Platform 2, the Preston bound platform, at Buckshaw Parkway station is fully accessible via the over bridge from Platform 1 and also by the station lifts. If they were to provide direct access to Platform 2 this would mean customers would have to cross over to Platform 1 to purchase a ticket before boarding, as National Conditions of Carriage state that before you travel you must have a ticket which is valid for the journey you intend to make.

As a compromise, pedestrian and cycle access has been provided into the station car park from Central Drive and linked to the new housing development taking place to the west of Central Drive. This will make it easier for students attending Runshaw College and for those working at the various offices located on Euxton Lane. Having revisited this issue again with the Station and Revenue Protection Teams as well as Lancashire County Council I can confirm that we will not be considering direct access to the Preston bound platform. In terms of any bridge or access improvements outside of the railway lease then this is ultimately a decision for the Councils however they would expect along with their colleagues at Network rail to be fully consulted on any such schemes.

COPPULL - Last year Lancashire County Council (LCC) in consultation with the District Councils produced a Central Lancashire Transport Masterplan. Included within that plan was a commitment on behalf of LCC to undertake a study on the level of current/potential demand for the re-opening of the station at Coppull, particularly in the light of the Council's aspiration in Chorley's Economic Development Plan to create a new motorway junction at nearby Charnock Richard. This study has commenced and we are expecting to receive the findings shortly.

There was an understanding that Chorley Council via Lancashire County Council had exchanged e-mails with Network Rail back in August 2013 seeking views on the re-opening of the station. At that time, it was highlighted that the two track section between Wigan and Balshaw Lane would need to be enhanced at some point to four tracks which would be necessary to re-open the station. However, it was also highlighted the lack of potential demand, the possible damage to service patterns/speed and the close proximity to Chorley as weighing against re-opening. In conclusion, whilst it outlined the challenges facing any re-opening it also acknowledged that should a study be undertaken your company would remain as supportive as possible.

Given 18 months have passed members were interested to know whether views on the re-opening of Coppull had changed. In particular, whether there was greater clarity on undertaking the enhancements from two tracks to four in the area and should the LCC study demonstrate a justification for the station what are the next steps that would be taken to forward this with Network Rail including an understanding of the scale of funding required for a new station and associated infrastructure and potential sources.

Response by Network Rail:

At present, the prospects of developing a station on the West Coast Main Line at Coppull remain low, particularly due to expected future demand on the route, predominantly for additional Intermodal Freight services, new inter-regional express services and the expected increase of long distance traffic as a result of the High Speed 2 Train Service Specification.

Discussions have been undertaken with Lancashire County Council and their consultant Jacobs in the last six months to assist with demand analysis for a potential station at Coppull and Network Rail are happy to continue supporting the work of both the County and the Borough councils to progress the case for a station at Coppull, particularly as some of the issues outlined above may present the opportunity for developments such as new stations.

Network Rail is currently facilitating a West Coast Strategic Studies (WCSS) workstream on behalf of the industry to understand longer term requirements for the network, particularly taking account of High Speed 2 and growth in other rail sectors. Lancashire County Council is a member of the Regional Stakeholder Group (North) for the studies and will be kept apprised of developments and industry views regarding future service levels, potential gaps and constraints on the current network and the Options for Funders developed to address some of the gaps and constraints. The Lancashire Local Enterprise Partnership has also been invited to the Regional Stakeholder Group (North).

There is a shared view that the proposed location of Coppull station is in a constrained part of the West Coast Main Line and therefore an expectation to consider options as part of the WCSS process to reduce the impact of the constraint. Upon completion of the West Coast Strategic Studies process (expected completion date is April 2016) the industry will have a much better understanding of the longer term outlook and possible requirements. Once this stage is reached, consideration of a station at Coppull will be better informed and should also provide the opportunity to explore efficiencies for scheme development.

EUXTON, BALSRAW LANE - The station was re-opened in 1998 and as far as members are aware the station does not have any full-time staff, PA system or ticket office or any real time display screens providing passenger information. Comments have also been received that the signage around the station is limited making the station access difficult to find. Members sought confirmation of any plans to refurbish the station in the future and whether improved signage and the provision of real time passenger information could be installed?

Response by Northern Rail:

It was confirmed that there are no plans to refurbish the station within the next 12 months however the group's comments were noted and would be discussed with colleagues and Lancashire County Council.

ADLINGTON - Previous discussions had suggested improvements to the Stations' infrastructure expected to be completed by December 2016 that would make it possible for an increase in the service. As December 2016 is fast approaching Members wanted assurance that the timetable would be reviewed post December 2016 and consideration given to additional services stopping at Adlington?

In previous discussions with Adlington Town Council it was the groups understanding that they were informed that the re-instatement of a direct train to Manchester Airport was not possible, as although there had been a 50% increase in passenger numbers Adlington is the least busy station on the line. Members saw this a chicken and egg situation whereby it is only possible to clearly ascertain the demand for an airport service once the train is re-instated at Adlington.

Adlington is identified as a local service centre for housing growth in the Council's Local Plan and between 2012 and 2026 land has been allocated to accommodate an additional 310 dwellings. In the light of the infrastructure improvements outlined above

and the assurance that there will be a population growth in Adlington can you confirm that consideration will also be given to re-instating a direct train to Manchester Airport?

Local ward and County Councillors have received health and safety complaints regarding the lack of adequate lighting at the railway station from the platform to the exits onto Railway road. One of the exit routes in particular is across a cobbled inclined footpath. Members have also received enquiries regarding the lack of real time train information at this station and wanted to know if any improvements would be made.

Northern Rail response:

The current timetable and its stopping pattern are constrained by the current line speed and whilst they have been able to provide an increased frequency from Adlington in the morning and afternoon peaks it is not possible to maintain this throughout the day. The point to point journey time that is driven by the current line speed is the main reason for the lack of available track capacity along the route. What this means in terms of day to day operations is that they cannot accommodate our slower stopping service in between the express services as there is insufficient headway.

Another key constraint that affects the capacity on this route are the junctions at Euxton and Salford, their services have tightly timed paths through these junctions and any further increase in journey time would mean the timetable on this and other routes would not work. The North West Electrification program is currently underway as well as the Northern Hub improvement work in Manchester, both these schemes will improve the routes journey times and ease the bottleneck through Salford and into Manchester. Providing the Network Rail project timescales do not slip the future Northern franchisee will have an opportunity to explore additional stops at Adlington and indeed Blackrod from December 2016.

Customer Information Screens will be fitted this summer and the station management team have been asked to look into the lighting.

CHORLEY - The Council has over recent years been working with key partners and stakeholders to visually improve key gateways and improve access into Chorley town centre and are currently progressing with a proposal for improving accessibility in to the town centre through the Steeley Lane subway in conjunction with Lancashire County Council. Part of this scheme proposes making changes to the subway entrance adjacent to the station staff car park with the possible introduction of steps and landscaping to enhance the station and subway entrance. Further public realm improvements are also proposed to Steeley Lane itself to enhance pavements and crossing points into the southbound platform, including some artwork on the rear of the platform wall facing Steeley Lane. There is an understanding that Network Rail are undertaking some electrification improvement work which will impact upon the subway structure itself but could you clarify who the appropriate persons are within your organisation to consult with on our proposals in order to take it forward and support us to progress the scheme.

The group were aware that a bike shelter is currently provided at the front of the station and is used by passengers. However, the bike shelter is open to the elements and is not as secure as the bike shelters installed at Buckshaw Parkway station so wanted confirmation as to whether enclosed lockable bike shelters on a par with the shelters

installed at Buckshaw Parkway could be installed at Chorley railway station as part of any station improvement work and if so, when was this likely to take place.

Members have also expressed concerns that carriages arriving at Chorley are very crowded at peak times. Please can consideration be given to increasing the number of carriages to reduce over-crowding at peak times. We understand that there may be extra carriages available when the electrification of the Liverpool line is complete and any update you can give on this matter in relation to trains on the Chorley line would be welcomed.

Northern Rail response:

They were pleased to note the work the Council has delivered to visually improve the key gateways and access into the town centre and provided the relevant contact details were provided to support proposals being made. Once they have reviewed the scheme they will ensure that the appropriate industry persons are involved. With regards to the station itself, there are currently no plans to install more storage, however, if more funding became available in the next 12 months they would ensure that Chorley is considered.

Since the start of the franchise, the service has attracted almost 50% more passengers with no plan or investment fund to replace or improve the trains. However, during this time, Northern Rail have managed to expand their fleet by 20% by obtaining sixty additional carriages and although they have significantly improved the customer experience, they have not eradicated overcrowding on all of the peak time services, particularly those serving Manchester.

Northern Rail also advised that the current Northern Franchise runs until February 2016 and any decisions beyond that date will be made by the successful bidder of the current franchising competition. The recently published Invitation to Tender (ITT) sets out the framework of what the new franchise from 2016 will be expected to deliver and it is up to the three bidders to decide how they interpret the ITT and what goes in to their bids.

The new owner of the Northern Franchise will be asked to secure efficiencies through innovative and transformational approaches to operations, retailing and customer service, and through working in partnership across the rail industry as a whole. Furthermore the Department for Transport are asking for more services, new refurbished trains, and a better experience for an increasing number of customers.

More specifically the Invitation to Tender has:

- Asked for more weekday and weekend services, especially on Sundays.
- Asked for proposals to run Boxing Day services where there is demand.
- Specified that the train fleet must be transformed by January 2020 through the introduction of 129 brand new carriages compatible for non-electrified routes and the removal of Class 142 Pacers.
- They have also asked that all remaining existing trains are refurbished to look 'new' or 'nearly new'.

Recommendations:

7. That upon completion of the West Coast Strategic Studies process (expected April 2016) the Council will seek an update from and continue to lobby Lancashire County Council and Network Rail on the establishment of a railway station at Coppull.
8. That Chorley Council follows-up the Northern Rails commitment to looking at the lighting at Adlington station and if necessary also follow-up the delivery of the Customer Information Screens if installation does not take place in Summer 2015.
9. Once the Council is aware of the new franchise holder (from February 2016), the Executive Cabinet to continue to lobby and raise the current issues, in particular to include additional rail services to the airport from Adlington from December 2016.
10. That consideration is given to including railway station enhancements and other public transport infrastructure across the borough in the Community Infrastructure Levy (CIL) 123 list revisions and be monitored by the Council to ensure funding is allocated and commitments are fulfilled.
11. That any conditions made through the Buckshaw Village S106 agreement regarding the up-grading and re-opening of Alker Lane Bridge which will improve access to Buckshaw Railway Station from Astley Village is followed up by the Council to ensure commitments are fulfilled.

COMBINED TRANSPORT AUTHORITY

Since May 2013 there has been a Transport for Lancashire Committee (a sub-committee of the LEP) which is chaired by Lancashire County Council's leader and comprises of representatives from the two unitary councils - Blackburn and Blackpool, Network Rail, Highways Agency and the Department for Transport. The committee was established after the Government agreed in September 2012 to hand power to new local transport bodies as part of its localism agenda.

The initial role of the Committee was to agree the major transport investment programme covering the three areas comprising Lancashire. In July 2013 the Committee agreed the investment programme. All delivery and operational matters will continue to rest with the respective local transport authorities.

In May 2014 the role of the Group was amended and will now advise the LEP Board with regard to progress and delivery of all transport schemes programmed for delivery through the Growth Deal. This is because the devolved funding for the local major transport schemes has been included in the Single Local Growth Fund.

Whilst the current arrangement demonstrates that collaboration already exists to some degree between the three upper tier Council's in Lancashire with regards delivery of major transport schemes, members of the task group were aware that the Lancashire Authorities are currently considering whether to seek approval to establish a Combined Authority for Lancashire which would involve the establishment of a transport body₂₁

with a wider remit. Consequently, the task group sought to understand better the role, priorities and projects of a typical existing Combined Transport Authority as part of a Combined Authority and what the impact/benefits this has on residents.

In light of the above, the Group welcomed Councillor Guy Harkin and Rod Fawcett from Transport for Greater Manchester Joint Committee that had come to talk about the work of the Greater Manchester Combined Authority with regards to public transport in Greater Manchester and in particular outline what benefits there were for the people of Greater Manchester with regards public transport provision through having a Combined Authority.

Greater Manchester currently has around 2.7 million residents that was still growing and had increased by 20% over the past five years. Greater Manchester was the first UK Combined Authority (established in April 2011) that consists of ten local authorities across the political spectrum working together to deliver sustainable economic growth. Based on a previous long-term foundation of consensus, stability, consistency and commitment between the authorities they have pioneered a 'city region' concept and to date, the city has seen huge economic growth and has further potential that exceeds all other UK city regions.

The Greater Manchester Combined Authority (GMCA) comprises one elected member from each constituent body, usually the Leader and meets in public on the last Friday of each month. It has a Scrutiny Committee consisting of three members from each authority. All big transport decisions are made by the GMCA, for example agreeing the transport levy, approving the big transport infrastructure schemes and approving the Local Transport Plan. However, they are advised by the Transport for Greater Manchester Joint Committee (TfGMC) which is the Executive Transport body of the GMCA.

The TfGMC comprises 33 members from the ten authorities and its role in addition to advising the GMCA on transport policy and funding, the TfGMC also scrutinises the performance of public transport operators, monitors the delivery of one of the largest transport capital programmes in the country and scrutinises the work of TfGM (see below). To help manage this workload, three sub-committees of TfGMC have been established - Capital Projects and Policy, Bus Network and TfGM Services and Metrolink and Rail Services.

In summary, the transport policies that affect the ten districts of Greater Manchester are set by the GMCA and the TfGM Joint Committee. However, the delivery arm for the elected body is Transport for Greater Manchester (TfGM) formerly known as GMPTE. TfGM carries out the transport policies of GMCA and the TfGM Committee and is accountable to those bodies. TfGM owns the metrolink tram network, pays for buses in areas where no commercial services are provided and deals with concessionary fares. They also own Greater Manchester's bus stations, shelters and stops.

The key messages arising from the discussion were:

- A mechanism exists in the form of the Bus Network sub-committee for members to scrutinise all matters relating to the operation and service performance of the bus network including commercial operated services and subsidised services.
- Under delegated authority the sub-committee reviews closely and approves all proposed changes to the subsidised bus network and ensures that the cost of the subsidised general services is kept within the appropriate budget or any cash limit set by GMCA.
- Resources for funding subsidised services and concessionary fares have however reduced over recent years and the TfGMC has had difficulties influencing the commercial operators to replace subsidised bus services and influencing fare prices. However, over the next year TfGM is expected to take on greater responsibilities as part of Greater Manchester's devolution agreement. New local powers will be developed with the government covering the strategic management of Greater Manchester's bus network, highways and train stations and TFGM will take on responsibility for delivering them on a day to day basis. These powers would include the introduction of a franchise model which allows control of fares, delivery and the use of a smart card.
- Even as a Combined Authority the ability to influence rail providers is difficult. The majority of expenditure relates to the 'pass through' of the Department for Transport rail funding to Northern Rail.
- There was an acceptance by the larger dominant authorities to only take one vote on the GMCA and it was explained how the different authorities had forged good working relationships to achieve a common goal. A good relationship between the leaders was key.
- Transport infrastructure schemes were appraised and prioritised on whether they would create economic prosperity and there was a need for authorities to take a long term view that if they don't benefit this year through the delivery of a scheme in their borough they will in the next few years. Therefore everyone benefited, just maybe not at the same time.
- There is also the potential for wider negotiation for the authorities in that whilst they may have to wait longer for say transport infrastructure in their borough they may benefit sooner with regards investment in their borough on health and wellbeing.
- The provision of transport schemes into economic areas enables money to be returned into the pot from business growth which can then be re-invested in transport schemes elsewhere.
- Having one organisation to deliver policies, programmes and manage the highway network instead of ten provided economies of scale.

In summary, whilst influencing rail expenditure remains difficult it is evident that through collaboration, consensus and some degree of patience on the part of the authorities involved, the Combined Transport Authority is a key factor in generating economic prosperity in the area it covers has the potential to ensure residents can access public transport easily via smart card technology and through devolved powers will be in a₂₃

better position to protect less profitable bus routes and ensure fares remain affordable.

Furthermore, if similar governance arrangements are introduced in a Lancashire CA it would enable one or more representatives from Chorley Borough Council (other than the Leader of the Council) to have greater influence over the bus network and its performance.

Recommendation:

12. That the Future Governance Viability Working Group notes the contents of this report on the benefits and potential areas of focus for a Combined Transport Authority for Lancashire in order to improve public transport for Chorley residents and the Council to use the findings to influence any future discussions regarding the establishment of a Combine Authority and its role in transport provision.

COMMUNICATION

The Group had concerns about how travel information was communicated to residents across the borough, particularly regarding bus times since Lancashire County Council had taken the decision several years ago to switch off the electronic passenger information boards that were sited at the Chorley Interchange. Members felt that the level of information provided could be improved, especially considering the absence of key information no longer being displayed at the individual bus stops and shelters. This included consideration of an adequate period of notice to passengers about increased fares. Some of the bus shelters were used by local companies for advertisement purpose and the Group felt that this service should offer the provision of the relevant bus time information being displayed.

In response to concerns from residents Lancashire County Council had taken the decision to improve information at the Interchange for passengers in Chorley with the help of operators Eric Wright Group. The County Council took the opportunity to extend opening hours of the information desk when completing a new contract for running the facility. The new service is now manned by staff providing greater continuity and better value for money. The opening hours have been extended from 5am to midnight providing greater accessibility for passengers. A plethora of bus timetables are available for passengers to take away and travel information is displayed at each of the stands within the Interchange as well as an overview of which bus services each area of the borough.

A wealth of other information about public transport is available on Lancashire County Council's website that includes how to apply for concessionary travel, arrange community transport services and how to obtain bus information via a text, apps and mobile service.

Although the Group welcomed the improvements that had been made by the County Council, they still felt that more could be done and following a recent offer by Stagecoach, members sought to pursue the establishment of a regular dialogue

between the company and Borough and County Councils to develop a consistent approach to the regular review of services to ensure that they met demand.

On a positive note, Members noted the use of social media by the operators regarding changes to bus services was excellent and felt that this way of communicating could be replicated through other channels of communications to keep passengers better informed of changes to the service.

Recommendations:

- 13. That Lancashire County Council re-considers the displaying of bus timetables at all bus stops and shelters across the borough and explores the possibilities of funding this service by the use of advertising by local companies.**
- 14. That Lancashire County Council in conjunction with the operators explores better ways of communicating increased bus fares to its customers.**

CONCLUSION

Good public transport links are extremely important for both residents of the borough and visitors to Chorley. Public transport is a vital component of the town economic growth as evidenced by the Greater Manchester Transport Authority and the Group felt strongly that the introduction of similar governance arrangements for a Lancashire Combined Authority would benefit Chorley by enabling the Council to have a greater influence over the bus network and its performance.

Recommendation:

- 15. To highlight to the Executive Cabinet the importance of considering all public transport needs for its residents when undertaking all relevant Council projects, for example, the provision of bicycle racks and storage units and positioning of bus stops as part of the Market Walk development proposals.**

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	27 August 2015

REVENUE AND CAPITAL BUDGET MONITORING 2015/16 REPORT 1 (END OF JUNE 2015)

PURPOSE OF REPORT

1. This report sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2015/16.

RECOMMENDATION(S)

2. Note the full year forecast position for the 2015/16 revenue budget and capital investment programme.
3. Note the forecast position on the Council's reserves.
4. Request Council approve the set aside of £100,000 from in-year revenue underspends to fund one-off capital payments to secure recurrent revenue savings on ICT contracts.
5. Request Council approve the use of £39,000 held in reserves for the former NEETs programme to invest in the Town Centre Grants Programme and a further sum of £61,000 be funded from in-year savings.
6. Request Council approve the use of £36,000 from in-year revenue underspends for capital investment in Christmas lighting for the town centre and Market Walk.
7. Request Council approve the Single Front Office Apprenticeships at an estimated cost of £56,000 for two years, and that the unspent budget at 2015/16 year-end be carried forward in an earmarked reserve.
8. Request Council approve the proposed additions and re-profiling of the Capital Programme to better reflect delivery in 2015/16. This requires £166,000 revenue financing of the CCTV Programme to be brought forward from 2016/17 and 2017/18, which would be financed from a reserve earmarked for capital financing. In addition it is recommended that the budget for revenue financing of CCTV should be increased by £85,000, to be met from the forecast underspend.

EXECUTIVE SUMMARY OF REPORT

9. The projected revenue outturn currently shows a forecast underspend of £444,000 against budget (including savings made in Market Walk financing costs). The report proposes that Council should approve the use of most of the forecast overspend for the funding of service improvements (Recommendations 4 to 9 above), so that £106,000 would be added to General Balances if all proposals are approved.
10. The latest forecast excludes any variation to projected expenditure on investment items

added to the budget in 2015/16. These projects are forecast to fully expend in 2015/16 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.

11. In the 2015/16 budget the expected net income from Market Walk after deducting financing costs is £0.905m. The latest projection shows that the forecast outturn is £1.055m, most of the improvement being in respect of reduced financing costs.
12. Overall, Net Financing Transactions (interest payable plus MRP, less interest receivable) are expected to be £165k less than budget, mainly because additional PWLB borrowing was not incurred at the end of 2014/15. This borrowing, to replace use of internal cash, might be required before year-end if a longer-term increase in interest rates is imminent.
13. The forecast of capital expenditure in 2015/16 is £10.210m, before rephasing and increasing the CCTV budget.
14. The Council expected to make overall target savings of £150k in 2015/16 from management of the establishment. Savings of £100k have already been achieved for the year, with the remaining balance expected to be achieved over the coming months.
15. The Council's Medium Term Financial Strategy proposed that working balances are to reach £3.0m over the 3 year lifespan of the MTFS to 2017/18 due to the financial risks facing the Council. This is an increase from previous years' strategies and has been set to match the total budget deficit currently forecast for 2017/18. A budgeted contribution into General Balances of £350k is contained within the new investment package for 2015/16. The current forecast to the end of June shows that the General Fund balance could be around £2.744m by the end of the financial year, after adding the £106,000 underspend discussed in paragraph 9 above.

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

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

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

17. None.

CORPORATE PRIORITIES

18. 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

19. The latest revenue budget is £16.590m. This has been amended to include approved slippage from 2014/15 and any transfers from reserves. The significant additions to the budget include:

- £423,900 slippage from 2014/15.
- £498,800 residual balance of investment budgets for Economic Development.
- £71,270 balance from the Neighbourhood pump priming budget.
- £53,350 balance of investment budget for Neighbourhood Working.

20. A full schedule of the investment budgets carried forward from 2014/15 and the new (non-recurrent) investment budgets introduced in the 2015/16 budget are shown below. Expenditure to date against these projects is shown in Appendix 2.

Investment Area (Revenue)	Investment Budgets b/fwd.	2015/16 New Investment
Deliver Agreed Neighbourhood Priorities	53,350	50,000
16/17 year old drop in scheme	2,000	19,000
Connecting Communities through food	10,260	
Extension & improvement of street furniture	3,950	
Play and Open Space Strategy	10,930	
Mediation service for Anti-Social Behaviour disputes	7,000	7,000
Chorley Council energy advice switching service	15,000	
Inward investment delivery	244,510	50,000
Town Centre Masterplan	35,000	
Support the expansion of local businesses (BIG grant)	79,100	40,000
Business Start-up (Grant and Loan)	49,680	
Town Centre & Steeley Lane Pilot Action Plans	83,650	
Unify Credit Union	9,000	
Private Property Improvement Scheme	38,230	
Joint employment initiative with Runshaw College	6,870	10,000
Community development and volunteering	25,530	
Digital access and inclusion		25,000
Investigate opportunities to expand Chorley Markets		30,000
Employee Health scheme		20,000
Support the food bank		15,000
Supporting communities to access grant funding		20,000
Increase visitor numbers to Chorley		35,000
Chorley Public Service Reform Board work plan		15,000
Campaigns and events		65,000
Disabled and dementia online venue access guides		20,000
Accommodation finding service		6,000
Development and delivery of community action plans		200,000
Chorley Flower Show		50,000
North West in Bloom		45,000
Town and Country Festival		10,000
Free Swimming		8,000
Additional events in Astley Hall and Park		14,000
TOTALS	674,060	754,000

Investment Area (Capital)	Investment Budgets b/fwd.	2015/16 New Investment
Chorley Youth Zone		1,000,000
Deliver Improvements to Market Street		1,000,000
Recycling Lives – Depot Split	(4,800)	120,000
Land Assembly – Extra Care		250,000
Delivery of CCTV 2015/16 – 2017/18 (split over 3 years)		250,000
Yarrow Valley Car Park		225,000
Buckshaw Community Centre		600,000
Recreation Strategy		170,000
Astley Hall & Park Development:		
- 2014/15 carry forward	458,990	
- 2014/15 investment – year 2		218,000
TOTALS	454,190	3,833,000

21. The Council's approved revenue budget for 2015/16 included target savings of £150,000 from management of the staffing establishment.
22. It was recommended in the June Provisional Revenue and Capital Outturn Report that the £176k net income from Market Walk in 2014/15 was split between the Change Management Reserve and Income Equalisation Reserve on a 80:20 basis. A sum of £141k was subsequently allocated to the Change Management Reserve to assist in funding future organisational change.
23. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first three months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
24. The latest forecast of capital expenditure in 2015/16 is £10.210m. The latest capital forecast is detailed in Appendix 4 based upon actual and committed expenditure during the first three months of the financial year and adjusted for future spending based upon the latest timescales for project delivery. Rephasing of the CCTV Programme and the increase in budget provision to £0.335m is not reflected in the appendix, which will be updated should Council approve the changes.

SECTION A: CURRENT FORECAST POSITION – REVENUE

25. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £444,000. The significant variances from the Cash Budget are shown in the table following. Further details are contained in the service unit analysis available in the Members' room.

ANALYSIS OF MOVEMENTS**Table 1 – Significant Variations from the Cash Budget**

Note: Savings/underspends are shown as ().

	£'000	£'000
Expenditure:		
Staffing costs	(184)	
Net Financing Costs including Market Walk financing	(165)	
Single Fraud Investigation Service (SFIS)	(39)	
Council Tax Support Grant - New Burdens	(22)	
Waste Contract	(62)	
Central Printing & Copying	(16)	
Chorley Local Plan/CIL Review	41	
Bengal Street Depot - Business Rates	<u>15</u>	(432)
Income:		
Bengal Street Depot - Rent/Service Charge	65	
Car Parking Fees	20	
Housing Benefit related Grants	(60)	
Children's Partnership Board funding	(15)	
Grant of Easement/Sale of Land	<u>(17)</u>	(7)
Other:		
Other minor variances	<u>(5)</u>	(5)
Net Movement		(444)

26. The forecast saving of £184,000 on staffing costs shown in the table above is in addition to the contribution of £100,000 already made to meet the corporate savings target for 2015/16. The total savings of £284k are made up of £78k from the Chief Executive directorate, £107k from Customer & ICT Services and £99k from Public Protection, Streetscene & Community predominantly from the Planning Services team. The staffing savings achieved to date are a result of vacant posts.
27. In addition to the staffing savings outlined above, there is also a one-off saving in 2015/16 of around £39,000 following the roll out of the Single Fraud Investigation Service (SFIS) under the Department for Work and Pensions. The intention was that once the Council's Housing Benefit Fraud Investigation staff transferred to SFIS, the DWP would reduce the Council's Housing Benefit Admin Grant. Chorley's transfer date was 1 May 2015 and resulted in a reduction of one post reducing costs by £39,000. However, the DWP have announced that the reduction in grant funding will only take effect from 2016/17 resulting in a one-off saving in the current year.
28. In 2015/16 the Council has received a grant of £22,250 for New Burdens funding to help with the administrative costs of the Council's local Council Tax Support scheme. It is anticipated that the costs of administering the scheme can be contained within existing budget resources within the Single Front Office therefore generating a saving of £22k.
29. The Council's annual waste collection contract with Veolia is subject to inflationary increases in charges with effect from April each year, using the measure for RPIX in March. The actual March RPIX figure at just 0.9% was lower than the provision included in the

budget for 2015/16 and this has generated a saving on the contract costs of around £62,000 for the current year.

30. One area that has seen a reduction in costs over recent months is printing and copying. Following an agreement reached with Canon (UK) Ltd, the Council is no longer liable to pay rental charges on some of the older copiers and now only gets charged based on the actual number of copies used. In addition to this, the Council has made efforts to drive forward the policy of reducing costs by promoting the paperless office and implementing the roll out of iPads for Members and senior officers. This has reduced the copier usage charges and together with the reduction in rental charges, a saving of around £16,000 is anticipated for 2015/16.
31. One issue highlighted in previous monitoring reports was the legal costs associated with the Chorley Local Plan 2012-26. The latest forecast for expenditure under the Local Development Framework in 2015/16 is estimated to be around £31k, a large proportion of which relates to the Planning Inspectors costs at just over £25k. In addition to this, work on the Community Infrastructure Levy (CIL) review will be commissioned later this year as part of the LDF joint working with Preston and South Ribble Councils. The estimated cost of the work is currently around £30k and will be shared between each of the three authorities. Previous budget provision for LDF related costs has been fully utilised so the forecast costs of around £41k will have to be met from current year underspends.
32. A report to Executive Cabinet on 21st March 2013 outlined the benefits of sharing the Bengal St Depot site with registered charity Recycling Lives. The proposals detailed the potential budget savings going forward from shared site costs and rental income. Based on these proposals, the Council's budget for 2015/16 included a total sum of around £80,000 made up of £45k for rental/service charge income, savings of £15k due to sharing business rates and an additional £20k to be realised from a profit sharing agreement.

The exact terms of the lease have still not been agreed with Recycling Lives and it is now a possibility that this agreement will no longer go ahead. The options now available for the Bengal Street Depot site are detailed in a separate report to Executive Cabinet. As a decision has yet to be made for this site, the current forecast assumes it is unlikely that any savings will be realised in this financial year and so the full loss of income of around £80k is currently included in the forecast for 2015/16.
33. As part of the budget package for 2014/15, £100,000 was added to the budget to allow the administration to continue with the revised car parking tariff that was introduced to promote the use of the Town Centre. Based on actual income levels throughout the previous financial year, the full year effect of the new tariff is now estimated to be around £125,000 resulting in a shortfall against budget of around £25k. Income levels for the first quarter of 2015/16 have continued at broadly the same level and the initial forecast is for a shortfall of £20k in the current year. If these levels are maintained for the remainder of the year, budget projections for future years will need to be adjusted accordingly.
34. The Council recently entered into a Delivery Partnership Agreement with the Department for Work and Pensions to support the implementation of Universal Credit in Chorley Borough for the period 1st April 2015 to 31st March 2016. As a result, the DWP have agreed to pay the Council a grant of £33,200 for providing support to the programme. The Council has also received further grants of £16,260 for implementing Welfare Reform changes, and £11,495 in respect of the Fraud & Error Reduction Incentive Scheme (FERIS) which aims to identify fraud and error on Housing Benefit claims.
35. The Council has also signed up to a partnership agreement with Lancashire County Council, together with South Ribble and West Lancashire Borough Councils, to support the priorities and targets of the Children's Partnership Board (CPB) aiming to improve outcomes for children, young people and families. In return for providing support to the partnership, LCC will make a contribution of £15,000 to each district Council to cover the current financial year.

36. Further income has also been received from Lancashire County Council in the sum of £6,600 in respect of a grant of easement awarded by the Council for land near Swansea Lane, Whittle-le-Woods. Additional income has also been generated from the sale of various small parcels of land including the disposal of open space land adjacent to 18A The Farthings for the sum of £4,610. Total income received to date in 2015/16 from these land related activities is around £17,000.
37. Two of the Council's major ICT contracts with Capita Business Services Ltd and IDOX Software Limited are due to expire in March 2016. The value of the current contracts is in the region of £610k which covers annual support and maintenance for a five year period. The charges for Capita Business Services Ltd were secured at a reduced rate as a result of the Council making a one-off capital investment of £186k at the start of the contract period. The procurement of software and commercial discussions has recently started with suppliers and it is anticipated that a one-off capital payment will again realise the greatest savings for the Council over the term of any new contracts. As a result, it is recommended that Council approve the set aside of £100k from in-year revenue underspends to fund the one-off capital payments to secure recurrent revenue savings on these contracts. Members will be updated on the progress of new contracts over future monitoring reports.
38. In 2014/15 the Council set aside a sum of £100,000 of additional income from Market Walk to invest in Town Centre Grants funding due to the high demand for this programme. This funding has now been fully committed and with the level of grant applications remaining high, additional funding is now required to continue with this programme. A balance of £39,000 is currently held in reserves from the former NEET's programme which funded the recruitment of apprentices with Active Nation and Chorley Community Housing. As this programme has now come to an end it is recommended that Council approve the use of this sum to invest in the Town Centre Grants scheme. This sum will only be sufficient to continue funding in the short term so in addition to this transfer it is recommended that a sum of £61,000 is transferred from in-year savings.
39. One further issue that requires additional funding in 2015/16 is the Christmas lighting requirements for both the town centre and Market Walk. Prices have recently been obtained from Blackpool Illuminations for this year's lighting displays. The proposals for Market Walk include the purchase of new lights for around £8.5k plus £5k installation which can be financed from the Market Walk service charge. In addition to this there is a proposal to buy a new centre piece tree at a cost of £15k including installation. For the town centre, there are proposals to include additional features for the Town Hall, shopping centre and Market Street at a cost of £5k and make one-off infrastructure improvements for around £4.5k. It is also proposed that the small shop front Christmas trees are again installed as they were last year at a cost of £14k. There is currently a budget provision of £24k in 2015/16 and if the proposals are approved, additional funding of £36k will be needed. It is therefore recommended that Council approve the set aside of in-year revenue underspends to meet this additional funding requirement.
40. The estimated cost of financing capital investment less interest earned on cash balances invested temporarily has been reviewed. A total saving of £164,660 in Net Financing Transactions is expected in 2015/16, most of which relates to Market Walk. This is because additional PWLB borrowing has not yet been incurred, as explained in the Market Walk section below.
41. The Director of Customer and Advice Services presents a mid-term report on the Single Front Office on this agenda. It recommends the creation of apprenticeship posts in support roles. The estimated cost over two years is £56k, to be met from the revenue underspends identified in this report. As this budget would not be spent entirely in 2015/16, any unspent balance should be carried forward at year-end in an earmarked reserve.

42. The proposed rephasing of the CCTV upgrade programme is explained in the section on the capital programme below. Most of the upgrade programme would be financed from a reserve earmarked for the purpose of capital financing, but £85k of the revenue underspends estimated for the current year would be required.

MARKET WALK

43. The budgeted net rental income from Market Walk after taking account of financing costs in 2015/16 is £0.905m. The latest forecast shows a saving of £0.150m and is detailed in the table below.

Table 2: Market Walk Income Forecast (June 2015)

	2015/16 Budget	2015/16 Forecast	2015/16 Variance
	£	£	£
<i>Income Budget</i>			
Gross Income incl. service charges	(1,893,790)	(1,871,790)	22,000
<i>Expenditure Budget</i>			
Operational costs (excluding financing)	129,950	106,840	(23,110)
	(1,763,840)	(1,764,950)	(1,110)
<i>Commitments</i>			
Market Walk Extension costs	101,780	101,780	0
Net Income before Financing Costs	(1,662,060)	(1,663,170)	(1,110)
Financing Costs within Net Financing	756,880	607,800	(149,080)
Net Income after Financing Costs	(905,180)	(1,055,370)	(150,190)
<i>Transfers to/(from) reserves</i>			
Equalisation Reserve (annual contribution)	50,000	50,000	0
Asset Management re Market Walk	50,000	50,000	0
Market Walk Reserve re Extension costs	(101,780)	(101,780)	0
Total transfers to/(from) reserves	(1,780)	(1,780)	0
Revised Net Income	(906,960)	(1,057,150)	(150,190)

44. The approved budget made provision for a £50,000 transfer to reserve to fund asset maintenance costs outside of the service charge agreement and a £50,000 transfer to an equalisation account to build up a reserve to fund any future reduction to income levels. In addition, the current budget includes financing of £101,780 costs in respect of the Market Walk extension by transferring funds from the Market Walk Reserve.
45. The Council's budget for 2015/16 was prepared on the assumption that £5m extra 25-year PWLB borrowing to replace use of internal cash balances would be taken by the end of 2014/15, in order to secure the cash at a lower interest rate than might be available in the

future. The extra borrowing was not taken, so this accounts for most of the one-off saving in Financing Costs in Table 2. Should the Council be advised that PWLB rates are due to rise, additional borrowing could be taken before year-end and the impact would be reflected in budget monitoring. Additional borrowing would be taken only when longer term budget savings could be achieved by avoiding interest rate increases.

46. The net cost of the additional borrowing was included in Net Financing Transactions, whereas the MRP, interest payable and loss of interest costs were included in the Market Walk account. To improve presentation, the Financing Costs budgets should be moved from the Market Walk account to Net Financing Transactions, and the costs relating to Market Walk be shown separately in Appendix 1.

GENERAL FUND RESOURCES AND BALANCES

47. With regard to working balances, and as per Appendix 1, the Council started the year with a balance of £2.288m. The approved MTFS proposes that working balances are to reach £3.0m over the 3 year lifespan of the MTFS to 2017/18 given the budgetary challenges facing the Council. The current forecast to the end of June shows that the General Fund closing balance could be around £2.744m as detailed in the table below.

Table 3 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2015/16	2.288
Budgeted contribution to General Balances	0.350
Forecast revenue budget underspend assuming Council approval of additional expenditure	0.106
Forecast General Fund Balance 2015/16	2.744

48. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2015/16.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

49. The capital budget for 2015/16 to 2017/18 as approved at Special Council in March and taking into account subsequent amendments reported to the Executive Cabinet in June and to full council in May 2015 within the 2014/15 Outturn Report is as follows:

- 2015/16: £10.217m
- 2016/17: £3.991m
- 2017/18: £2.232m

50. Capital expenditure and commitments raised as at 30th June 2015 are £1.079m. This represents 11% delivery against the 2015/16 budget.

Amendments

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

- Approval was granted for the addition of a £35k budget towards the improvement and equipping of the existing trim trail in Carr Brook (£15k capital and £20k revenue). This is fully funded through a section 106 receipt in the sum of £118k and permission is sought to increase the budget in line with the remaining receipt.
- Addition of £30k to the budget towards match funding to the final phase of refurbishment at Cotswold supported Housing as detailed below.

52. In an Executive Member Decision report, the Director of Public Protection Streetscene and Community has recommended the rephrasing of the CCTV upgrade programme, currently including in the capital programme over three financial years. The programme would be implemented in 2015/16 and an increase in the budget by £85k is also recommended. This would be funded from revenue budget underspends outlined in this report in order to avoid any increase in financing by borrowing. The recommended bidder offers lower service and maintenance costs over the contract period, so that the additional capital expenditure would be offset in part by reduced running costs.
53. Executive Cabinet is asked to approve the following deletions from the capital budget:
- Deletion of the £40k budget for the Bengal Street grant to Recycling Lives for business works. This was due to be funded from revenue savings achieved through the proposed scheme which is no longer going ahead.
 - Deletion of £13k from the Thin Client implementation budget. This budget has been carried forward from previous financial years and at present this element is unfunded. Deletion of this element will leave £8k to be funded through reserve.

Cotswold Supported Housing – final refurbishment phase

54. The cost of the works to complete the refurbishment of Cotswold Supported Housing has been estimated at £858k. A bid has been made to the Homes and Communities Agency for Homelessness Change Funding towards the cost of the works.
55. A condition of the funding bid is that the council provides some match funding towards the work. A contribution of £105k has been identified with the remaining £754k sought as grant from the HCA.
56. Of the £105k contribution identified, £75k is already approved within the capital programme for a grant to Recycling Lives for works to develop residential accommodation at Bengal Street depot. As this scheme is no longer progressing approval is sought to transfer the budget to Cotswold House.
57. Approval is sought to add the remaining £30k to the programme. Funding has been identified from capital receipts gained through the sale of land for affordable housing.
58. Further approval to add the remaining £754k to the budget will be sought once the outcome of the funding bid is known. This will be confirmed by the end of October 2015. It is likely that the majority of work will take place in 2016/17.

IMPLICATIONS OF REPORT

59. 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

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

COMMENTS OF THE MONITORING OFFICER

61. 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/Hanne Harland	5488/5028	30/07/15	Revenue and Capital Budget Monitoring 2015-16 Report 1

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2015/16 Forecast to end of June 2015	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	4,628,940	(420,180)		677,630	4,886,390			4,886,390	4,897,580	11,190	0.2%
Customer & Advice Services	2,221,980			364,540	2,586,520	(50,000)		2,536,520	2,319,520	(217,000)	-8.6%
Public Protection, Streetscene & Community	6,939,880	484,780		263,500	7,688,160	(50,000)		7,638,160	7,577,160	(61,000)	-0.8%
Directorate Total	13,790,800	64,600	-	1,305,670	15,161,070	(100,000)	-	15,061,070	14,794,260	(266,810)	-1.8%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	235,560				235,560			235,560	235,560	-	-
Pensions Deficit Recovery (Fixed Rate)	831,900				831,900			831,900	831,900	-	-
Benefit Payments	(33,470)				(33,470)			(33,470)	(33,470)	-	-
Market Walk	(1,042,000)	(64,600)		(555,460)	(1,662,060)			(1,662,060)	(1,663,170)	(1,110)	0.1%
Corporate Savings Targets											
Management of Establishment	-			(150,000)	(150,000)	100,000		(50,000)	(50,000)	-	-
Total Service Expenditure	13,782,790	-	-	600,210	14,383,000	-	-	14,383,000	14,115,080	(267,920)	-1.9%
Non Service Expenditure											
Contingency - Management of Establishment	(150,000)			150,000	-			-	-	-	-
Revenue Contribution to Capital	557,820				557,820			557,820	723,820	166,000	
Net Financing Transactions (general capital expenditure)	464,410			(104,640)	359,770			359,770	344,190	(15,580)	
Net Financing Transactions (Market Walk)	-			756,880	756,880			756,880	607,800	(149,080)	
Parish Precepts	532,960				532,960			532,960	532,960	-	
Total Non Service Expenditure/Income	1,405,190	-	-	802,240	2,207,430	-	-	2,207,430	2,208,770	1,340	
Total Expenditure	15,187,980	-	-	1,402,450	16,590,430	-	-	16,590,430	16,323,850	(266,580)	-1.6%
Financed By											
Council Tax	(6,654,350)				(6,654,350)			(6,654,350)	(6,654,355)	(5)	
Grant for freezing Council Tax 2014/15	(65,000)				(65,000)			(65,000)	(68,069)	(3,069)	
Revenue Support Grant	(2,132,380)				(2,132,380)			(2,132,380)	(2,132,380)	-	
Retained Business Rates	(2,759,370)				(2,759,370)			(2,759,370)	(2,759,370)	-	
Government S31 Grants (Small Business Rate Relief)	(769,780)				(769,780)			(769,780)	(769,780)	-	
Business Rates Retention Reserve	(91,830)				(91,830)			(91,830)	(91,830)	-	
New Homes Bonus	(3,379,070)				(3,379,070)			(3,379,070)	(3,387,725)	(8,655)	
Collection Fund (Surplus)/Deficit	222,960				222,960			222,960	222,958	(2)	
Use of Earmarked Reserves - capital financing	-				-			-	(166,000)	(166,000)	
Use of Earmarked Reserves - revenue expenditure	90,840			(1,402,450)	(1,311,610)			(1,311,610)	(1,311,610)	-	
Budgeted Contribution to General Balances	350,000				350,000			350,000	350,000	-	
Total Financing	(15,187,980)	-	-	(1,402,450)	(16,590,430)	-	-	(16,590,430)	(16,768,161)	(177,731)	1.1%
Net Expenditure	-	-	-	-	-	-	-	-	(444,311)	(444,311)	
General Balances Summary Position											
				Target	Forecast						
				£	£						
General Fund Balance at 1 April 2015				2,000,000	2,287,660						
Budgeted Contribution to General Balances					350,000						
Provisional (Over)/Under Spend					106,311						
Forecast General Fund Balance at 31 March 2016				2,000,000	2,743,971			Forecast Underspend	(106,311)		
								ICT Contracts	100,000	Recommendation 4	
								Town Centre Grants Programme	61,000	Recommendation 5	
								Christmas Lighting	36,000	Recommendation 6	
								Single Front Office Apprenticeships	56,000	Recommendation 7	
								CCTV Programme	85,000	Recommendation 8	

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Investment Projects 2015/16

Investment Area (Revenue)	Investment Budgets b/fwd.	2015/16 New Investment	2015/16 Total Investment Budget	2015/16 Spend to Date	2015/16 Balance
Deliver Agreed Neighbourhood Priorities	53,350	50,000	103,350	9,662	93,688
16/17 year old drop in scheme	2,000	19,000	21,000	4,750	16,250
Connecting Communities through food	10,260		10,260	115	10,145
Extension & improvement of street furniture	3,950		3,950	-	3,950
Play and Open Space Strategy	10,930		10,930	10,930	-
Mediation service for Anti-Social Behaviour disputes	7,000	7,000	14,000	3,000	11,000
Chorley Council energy advice switching service	15,000		15,000	-	15,000
Inward investment delivery	244,500	50,000	294,500	8,866	285,634
Town Centre Masterplan	35,000		35,000	-	35,000
Support the expansion of local businesses (BIG grant)	79,100	40,000	119,100	303	118,797
Business Start-up (Grant and Loan)	49,680		49,680	4,255	45,425
Town Centre & Steeley Lane Pilot Action Plans	83,650	100,000	183,650	-	183,650
Unify Credit Union	9,000		9,000	-	9,000
Private Property Improvement Scheme	38,230		38,230	33,050	5,180
Joint employment initiative with Runshaw College	6,870	10,000	16,870	1,875	14,995
Community development and volunteering	25,530		25,530	-	25,530
Digital access and inclusion		25,000	25,000	12,709	12,291
Investigate opportunities to expand Chorley Markets		30,000	30,000	19,918	10,082
Employee Health scheme		20,000	20,000	-	20,000
Support the food bank		15,000	15,000	10,000	5,000
Supporting communities to access grant funding		20,000	20,000	11,700	8,300
Increase visitor numbers to Chorley		35,000	35,000	-	35,000
Chorley Public Service Reform Board work plan		15,000	15,000	-	15,000
Campaigns and events		65,000	65,000	15,101	49,899
Disabled and dementia online venue access guides		20,000	20,000	5,077	14,923
Accommodation finding service		6,000	6,000	-	6,000
Development and delivery of community action plans		200,000	200,000	-	200,000
Chorley Flower Show		50,000	50,000	50,000	-
North West in Bloom		45,000	45,000	23,401	21,599
Town and Country Festival		10,000	10,000	-	10,000
Free Swimming		8,000	8,000	-	8,000
Additional events in Astley Hall and Park		14,000	14,000	-	14,000
TOTALS	674,050	854,000	1,528,050	224,712	1,303,338

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Analysis of Reserves and Provisions 2015/16

Reserve or Provision	Purpose	Opening Balance 01/04/15 £	Other Transfers 2015/16 £	Forecast Use in 2015/16 £	Forecast Balance 31/03/16 £	Notes
Reserves						
General Fund Balance						
		2,287,660	628,540	(136,000)	2,780,200	(1)
Change Management Reserve	Unused balance from 2012/13	0			0	
Change Management Reserve	From Market Walk net income 2013/14	382,770		(54,710)	328,060	
VAT Shelter Income	Capital/revenue financing	91,510		(91,510)	0	
Provision for Pension Liabilities	Payment to Lancashire Pension Fund	1,750,000		(1,584,000)	166,000	
Non-Recurring Expenditure	Revenue resources for capital financing 2015/16	179,500		(179,500)	0	
Market Walk	Income Equalisation Reserve	150,370	50,000		200,370	
Market Walk	Asset Management	50,000	50,000	(50,000)	50,000	
Market Walk	Extension feasibility and planning	101,780		(101,780)	0	
S31 Grant	Empty property/small business rate relief	146,670			146,670	
Business Rates Retention	Surplus on levy payment	383,600	350,260	(442,090)	291,770	
	Non-Directorate Reserves	3,236,200	450,260	(2,503,590)	1,182,870	
Chief Executive						
	Slippage from 2014/15	23,670		(23,670)	0	(2)
	Chief Executive's Office	23,670	0	(23,670)	0	
	Slippage from 2014/15	41,660		(41,660)	0	(2)
	PRG - uncommitted	29,350			29,350	
	Public Service Reform funding	36,430		(36,430)	0	
	2013/14 New Investment Projects	9,000		(9,000)	0	
	2014/15 New Investment Projects	10,260		(10,260)	0	
	Policy & Performance	126,700	0	(97,350)	29,350	
	Town Centre Grants	88,250		(88,250)	0	
	Town Centre Reserve (Revenue)	22,680		(22,680)	0	
	2013/14 New Investment Projects	498,800		(498,800)	0	
	Slippage from 2014/15	2,070		(2,070)	0	(2)
	2015/16 Investments	0	10,000		10,000	
	Economic Development	611,800	10,000	(611,800)	10,000	
	Legal Case Mgt System	1,520		(1,520)	0	
	Capital financing	69,380			69,380	
	2013/14 New Investment Projects	38,230		(33,050)	5,180	
	New Burdens Funding	32,500			32,500	
	Slippage from 2014/15	11,900		(11,900)	0	(2)
	Buildings Fund	224,520		(224,520)	0	
	Elections	58,000		(29,000)	29,000	
	Governance	436,050	0	(299,990)	136,060	
	Slippage from 2014/15	15,000		(15,000)	0	(2)
	Shared Financial Services	15,000	0	(15,000)	0	
	Slippage from 2014/15	13,100		(13,100)	0	(2)
	HR Reserve for maternity cover	20,000			20,000	
	Impact of 2014/15 Pay Policy	10,000	10,000	(20,000)	0	
	Additional external NEETs (Econ Dev)	39,000		(39,000)	0	
	Human Resources & OD	82,100	10,000	(72,100)	20,000	
	Chief Executive	1,295,320	20,000	(1,119,910)	195,410	
Customer & Advice Services						
	Slippage from 2014/15	10,000		(10,000)	0	(2)
	Government Grants (Housing)	214,370		(214,370)	0	
	Handyperson Scheme	43,870		(15,870)	28,000	
	Employability Officer Funding	30,000		(30,000)	0	
	2014/15 New Investment Projects	17,000		(17,000)	0	
	2015/16 Investments	0	18,000		18,000	
	Housing	315,240	18,000	(287,240)	46,000	
	ICT Projects	146,880		(146,880)	0	
	Slippage from 2013/14	26,540		(26,540)	0	
	Slippage from 2014/15	288,000		(288,000)	0	(2)
	Single Front Office	40,000		(40,000)	0	
	2015/16 Investments	0	25,000		25,000	
	Council Tax Summons/Liability Order Bad Debts	116,000			116,000	
	Capital financing	8,450		(8,450)	0	
	ICT Services	625,870	25,000	(509,870)	141,000	
	Customer & Advice Services	941,110	43,000	(797,110)	187,000	

Reserve or Provision	Purpose	Opening Balance 01/04/15 £	Other Transfers 2015/16 £	Forecast Use in 2015/16 £	Forecast Balance 31/03/16 £	Notes
<u>Public Protection, Streetscene & Community</u>						
	Buckshaw Youth Development Grants	1,370		(1,370)	0	
	Neighbourhood Working (pump priming)	71,270		(71,270)	0	
	2014/15 New Investment Projects	85,880		(85,880)	0	
	Disability Shortbreaks Funding	10,580		(10,580)	0	
	Slippage from 2014/15	18,500		(9,500)	9,000	(2)
	S106 Contribution re: Carr Brook Trim Trail	15,000		(15,000)	0	
	<i>Health, Environment & Neighbourhoods</i>	202,600	0	(193,600)	9,000	
	2014/15 New Investment Projects	14,880		(14,880)	0	
	North West in Bloom	40,000		(40,000)	0	
	Redrow Funding for Gas Cowsls at Gillibrands	16,830		(16,830)	0	
	Astley Hall Works of Art	5,880			5,880	
	Maintenance of Grounds	72,200	10,000	(25,000)	57,200	
	<i>Streetscene & Leisure Contracts</i>	149,790	10,000	(96,710)	63,080	
	Planning Appeal Costs	39,130			39,130	
	<i>Planning</i>	39,130	0	0	39,130	
	Public Protection, Streetscene & Community	391,520	10,000	(290,310)	111,210	
	Directorate Reserves	2,627,950	73,000	(2,207,330)	493,620	
	Earmarked Reserves	5,864,150	523,260	(4,710,920)	1,676,490	
	Total Reserves - General and Earmarked	8,151,810	1,151,800	(4,846,920)	4,456,690	
<u>Provisions</u>						
Insurance Provision	Potential MMI clawback	19,540			19,540	
Other Provisions	Asda re: land at Bolton Street	10,000		(10,000)	0	
	Total Provisions	29,540	0	(10,000)	19,540	

Notes

(1) Forecast Outturn as at 31 March 2016.

(2) Slippage from 2014/15 total £423,900.

Capital Programme 2015/16

	Cost Centre	Agreed Budget March Council	Rephasing	Agreed Budget Variations	Current Budget	Actual to Date	Commitment	Total Committed	Current Budget Remaining / (Over spent)	Forecast Outturn	Forecast Variance
Funding Bal b/f											
Received in year											
Current Balance											
Scheme											
Asset Improvements	7082	0	0	38,000	38,000	(2,449)	496	(1,954)	39,954	38,000	0
Union Street	7082			10,000	10,000			0	10,000	10,000	0
Town Hall	7082			88,000	88,000	13,938	53,337	67,275	20,725	88,000	0
Fixed Wiring (all buildings)	7082			25,000	25,000			0	25,000	25,000	0
		0	0	161,000	161,000	11,489	53,833	65,321	95,679	161,000	0
Big Wood Reservoir	7090	0	11,520		11,520	0	0	0	11,520	11,520	0
Disabled Facilities Grant	7100	420,000	0		420,000	79,432	0	79,432	340,568	420,000	0
Leisure Centres Improvements	7157	275,000	(4,050)	(25,000)	245,950	0	70,000	70,000	175,950	245,950	0
Recycling receptacles	7174	75,000	9,900		84,900	40,176	20,614	60,790	24,110	84,900	0
Buckshaw Village Rail Station	7208	726,000	0		726,000	0	0	0	726,000	725,907	93
Thin Client Implementation	7209		21,830		21,830	0	0	0	21,830	8,450	13,380
Cotswold House Improvements	7225	31,000	(6,090)		24,910	(8,442)	479,365	470,923	(446,013)	7,243	17,667
Cotswold House Improvements - Final Phase	7225	0	0	105,000	105,000	0	0	0	105,000	105,000	0
Climate Change Pot	7247	0	6,680		6,680	3,000	0	3,000	3,680	6,680	0
Affordable Housing New Dev Projects	7258	0	0		0	0	0	0	0	0	0
Eaves Green Play Development	7262	0	106,060		106,060	(1,037)	14,128	13,091	92,969	105,349	711
Play & Recreation Fund - Chorley Schemes	7277		34,000		34,000	0	0	0	34,000	33,500	500
Rangletts Recreation Ground	7289	0	454,530		454,530	59,447	125,341	184,788	269,742	473,255	(18,725)
Chorley East Health Centre	7293	1,759,000	0		1,759,000	0	0	0	1,759,000	1,759,000	0
Puffin Crossing Collingwood Letchworth	7294	47,820	0		47,820	0	0	0	47,820	47,820	0
Adlington Play Facilities	7295	0	3,610		3,610	(2,686)	2,686	0	3,610	0	3,610
Regeneration Projects (Market Street)	7296	1,196,000	69,570	(196,000)	1,069,570	(142,500)	12,868	(129,632)	1,199,202	1,069,570	0
Play Recreation POS Projects S106 Funded	7297		188,000		188,000	0	0	0	188,000	187,636	364
Astley Hall & Park Development	7298	575,000	101,990		676,990	197,131	33,231	230,362	446,628	676,990	0
Clayton Brook Village Hall Extension	7299	127,000	0	69,000	196,000	0	0	0	196,000	207,309	(11,309)
Bengal Street Grant 2013-14	7303	40,000	0		40,000	0	0	0	40,000	0	40,000
Bengal Street Depot Accomodation	7304	75,000	0	(75,000)	0	0	0	0	0	0	0
Play Areas Growth Programme	7306	200,000	0		200,000	0	0	0	200,000	200,000	0
Croston Flood Prevention Scheme	7307	1,100,000	0		1,100,000	0	0	0	1,100,000	1,100,000	0
Chorley Youth Zone	7308	1,118,000	0		1,118,000	0	0	0	1,118,000	1,118,000	0
Carr Brook Trim Trail	7309	0	5,990		5,990	20,299	10,650	30,949	(24,959)	5,990	0
Recycling Lives - Depot Split	7310	120,000	(4,800)		115,200	0	0	0	115,200	115,200	0
Electoral Management System	7311	0	4,160		4,160	0	0	0	4,160	5,120	(960)
Land Assembly Extra Care	7313	250,000	0		250,000	0	0	0	250,000	250,000	0
Delivery of CCTV 15/16 - 17/18	7314	84,000	0		84,000	0	0	0	84,000	84,000	0
Yarrow Valley Car Park	7315	225,000	0		225,000	0	0	0	225,000	225,000	0
Buckshaw Community Centre	7316	600,000	0		600,000	0	0	0	600,000	600,000	0
Recreation Strategy	7317	170,000	0		170,000	0	0	0	170,000	170,000	0
		9,213,820	1,002,900	39,000	10,255,720	256,308	822,717	1,079,025	9,176,695	10,210,389	45,331

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	27 August 2015

CHORLEY COUNCIL PERFORMANCE MONITORING – FIRST QUARTER 2015/2016

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy, and key performance indicators during the first quarter of 2015/16, 1 April to 30 June 2015.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy and key performance indicators for the first quarter of 2015/16, 1 April to 30 June 2015. Performance is assessed based on the delivery of key projects and against the measures in the 2014/15 – 2016/17 Corporate Strategy along with key service delivery measures.
4. Overall performance of 2014/15 key projects is good, with 83% of the projects on track or complete. Three projects have been rated amber; deliver improvements to Market Street, progress key employment sites, and develop and agree plans for delivery of the Friday Street Health Centre. These rating are due to issues relating to timescales however work is now underway to bring these projects back on track.
5. Overall performance on the Corporate Strategy indicators and key service delivery measures is good. 89% of the Corporate Strategy indicators and 60% of the key service measures are performing above target or within the 5% tolerance.
6. The Corporate Strategy measure performing below target is; the number of projected jobs created through inward investment. An action plan has been developed and is included within the report to outline what action will be taken to improve performance.
7. The key service delivery measures performing below target are: vacant town centre floor space; the processing of planning applications against targets for both ‘minor’ and ‘other’ application types; and the average working days per employee per year lost through sickness absence. Again, action plans are included within the report which outline what actions are being taken to improve performance.

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

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

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

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. 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.
12. The Corporate Strategy includes 18 key projects, aimed at building upon and strengthening successful activity in 2013/14.
13. Performance measures have been set so that targets remain challenging and reflective of the Council's ambitions.

PERFORMANCE OF KEY PROJECTS – 2014/15 CORPORATE STRATEGY

14. Following the refresh of the Corporate Strategy in November, 18 key projects have been identified for delivery in 2014/15 – 2016/17. At the end of the first quarter overall performance of key projects is good. 15 of the 18 projects (83%) are either complete or on track.
15. At the end of the first quarter, 13 projects (72%) were rated green, meaning that they are progressing according to timescale and plan:
- Implement a working together with families employment scheme
 - Deliver the Chorley Public Service Reform Board work plan
 - Progress plans to extend market walk
 - Investigate future business models for public services in Chorley
 - Increase visitor numbers to Chorley
 - Digital access and inclusion
 - Explore alternative ways of providing home ownership
 - Improve the functionality of online services
 - Development and delivery of community action plans
 - Delivery of an improved CCTV provision

- Chorley Flower Show
- Deliver improvements to Rangletts recreation ground
- Continue to explore options to deliver the Chorley Youth Zone

16. Two projects (11%) have been completed during the last quarter, and the key outcomes are detailed below:

Destination play area Astley Park

Planning permission for the destination play area in Astley Park was granted in September 2014, and work began on site in November 2014. The play area opened on Friday 29 May and has been built at the side of the Pavilion and the current smaller play area. It has a theme of Royalists and Roundheads, with links to Astley Hall, and has sections for younger and older children.

The concept is based on a castle ruin with natural stone to form 'rooms', which are linked with footpaths. The play equipment is spaced throughout and includes slides, climbing stacks, zip wires, swings, a hip-hop see-saw, balance trails, a wall tower and much more.

The project was completed within timescales and budget. There has been a lot of positive feedback received, and early indications are that the play area is being used as a destination, attracting visitors from across the Central Lancashire area.

There have been some early issues with anti-social behaviour; however these are being dealt with through a multi-agency approach.

Establish a business case and model for an Extra Care Scheme

The project was to develop a business case for an extra care scheme, including exploring the feasibility and cost-benefits of such a scheme for Chorley. This included looking at the options for the Fleet Street site and assessing the viability of the scheme being owned and managed by the Council. The project involved commissioning an architect to draw up 4 options for the scheme design and associated costs, in addition to site surveys and assessments. A financial model was developed by the Head of Shared Finance to produce a forecast for the expected capital and revenue income and expenditure for the scheme. This work was to inform a decision as to whether or not the Council should pursue the scheme and submit a bid to the HCA for funding.

The original objectives of the project have been achieved in far shorter timescales due to the unexpected announcement by the HCA of Care and Specialised Support Grant Funding. The deadline for bids required that the project work be fast tracked and delivered much quicker than originally planned.

A HCA bid for £2,868,750 to contribute to the capital costs of the construction of the scheme has been submitted, as well as a commitment of revenue funding and (unconfirmed) capital funding from Lancashire County Council. Strategic support has been achieved from a range of stakeholders, as well as commitment from the other two parties with ownership on the site to enter into a sale to dispose their interest.

If the HCA funding bid is successful this will become a new capital /Corporate Strategy Project for 2016/17.

17. Three projects (17%) are currently rated as ‘amber’, which is early warning that there may be a problem with the project:

Project Title		Project Status
Deliver improvements to Market Street		Amber
Explanation	The scope of this project is the design and creation of plans for improvements to the public realm at the northern end of Market Street and the delivery of these plans; essentially continuing the scheme that has now been implemented at the Southern end of Market Street. However due to a number of strategic sites within the town centre currently being developed, consideration is now being given to delivering improvements across a wider area to ensure best use of available resources; as such the original timescale for this project have been delayed slightly.	
Action Required	A meeting has been held with Plan-It to scope the area for design and a cost plan covering works over a wider area is due back by the end of July. A decision on how to commence will be dependent on the costs and the planning application decision on Market Walk. Consideration will also be given to phasing wider works over a number of years.	

Project Title		Project Status
Progress key employment sites		Amber
Explanation	<p>A number of employment sites have been identified as suitable for inward investment and the delivery of this project will see the council taking a proactive approach to working with developers, land owners and the LEP to enable these employment sites to be brought forward for development. The original scope of this project included undertaking site investigations and assessments, preparing master plans, establishing stakeholder groups and preparing planning applications.</p> <p>This project is rated amber due to some slippage against the project milestones and timetable drawn up in the original project mandate. Also, the scope of this project now needs to be reviewed, as not all of the allocated sites for employment are addressed in the original project mandate. There is also a need to prioritise activity to ensure a manageable programme.</p> <p>During quarter one the Council has progressed the commissioning of consultants for the Botany Bay/Great Knowley Masterplan and progress has also been made on some of the other sites. This includes commencing construction on the last parcel at the Revolution, as well as the successful planning approval for an Aldi store, retail units and a community centre at Southern Commercial.</p>	
Action Required	<p>The scope of the project and further division into work packages will be resolved in the next quarter.</p> <p>During quarter two the focus will be to progress a potential land exchange with the Homes and Communities Agency, expected to be completed by Dec 2015, subject to member approval and negotiation on scope. This will be central to unlocking progress on some of the employment sites. Work will continue to progress the Botany Bay/Great Knowley masterplan.</p>	

Project Title		Project Status
Develop and agree plans for delivery of the Friday Street Health Centre		Amber
Explanation	<p>At the Project Board meeting held in June it was agreed that the project should continue to progress following key decisions made, however there is a lack of clarity on the finances available for this project.</p> <p>Ownership, funding, tenancies and building provision have been discussed and clarified. Actions need to be taken to progress the development further, and there have been some delays in activity since the meeting which are mainly due to capacity and availability of key partners.</p>	
Action Required	<p>Funding details are being progressed as due to the need to revise the deal structure, it is not clear how much, and when funding can be drawn down. This should be resolved in the next quarter as actions have been taken by Board members to progress this quickly.</p> <p>The original Project Initiation Document (PID) for Chorley East Health Centre was based on lease arrangements, however following success of a bid to the Primary Care Infrastructure Fund (PCIF), the funding approach has changed. How funds are accessed needs to be clarified and this is being progressed by Lancashire Care NHS Foundation Trust. Once confirmed the PID will be revised and submitted to the NHS England Capital Oversight Group to consider costs, lease arrangements and ownership of the building. This group give the relevant recommendation for the project to go ahead.</p> <p>The next Project Team meeting is scheduled to take place in August, followed by the Project Board meeting in September.</p>	

PERFORMANCE OF CORPORATE STRATEGY MEASURES

18. At the end of the first quarter, it is possible to report on 9 of the key performance indicators within the Corporate Strategy. 6 indicators (67%) were performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.

19. The following indicators are performing better than target:
 - Number of projected jobs created through targeted interventions
 - The % of 16-18 year olds who are not in education, employment or training (NEET)
 - The number of visits to Council's leisure centres
 - Number of young people taking part in 'Get Up and Go' activities
 - Number of Homelessness Preventions and Reliefs
 - The percentage of customers dissatisfied with the service they have received from the council

20. Two indicators (22%) are performing slightly below target, but is within the 5% tolerance threshold:
 - Overall employment rate
 - Number of long term empty properties in the borough

21. One indicator (11%) performed below target; the number of projected jobs created through inward investment.

22. The table below gives the reasons why performance is currently below target, 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 projected jobs created through inward investment		12	3
Reason below target	Businesses relocating to Chorley have 18 months to create jobs which means that there can be a time lag in realising the associated employment opportunities. When working with inward investors it can take a significant amount of time to reach the application stage and although work is ongoing to progress cases to this stage, by the end of quarter one 2015/16 there were no new Choose Chorley grant applications approved.		
Action required	There are currently two Choose Chorley grant applications ongoing and it is anticipated that these will create a significant number of employment opportunities during 2015/16. Delivery of the Inward Investment Action Plan will continue.		
Trend:	At quarter one 2014/15 performance was 0, and by the end of 2014/15 (quarter four) was 62 which indicates scope for improvement.		

23. It should be highlighted that the indicator; percentage of customers dissatisfied with the service they have received from the Council, is now performing above target.
24. The project to improve customer satisfaction, which formed part of last year's Corporate Strategy, provided comprehensive analysis of satisfaction data and subsequently delivered a number of actions. This included a programme of targeted internal communications and a new approach to the way satisfaction was monitored to include a wider representation of those customers contacting the Council using various channels.
25. Activity to address reasons for dissatisfaction, in particular keeping customers informed of progress, has resulted in improved performance from 27.4% in quarter one 2013/14 to 24.5% in quarter one 2014/15. Current performance at the end of quarter one 2015/16 is an outstanding 18.5%.

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

26. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are ten indicators that can be reported at the end of the third quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.
27. Six (60%) of the Key Service delivery measures are performing better than target:
- Processing of planning applications as measured against targets for 'major' application types
 - Time taken to process Housing Benefit/Council Tax Benefit new claims and change events
 - Number of households living in Temporary Accommodation (NI 156)
 - Number of missed collections per 100,000 collections of household waste
 - Supplier Payment within 30 days
 - Percentage of Council Tax collected
28. There are currently four indicators (40%) that are performing below target. These indicators relate to; vacant town centre floor space, the processing of planning applications against targets for both 'minor' and 'other' application types, and the average working days per employee per year lost through sickness absence.

29. 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
Vacant town centre floor space		6%	6.31%
Reason below target	There are currently a number of large retail units that are under offer or being re-fitted and these larger units represent a higher percentage of the vacant town centre floor space.		
Action required	<p>A number of these units are due to re-open soon with a range of businesses both national chains and smaller independents, a number of which will also help to support the night time economy.</p> <p>Work will also continue to deliver the Town Centre Masterplan; including the Market Walk extension, Fleet Street Extra Care and a programme of public realm improvements to help create a more appealing and attractive retail environment for new businesses.</p>		
Trend:	Performance at the end of quarter one 2014/15 was 4.54%		

Performance Indicator		Target	Performance
Processing of planning applications as measured against targets for 'minor' application types		65.0%	59.61%
Processing of planning applications as measured against targets for 'other' application types		80.0%	70.37%
Reason below target	<p>On 28 November 2014, the Government issued new advice within the National Planning Practice Guidance (NPPG) on Section 106 Planning Obligations which provides that 'tariff style' planning contributions should not be sought from developments of 10 units or less, and which have a maximum combined gross floorspace of no more than 1,000 square metres. Prior to this Officers were given delegated authority to impose section 106 agreements on applications of 1 or 2 dwellings, with applications of 3 or more referred to Committee. Following the new Government advice, delegated authority was removed from Officers and all applications were therefore referred to Committee before the section 106 process could be started. This has therefore had an impact on the length of time taken to process these types of applications although where possible extensions to time were agreed with the applicant.</p> <p>There have also been performance issues with regard to the external supplier of the householder planning application service which was intended to relieve the pressure due to a vacancy within the planning team.</p>		
Action required	<p>The outcome of the legal challenge has now been released and Officer delegated powers are to be returned, this will in turn remove the need for a significant proportion of applications to be referred through Chairs brief to Committee.</p> <p>There is however an accumulation of applications where applicants and agents were waiting for the outcome of the legal challenge and it should be noted that this could have an effect on performance during quarter two.</p> <p>The staffing vacancy has now been advertised and is expected to be established within the next two months; the external provider has been reproached and closer supervision is being taken by them, including the allocation of a more senior officer to undertake the work.</p>		
Trend:	Performance at the end of quarter one 2014/15 was 63.33% for 'minor' and 89.42% for 'other'.		

Performance Indicator		Target	Performance
Average working days per employee per year lost through sickness absence		1.5 days	2.2 days
Reason below target	There has been a high level of sickness absence during the first quarter of 2015/16. This equates to a total of 66 occasions of short term absence and 10 long term, (75 individual cases). The highest number of occasions of short term sickness absence were in June (35), and further analysis shows that the majority of days lost were due to stomach illness and personal stress.		
Action required	This is being closely monitored with employees supported using proactive welfares, counselling and occupational health where appropriate. HR are also ensuring that all managers are undertaking as necessary absence meetings and return to work interviews.		
Trend:	Performance at the end of quarter one 2014/15 was 1.41 days		

IMPLICATIONS OF REPORT

30. 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	6 August 2015	First Quarter Performance Report 2015/16

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	Performance Quarter 1	Symbol	Trend*	% Change (year on year)
Overall employment rate	Bigger is better	80%	78.1%		↑	-0.9%
Number of projected jobs created through targeted interventions	Bigger is better	25	35		↑	+40%
Number of projected jobs created through inward investment	Bigger is better	12	3		↑	N/A
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	4.8%	3.8%		↑	-17.4%
The number of visits to Council's leisure centres	Bigger is better	250,000	282,902		↑	+3.6%
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	3,750	10,830		↑	+74.7%
Number of Homelessness Preventions and Reliefs	Bigger is better	50	192		↓	-4.9%
Number of long term empty properties in the borough	Smaller is better	195	202		↑	-2.9%
% of customers dissatisfied with the service they received from the council	Smaller is Better	20%	18.5%		↑	-24.5%











**Trend shown is for change from quarter 1 2014/15*

Appendix C: Performance of key service delivery measures

 Performance is better than target

 Worse than target but within threshold

 Worse than target, outside threshold

Indicator Name	Polarity	Target	Performance Quarter 4	Symbol	Trend	% Change (year on year)
Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit	Smaller is better	10 days	8.32 days		↑	-31.18%
Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	100%		↑	+39.99%
Processing of planning applications as measured against targets for 'minor' application types	Bigger is better	65%	59.61%		↓	-5.88%
Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	70.37%		↓	-21.31%
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	25	7		↑	-36.36%
Number of missed collections per 100,000 collections of household waste	Smaller is better	49	46		↓	+15%
Supplier Payment within 30 days	Bigger is better	99%	99.95%		↑	+1.03%
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	1.5 days	2.19 days		↓	+55.32%
Vacant Town Centre Floor Space	Smaller is better	6%	6.31%		↓	+38.99%
% Council Tax collected	Bigger is better	28.76%	28.87%		↑	+0.38%

***Trend shown is for change from quarter 1 2014/15**



Report of	Meeting	Date
Director of Public Protection Streetscene and Community (Introduced by the Executive Member for Public Protection)	Executive Cabinet	27 August 2015

HOUSES IN MULTIPLE OCCUPATION – ADOPTION OF STANDARDS

PURPOSE OF REPORT

1. To seek adoption of standards for the provision of accommodation in Houses in Multiple Occupation (HMO's)

RECOMMENDATION(S)

2. Members adopt the standards for accommodation in HMO's as set out in Appendix A to this report.

EXECUTIVE SUMMARY OF REPORT

3. Houses in Multiple Occupation (HMO) can be defined as premises where there are at last 3 tenants being accommodated who form more than one household and there is a sharing of facilities such as toilet, bathroom or kitchen facilities.
4. A household is defined as either a single person or members of the same family living together.
5. There are certain requirements over and above the general housing standards in the private rented sector that must be met for HMOs and in some cases HMOs of a particular size can only be operated if licenced by the Council.
6. Currently there are estimated to be around 15 HMO's in Chorley, 2 of which are of a size requiring a licence to operate.
7. Historically standards in HMO's have been maintained through periodic inspection by Council officers and liaison with landlords to ensure satisfactory standards in relation to property repair, provision of shared facilities and fire protection measures.
8. However this sector of the housing market is becoming increasingly popular and property developers are increasingly seeking to procure large premises for conversion to HMO type accommodation as it fills a market gap between hostel/lodging type accommodation and fully self-contained housing accommodation.
9. In order to promote consistency of provision in this type of accommodation the Council should adopt a set of standards against which HMO landlords can be advised to provide and where the HMO is licensable the standards can be conditional on the HMO licence being granted.

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)

- 10. To ensure the Council has appropriate and consistent standards against which providers of houses in multiple occupation can be assessed.
- 11. The adoption of these standards will provide useful guidance to landlords who provide HMO accommodation that does not require a licence to operate and clear licence conditions applicable to HMO’s that do require a licence.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 12. Having no adopted standards is rejected on the basis that these standards provide a useful benchmark against which this HMO type of accommodation can be measured.

CORPORATE PRIORITIES

- 13. 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

- 14. Chorley currently has fifteen Houses in Multiple Occupation (HMO) premises that are known to the Councils Regulatory Services Team and two of these are of a size that requires an HMO licence under Housing Act legislation in order to operate.
- 15. An HMO is defined as a house that accommodates more than one household and there is a sharing of facilities such as toilet, bathroom or kitchen facilities.
- 16. A household is defined as either a single person or members of the same family living together.

17. HMO's are of particular concern in terms of applying standards due to the nature of the shared facilities, the use of common parts by tenants and fire safety measures at the property.
18. To date, and because of the relatively low numbers of HMO's in Chorley the application of standards have be regulated on a case by case basis.
19. However there is an increasing market interest in providing more of this type of accommodation as it bridges a gap between hostel/lodging type accommodation and more expensive self-contained units.
20. Given this interest and potential increased demand for HMO type accommodation it is appropriate for the Council to adopt a set of standards specific to HMO's.
21. The proposed standards for HMO's are appended to this report at Appendix A and are based on national standards approved by the Local Authorities Coordinating Body on Regulatory Services (LACORS) – now a part of the Local Government Association.
22. Members will note that the standards are limited to the provision of shared facilities in terms of ratios of provision to occupant numbers, level of provision in shared kitchens, room sizes to prevent overcrowding, heating, ventilation and lighting provision and the disposal of refuse.
23. In terms of fire safety provision the standards to be adopted reference the necessary requirements and a Memorandum of Understanding (MoU) exists between the Council and Lancashire Fire and Rescue Service which applies the LACORS Fire Safety Standards to this type of accommodation.
24. The MoU (including associated fire safety standards) was the subject of a report to Executive Cabinet in November 2012.
25. Following adoption the HMO standards will be mandatory for HMO's of a size that require an HMO licence and it will be a condition of the licence that the standards are applied.
26. Failing to meet the standard would mean the revoking of an HMO licence and operating an unlicensed HMO is an offence
27. Members should note that the standards will be advisory for landlords operating HMOs that are of a size that do not require licensing.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

29. As the sector grows, costs may arise in terms of enforcement action, but this is not easy to predict. I anticipate any such costs could be contained within current cash resources.

COMMENTS OF THE MONITORING OFFICER

30. No comments – the salient legal points are addressed in the main body of the report.

JAMIE CASON

DIRECTOR OF PUBLIC PROTECTION STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	3 August 2015	HMOstandards 2015

STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION

Prior to consideration of the text below, it is important to ensure that the appropriate planning approval has been granted in relation to the type of use in each of the rented properties – see appendix 1.

The purpose of these standards are to inform landlords of their statutory obligations and to advise on how to improve and maintain houses in multiple occupation (HMOs) to an acceptable **minimum** standard, in both licensed and non-licensable HMOs. They are also the standards for deciding the suitability for occupation of an HMO by a particular maximum number of households or individuals

. The standards should be assessed alongside the

- The Housing Act 1985;
- The Housing Act 2004;
- Housing Health and Safety Rating System Operation Guidance (a means of identifying faults in dwellings and of evaluating the potential effect of any defaults on the health and safety of the occupants);
- The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006;
- The Management of Houses in Multiple Occupation (England) Regulations 2006,
- The Licensing and Management of houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007,
- LACORS Guidance - 'Regulation of 'Crowding and Space' in Residential Premises'
- The Energy Performance of Buildings (Certificates and Inspections)(England and Wales) Regulations 2007

There is considerable diversity in the way HMOs are occupied and in the health and safety risks that may be evident. This guidance document details standards that are appropriate for a wide range of the most common types of HMOs however; it is not always possible to cover every eventuality. The Regulatory Services Team at Chorley Council should be contacted to discuss any variations appropriate for an individual HMO.

Throughout this booklet all wording written in ***bold italics*** is taken directly from the legislation and are minimum requirements.

Appendix A

FIRE SAFETY STANDARDS

Minimum fire precautionary standards are necessary for all HMOs and relate to alarm systems, fire prevention and means of escape in the event of a fire. The standards to be applied will vary with each building layout and type of HMO therefore this document does not seek to provide an overall standard requirement and assessed on a case by case basis. The fire safety standards assessment will be in conjunction with the Lancashire Fire and Rescue Service using the ‘HOUSING – FIRE SAFETY’ guidance published by the Local Authorities Coordinators of Regulatory Services (LACORS). Fire precautionary advice can be obtained by contacting the Councils Regulatory Services Team in the first instance.

WASHING AND TOILET FACILITIES

Where all or some of the units of living accommodation in an HMO do not contain bathing and toilet facilities for the exclusive use of each individual household:

- a) there must be an adequate number of bathrooms, toilets and wash hand basins suitable for personal washing for the number of persons sharing those facilities; and***
- b) where reasonably practicable there must be a wash hand basin with appropriate splash back in each unit other than a unit in which a sink has been provided.***

Shared Bathrooms (Bathroom means a room containing a bath or shower).

Occupiers	Up to 4	5	6 - 10	11- 15
Wash Hand Basins	1	2	2	3
Toilets	1	1	2	3
Baths or Showers	1	1	2	3
		At least 1 toilet should be in its own compartment (or in an additional bathroom)		At least 2 toilets should be in their own compartments (or in an additional bathrooms)

Appendix A

Individual Bathrooms (for both shared and exclusive use)

These amenities must be secure and private and should normally be located on the same floor as the sleeping accommodation.

- All baths must be readily accessible and of minimum dimensions 1700mm x 760mm in a bathroom.
- All showers must be readily accessible, screened and enclosed, of minimum dimensions 800mm x 800mm in a suitable room of adequate dimensions and facilities to allow for user to change their clothes and dry themselves.
- All baths, showers and wash hand basins must be equipped with taps providing an adequate supply of cold and constant hot water (minimum 40 ° C) and be connected to an appropriate drainage system. Instantaneous heaters with a minimum rating of 6KW will only be acceptable to wash hand basins when no other means of providing hot water is available.
- All baths, showers and wash hand basins must be equipped with adequate splash backs (300mm to baths and wash hand basins, full heights for showers or within separate water tight enclosure) with an adequate waterproof seal.
- All bathrooms must be suitably and adequately heated and ventilated (see heating and ventilation sections below).
- All separate toilets must be suitably ventilated. (see section on ventilation below)
- All bathrooms and toilets must be of an adequate size and layout to allow for their proper use.
- Landlords must ensure the provision of suitable floor covering to toilet compartments and bathrooms; these must be slip resistant, impervious and easily cleansable.
- Only those rooms with a toilet with mechanical extraction ventilation and a wash hand basin are allowed to open onto a room where food is prepared.

KITCHENS**Exclusive Use Kitchens**

Where a unit of living accommodation contains kitchen facilities for the exclusive use of the individual household, and there are no other kitchen facilities available for that household, that unit must be provided with –

(a) adequate appliances and equipment for the cooking of food;

The minimum requirement is two rings/hot plates together with an oven and a grill. For occupancies of two or more persons the minimum requirement is four rings/hot plates together with an oven and grill. Rings/ hot plates must be at a height level with adjacent worktops and a minimum oven capacity of 55 litres. Alternatively a microwave oven may be substituted for one or two of the rings/hot plates.

Appendix A

(b) a sink with an adequate supply of cold and constant hot water;

A fixed impervious sink of minimum dimensions 500X600 mm with a drainer and connected to the drainage system via a suitable trap. It must be provided with an adequate supply of cold water from the rising main and a supply of constant hot water at a minimum temperature of 60° Celsius. Instantaneous water heaters are unacceptable. A suitable splash back, 300mm high should be provided to the sink and draining board, and all joints shall be adequately sealed.

Hot water may be provided by any of the following methods.

- I. Piped from storage and boiler
- II. Immersion heater
- III. Fixed gas appliance, e.g. multipoint or combi boiler
- IV. Electrical thermostatically controlled water heater with a **minimum** 5 litre storage reservoir, automatic fill and connected directly to the cold water supply.

All hot water vessels must be properly insulated

(c) a worktop for the preparation of food:

A suitable work surface must be provided a minimum of 500mm deep and a minimum length of 1100mm for the first person plus 500mm per additional person. The worktop must be fixed and secure and of an impervious material. A suitable splash back, 300mm high should be provided where any work surface abuts a wall and all joints shall be adequately sealed.

(d) sufficient electrical sockets;

A minimum of 2 double socket outlets shall be suitably located above the work surface for the use of portable appliances and at least 1m from a water source in addition to any sockets required by these standards, situated in convenient positions for appliances such as cooker, fridge freezer, washing machine.

(e) a cupboard for the storage of kitchen utensils and crockery; and

Standard floor or wall mounted cupboard of minimum capacity 0.16m³. The space below the sink unit is not acceptable to comply with this standard.

(f) a refrigerator.

Refrigerator space including a freezer compartment shall be a minimum 91litres. The fridge shall be capable of maintaining an internal temperature of 5°C.

Shared Kitchens

1 kitchen for up to a maximum of 5 people, thereafter a kitchen to be provided in each unit of accommodation, except where accommodation is of a specialised nature with support services.

Appendix A

Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food:

- a) there must be a kitchen, suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food;**
- b) the kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities-**

(i) sinks with draining boards;

A fixed impervious sink of minimum dimensions 500X600 mm with a drainer and connected to the drainage system via a suitable trap. A suitable splash back, 300mm high shall be provided to the sink and draining board, and all joints shall be adequately sealed.

(ii) an adequate supply of cold and constant hot water to each sink supplied;

Each sink must be provided with an adequate supply of cold water from the rising main and a supply of constant hot water at a minimum temperature of 60° Celsius. Electric instantaneous water heaters are not acceptable as they do not provide an adequate flow of hot water.

Hot water may be provided by any of the following methods.

- a) Piped from storage and boiler
- b) Immersion heater
- c) Fixed gas appliance, e.g. multipoint or combi
- d) Under sink electrical water heater with a **minimum** 10 litre storage reservoir

All hot water storage vessels must be properly insulated.

(iii) installations or equipment for the cooking of food;

Kitchens shall be equipped with cookers with a minimum of 4 rings, a standard sized oven and a grill.

(iv) electrical sockets

A minimum of 4 double socket outlets shall be suitably located above the work surface for the use of portable appliances and at least 1m from a water source in addition to any sockets required by these standards, situated in convenient positions for appliances such as cooker, fridge freezer, washing machine.

(v) worktops for the preparation of food;

A suitable work surface must be provided a minimum of 500mm deep and a minimum length of 1100mm for the first person plus 500mm per additional person. The worktop must be fixed and secure and of an impervious material. A suitable splash back, 300mm high

Appendix A

should be provided where any work surface abuts a wall and all joints shall be adequately sealed.

(vi) cupboards for the storage of food or kitchen and cooking utensils;

Food cupboards shall be a minimum of one 500mm wide base unit or wall cupboard per person. The space in a sink unit below the sink will not be acceptable.

(vii) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, sufficient separate freezers);

Fridge space shall be a minimum 30 litres of space per person in addition to the freezer compartment.

(viii) appropriate refuse disposal facilities; and

Proper bins with lids must be provided for the storage of kitchen waste prior to disposal e.g. pedal bin

(ix) appropriate extractor fans, fire blankets and fire doors.

Kitchens shall be fitted with an appropriate extractor fan. This shall be capable of achieving 6 air changes per hour. The provision of fire blankets and fire doors will be addressed at the time of the fire risk assessment for the whole house.

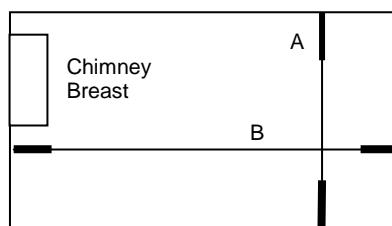
ROOM SIZES

Room sizes shall comply with the following standards. All standards for floor space apply whatever the age of the occupants. The standards detail three types of premises, namely bed sitting rooms and flats with cooking facilities; shared accommodation; and hostel type accommodation with catering provided by the hostel management.

Reductions to the specific standard for a bedroom may be treated as meeting the standard where the Council considers the room adequately meets the occupiers needs, that the reduction in size is not more than 5% of the full floor standard, and that it does not fall below a national minimum standard, e.g. 6.5m² is a national minimum standard for a bedroom.

Room Measurements

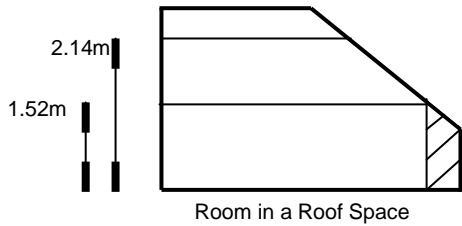
All room measurements shall be carried out as follows:-



Room Plan

In a room, measure the distances of A & B and multiply together to work out the floor area. (The space taken by the chimneybreast is not included as floor area).

Appendix A



For a room in a roof space, only that part of the room where the floor to ceiling height is greater than 1.52m (5'0") shall count and at least half of the floor area shall have a floor to ceiling height of 2.14m (7ft). The shaded area is excluded from the calculation).

- a child will be considered as a separate person/occupant in terms of these standards.
- the minimum room sizes , as below, are also subject to each room being of a shape offering adequate useable living space. Areas where the ceiling height is less than 1.53m, such as an attic room shall not be counted as part of the floor area.
- separate kitchens, whether shared or used exclusively in connection with a particular single tenancy shall be of sufficient size for their purpose. Where kitchen facilities are provided within other rooms, a minimum additional floor area of 3.7m² (40ft²) shall be required.
- the sharing of rooms by persons of the opposite sex aged 10 or over and who do not live as partners shall not be permitted.
- no staircase or landing nor any room, which has been appointed as a kitchen or bathroom, shall be deemed suitable for sleeping accommodation.

The following tables detail acceptable **minimum** room sizes:

BEDSIT ROOMS AND FLATS:

One room unit of accommodation with cooking, living and sleeping facilities:

One room for one person	13.0m ²	(140 sq. ft)
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Two or more room units with cooking, living and sleeping facilities.

Each single bedroom	6.5m ²	(70 sq. ft)
Each double bedroom	10.2m ²	(110 sq. ft)
Each living room single person units	9.0m ²	(97 sq. ft)
Each living room two person units	10.0m ²	(108 sq. ft)
Each living/kitchen, or living/bedroom single person unit	11.0m ²	(120 sq. ft)
Each living/kitchen, or living/bedroom two person unit	13.9m ²	(150 sq. ft)

Appendix A

SHARED ACCOMMODATION e.g. student houses, migrant workers accommodation:

Bedroom/Studies		
Bedroom/study for one person where there is no separate living room or living area in a kitchen/living room	10.2m ²	(110 sq. ft)
Bedroom/study for two persons where there is no separate living room or living area in a kitchen/living room	14.9m ²	(160 sq. ft)
Bedroom for one person where a separate living area is provided	6.5m ²	(70 sq. ft)
Bedroom for two persons where a separate living area is provided	10.2m ²	(110 sq. ft)

Rooms Used as a Living Room Only		
Up to 5 Occupants	11.5 m ²	(125 sq. ft)

Room Used as Living/Dining/Kitchen		
Up to 5 Occupants	12.5m ²	(130 sq. ft)

BEDROOMS IN HOSTELS

1 person	6.5m ²	(70 sq. ft)
2 persons	10.2m ²	(110 sq. ft)

Where the accommodation does not include a catering service, and/or the occupancy is intended to be for more than one month, the standards for bedsits will apply.

HEATING

Each unit of living accommodation in an HMO must be equipped with adequate means of space heating.

- Any self-contained flat in an HMO shall have an energy efficiency rating within the Energy Performance Certificate (EPC) banding A to D. The landlord must make available for inspection within 7 days on request the EPC for each self-contained flat that has been re-let since the 1 October 2008.
- Heating shall be provided in every habitable room and bathroom, which is capable of maintaining a 21 degrees Celsius (°C) temperature difference with the external air when the outside temperature is -1°C. (The provision of insulation can assist in meeting this standard). Such heating provision must be capable of being used at any time by the occupants.
- The heating shall be:
 - Controllable, understandable and accessible by the occupants
 - Safe
 - Properly and professionally installed

Appendix A

- Appropriate for the design, layout and construction of the dwelling
- Heating may be by means of: -
 - Central heating, or
 - Solid fuel in the form of an authorised smokeless fuel or alternatively solid fuel burnt in a smokeless appliance. If solid fuel is used proper fuel storage facilities shall be provided outside the building in a readily accessible position for each unit of accommodation, or
 - Gas heaters connected to a suitable flue and terminal outlet, or
 - Oil heaters connected to a suitable flue and terminal outlet, or
 - Electric heaters- if electric heaters are to be used to heat a room, an electric point shall be provided for that exclusive purpose. Individual heaters (except oil filled radiators) must be a fixed installation.
- Except for central heating, wherever practicable heaters shall be fixed to an existing chimneybreast or otherwise be positioned so as to direct heat towards the centre of the room.
- Conventional electric night storage heaters may not be capable of maintaining the minimum room temperature in the evening time.
- The use of portable paraffin or oil fired heaters and liquefied petroleum gas heaters (LPG) (Bottled Gas heaters) shall not be acceptable under any circumstances, whether provided by the landlord or the tenant.

NATURAL AND ARTIFICIAL LIGHTING

- All habitable rooms shall have an adequate level of natural lighting, provided via a clear glazed window or windows and/or door(s), the glazed area to be equivalent to at least one-tenth of the floor area and to extend normally to a point 1.75m (6ft) above floor level.
- Basement rooms used for habitation shall, in addition to the requirement in the first paragraph, have sufficient natural lighting for their purpose.
- All staircases, landings, passages, kitchens, bathrooms and water closets are to be provided, where practicable, with natural lighting. Windows to bathrooms and water closets are to be glazed with obscured glass.
- All habitable rooms, kitchens, bathrooms, toilets, passageways, staircases and cellars in use shall be adequately lit with suitable switching, including two way switching to stairs and passageways etc, as necessary.
- Time switches to common parts shall be of a type, which are illuminated for ease of location.

Appendix A

VENTILATION

- All habitable rooms, kitchens and bathrooms shall have a minimum floor to ceiling height of 2.14m (7ft), except in the case of existing attic rooms, which shall have a minimum height of 2.14m (7ft) over an area of the floor equal to not less than three-quarters of the area of the room, measured on a plane 1.5m above the floor.
- All habitable rooms shall be ventilated directly to the external air by a window, which has an openable area not less than 1/20th of the floor area.
- All kitchens, bathrooms and water closet compartments shall be ventilated directly to the external air, either by a window the openable area of which shall be equivalent to at least 1/20th of the floor area of the room or by suitably sited mechanical ventilation providing a minimum of three air changes per hour operated from the lighting circuit of the room. For kitchens, mechanical ventilation providing six air changes per hour will be deemed sufficient.
- Basement rooms used as habitable rooms shall be provided with natural ventilation direct to the external air. In addition, there shall be an unobstructed space immediately outside the window opening, which extends the entire width of the window or more and has a depth of not less than 0.6m (2ft) measured from the external wall or not less than 0.3m (1ft) in the case of a bay window with sidelights.
- Suitable and sufficient permanent ventilation shall be provided and maintained in any room in which there is a gas-heating appliance. Suitable and sufficient means of permanent ventilation shall be provided in all kitchens, dining/kitchens, bathrooms, water closet compartments and other rooms containing cooking or washing facilities.

DISPOSAL OF REFUSE

- The control of storage and disposal of refuse is a particular problem in Houses in Multiple Occupation. The Council requires that the license holder or manager of the HMO shall ensure that refuse is not allowed to accumulate within the house except where properly stored pending its disposal.
- In an area where the Council only collects refuse put out in black plastic sacks, the household waste when stored outdoors must be stored in a suitable bin with a plastic liner and a lid and not just in a plastic sack or bag alone as they are liable to be torn open by cats, dogs, vermin or even seabirds. The only time when the refuse can be just in a plastic sack is when it has been put out for collection. The sacks must not be put out more than 12 hours before collection.
- Ensure that sufficient bins or other suitable receptacles are provided that are adequate for the requirements of each household occupying the HMO for the storage of refuse and litter pending their disposal.
- Wherever possible the waste bins should be kept at the rear of the property and never on the highway.

Appendix A

- Supplementary arrangements for the disposal of refuse and recyclable materials from the house as may be necessary having regard to any service provided by the local authority e.g. beds, mattresses, furniture, fridges, TVs, rubble etc.
- If there is inadequate space to store rubbish within the boundaries of the house from week to week and no way of providing extra space, the landlord may have to make arrangements for extra collections.
- The tenants must be informed in writing at the beginning of their tenancy on which days refuse and recycling collections take place. This information should also be permanently displayed in a prominent position within the property.

Appendix A

APPENDIX 1

Your premises may not have planning permission or building regulation consent to operate as a House in Multiple Occupation. Any action taken by the Council under the Housing Act 2004/Management Regulations, now or in the future, does not constitute planning permission or building regulation approval for the use of the premises as a House in Multiple Occupation or otherwise, neither does it grant nor imply immunity from any enforcement action taken now or in the future by this Council under planning legislation or otherwise. You may wish to seek independent legal advice upon this issue and particularly with regard to the possible consequences of unlawful use of the premises.

Contact Information:

**Regulatory Services Team
Chorley Council
Civic Centre
Union Street
Chorley
PR7 1AL**

Tel 01257 515151

Email contact@chorley.gov.uk

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