

OVERVIEW AND SCRUTINY COMMITTEE

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

AGENDA

APOLOGIES

1 MINUTES

1A OVERVIEW AND SCRUTINY COMMITTEE

(Pages 5 - 12)

To confirm the minutes of the Overview and Scrutiny Committee held on 16 April 2015 (enclosed)

1B OVERVIEW AND SCRUTINY PERFORMANCE PANEL

(Pages 13 - 18)

To note the minutes of the Overview and Scrutiny Performance Panel meeting held on 22 June 2015 (enclosed)

2 DECLARATIONS OF ANY INTERESTS

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

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

3 PUBLIC QUESTIONS

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

4 SCRUTINY OF EXECUTIVE CABINET

4A EXECUTIVE CABINET MINUTES

(Pages 19 - 28)

To consider the minutes of the Executive Cabinet meeting held on 25 June 2015 (enclosed)

4B	NOTICE OF EXECUTIVE DECISIONS	(Pages 29 - 48)
	To consider the Notice of Executive Decision's that was published on 2 July 2015 (enclosed)	
5	SCRUTINY REPORTING BACK - ANNUAL REPORT 2014/15	(Pages 49 - 60)
	To consider the Annual Report of the work undertaken by Overview and Scrutiny Committee in 2014/15 (enclosed)	
6	SCRUTINY WORK PROGRAMME REPORT 2015/16	(Pages 61 - 66)
	Report of the Chief Executive (enclosed)	
	Draft Work Programme for Overview and Scrutiny in 2015/16 (enclosed)	
7	NEIGHBOURHOOD WORKING REVIEW - RESPONSE OF THE EXECUTIVE CABINET	(Pages 67 - 72)
	To consider the response of the Executive Cabinet to the recommendations of the Overview and Scrutiny Task Group on the review of Neighbourhood Working (enclosed)	
8	INTEGRATED IMPACT ASSESSMENT - SECOND MONITORING REPORT	(Pages 73 - 106)
	Report of the Chief Executive (enclosed)	
9	REPORTS FROM THE TASK AND FINISH GROUPS	
	Public Transport Task and Finish Group To receive a verbal update on the inquiry	
10	EXCLUSION OF PRESS AND PUBLIC	

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

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).

11 **CCTV INFRASTRUCTURE UPGRADE - PROCUREMENT UPDATE**

(Pages 107 -
112)

Report of the Director of Public Protection, Streetscene and Community (enclosed)

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

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Overview and Scrutiny Committee Councillor John Walker (Chair), Councillor Hasina Khan (Vice-Chair) and Councillors Aaron Beaver, Eric Bell, Paul Clark, Margaret France, Mark Jarnell, Margaret Lees, Matthew Lynch, June Molyneaux, Greg Morgan, Alistair Morwood, Debra Platt and Kim Snape.

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MINUTES OF	OVERVIEW AND SCRUTINY COMMITTEE
MEETING DATE	Thursday, 16 April 2015
MEMBERS PRESENT:	Councillor John Walker (Chair), Councillor June Molyneaux (Vice-Chair) and Councillors Eric Bell, Julia Berry, Charlie Bromilow, Doreen Dickinson, Robert Finnamore, Margaret France, Mark Jarnell, Matthew Lynch, Greg Morgan and Alistair Morwood
OFFICERS:	Jamie Carson (Director of Public Protection, Streetscene and Community), Lesley-Ann Fenton (Director of Customer and Advice Services), Cath Burns (Head of Economic Development), Simon Clark (Head of Health, Environment and Neighbourhoods), Tony Openshaw (Business Advisor), Zoe Whiteside (Head of Housing) and Dianne Scambler (Democratic and Member Services Officer)
APOLOGIES:	Councillor Mike Handley and Kim Snape
OTHER MEMBERS:	Councillor Mark Gaffney (Chair of Community Safety Partnership), Tracie O'Gara (Lancashire Constabular - Southern Division), Phil O'Donnell (Lancashire Probation Trust) and Brideget Cheyne (VCFS)

15.OS.33 Minutes

15.OS.33a Overview and Scrutiny Committee

15.OSC.25 - Scrutiny of Executive Cabinet

Councillor Julia Berry was disappointed that the scrutiny of the Executive would not be reviewed to allow the Committee to influence decisions before they were made by considering items on forthcoming agendas of the Cabinet rather than the minutes, when decisions had been made and urged the Committee to challenge more effectively.

RESOLVED – That the minutes of the Overview and Scrutiny Committee meetings held on 29 January and 5 March be confirmed as a correct record for signing by the Chair.

15.OS.33b Overview and Scrutiny Performance Panel

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meeting held on 12 March 2015 be noted.

15.OS.34 Declarations of Any Interests

No declarations of any interest were received.

15.OS.35 Public Questions

No questions were submitted.

15.OS.36 Scrutiny of Executive Cabinet

15.OS.36a Executive Cabinet Minutes

Members considered the minutes of the meetings of Executive Cabinet held on 22 January, 12 February and 26 March 2015.

RESOLVED – That the minutes be noted.

15.OS.36b Notice of Executive Decision

Members considered the current Notice of Executive Decisions which gave notice of both key and other decisions which the Executive expected to take over the forthcoming 28 days.

RESOLVED – That the notice of Executive Decisions be noted.

15.OS.37 Scrutiny of the Chorley and South Ribble Community Safety Partnership

The Committee received a report on the scrutiny of the Chorley and South Ribble Community Safety Partnership to enable them to undertake its statutory duty under the Crime and Disorder (overview and Scrutiny) Regulations 2009 to determine if local community safety issues were being dealt with effectively.

It was explained that the Chorley and South Ribble Community Safety Partnership consists of a number of key agencies that form a statutorily determined Responsible Authorities Group (RAG). In previous years this Group met on a quarterly basis to oversee the delivery of the partnerships strategic assessment. However, the decision was taken in 2014, that in an effort to increase partner's capacity, the number of meetings would be reduced to one single meeting per year with the ability to call an extraordinary meeting as necessary.

An annual open meeting and conference was held in October 2014 and many members of the Overview and Scrutiny Committee attended to experience at first hand the new arrangements and actively participate in the process. The conference was well attended by over 40 people who represented a wide and varied cross section of partner agencies, Ward Members, County Councillors and the Voluntary, Community and Faith Sector.

The conference resulted in the production of the Partnership Plan for 2015/16, identifying the five main strategic priorities that would be delivered by the Officer Working Group (OWG) over the forthcoming year.

Prior to the annual conference taking place a web based public consultation was undertaken seeking public views on what broad areas of community safety the Partnership should be addressing that provided limited responses from 12 people across both Chorley and South Ribble areas and their response were provided within the report for information. Although this was a small number it was still an increase on involvement by the public in previous years with extremely poor attendances at specially arranged public meetings.

A number of representatives were in attendance at the meeting to offer their views and experiences of the new arrangements that included:

Mark Gaffney – South Ribble Council (Chair of the Chorley and South Ribble Partnership)

Chief Inspector Tracie O’Gara – Lancashire Constabulary

Phil O’Donnell – Lancashire Probation

Bridget Cheyne – VCFS

Councillor Paul Walmsley – Executive Member for Public Protection (Chorley Council) had been unable to attend but provided a written response on his view of the new arrangements.

It was the general consensus of the Partnership that the new arrangements were an improvement on the previous regime, although it was recognised that further improvements could be made around public engagement. The web based consultation used to engage the public in the process had been more successful than previous years where the public had been invited to an open meeting. The public consultation and conference provided an opportunity for representatives, partners and the public to identify more local issues which appeared to fit with the overall strategic themes that the Partnership were seeking to address which are, Domestic Abuse, Road Safety, Child Sexual Exploitation, Counter Terrorism and Anti-Social Behaviour and Hate Crime.

The delivery of the Partnership’s Plan is driven by the Officer Working Group and the representatives present explained what is happening across a range of organisations to address these issues. There was good partnership working arrangements that existed across the partners and projects were undertaken in a programmed way agreed by all.

In response to a question from the Committee, the representatives discussed the importance of improving the sharing of intelligence based information. Work was needed to overcome barriers to data sharing and better use of intelligence that different organisations hold about vulnerable people in order to target support where is most needed.

The Committee also discussed other areas that included safeguarding, alternative ways of engaging with the public and building on existing relationships.

The Chair thanked all the representatives for attending.

RESOLVED – That the report be noted.

15.OS.38 Scrutiny Reviews - Monitoring Reports

15.OS.38a Select Move Review - First Monitoring Report

The Committee received the first monitoring report informing them of progress made against the recommendations of the Task Group review into the Select Move Choice Based Lettings scheme, of which the Council is a member along with nine Registered Providers of social housing.

The task group had concluded that Select Move largely met our customer's needs, satisfaction was good and allocations were being made in a period which was considered to be reasonable.

The number of Chorley households on the Housing Register has fallen over the last two years and whilst the fall in number was mainly due to changes in the Allocations Policy, the increased number of lets in Chorley has also helped.

The task group had identified some areas of Select Move that could be improved upon and with the implementation of the refreshed Allocations Policy and software system upgrade, there have been, and will be ongoing improvements for the customer interface and experience.

Each of the Task Group's recommendations were listed and an update on progress made was reported against each one.

RESOLVED – That the report be noted.

15.OS.38b Private Rented Sector Housing Inspection Programme Review - Second Monitoring Report

The Committee received the second monitoring report informing them of progress made against the recommendations of the Task Group review into Private Rented Sector Housing Standards Inspections.

The Regulatory Services Team are responsible for carrying out housing standards inspections across the borough and a case study was provided to give members some additional insight into the type of issues that are identified during housing standards inspections and the actions taken.

The levels of complaints directly from tenants is historically low and as a result the Council had identified that in order to improve housing standards in the private rented sector, a different approach was required to engage with both tenants and landlords.

The Housing Inspection Policy identified that an important avenue for identifying private rented accommodation and raising awareness to tenants was through data sharing with housing benefits. However there have been a number of issues in confirming the legality of sharing the necessary data and after lengthy discussion and contact with the Information Commissioner and the Head of Governance it had recently been agreed that the Housing Benefit data relevant to identifying the tenants and private rented properties addresses could be shared with the Regulatory Services Team.

A protocol for data sharing was drawn up with the housing benefits team and procedures are being finalised. This will greatly improve the existing property database

and enhance the team's ability to target this particular housing sector. Due to the delay in receiving the necessary data required to identify privately rented properties the inspection programme is behind schedule and therefore officers have not had the information necessary to meet the target for completing 80 proactive housing inspections in 2014/15. However, it is anticipated that the new arrangements with Housing Benefits will ensure that in future those targets are achieved.

The proactive housing inspection scheme has also recently been re-branded as the council's 'Healthy Homes Scheme' and the Council are launching a media campaign this spring to target the link between health and housing standards and information will be placed be placed in GP surgeries, Health centres and pharmacies across the borough. Social media and traditional press releases will also support the campaign to raise awareness for tenants and landlords.

The Regulatory Services Manager continues to attend the Landlord Forum and provides updates and information about the Council's enforcement activity as well as information about the Healthy Homes Scheme. The scheme has been received favourably by those landlords in attendance and a number of landlords have offered for their properties to be inspected prior to letting and have been provided with the contact details of the Regulatory Services Team to facilitate

RESOLVED – That the report be noted.

15.OS.38c Adoption of Estates Review - Second Monitoring Report

The Committee received the second monitoring report informing them of progress made against the recommendations of the Task Group review into the Adoption of Estates in Chorley.

The final report of the Overview and Scrutiny Task Group considering the Adoption of Estates was presented to Executive Cabinet on 20 June 2013, and detailed fourteen recommendations, all of which were agreed by the Executive Cabinet in their response on 24 October 2013.

Officers made progress against those recommendations and this was reported to this committee 10 April 2014. Members had welcomed the progress made, but had concern about the amount of estates that remained un-adopted and whilst the Committee accepted that this may be improved upon with the introduction of the new dedicated post within the planning services team, members still considered that in order to obtain effective improvements to the service there needed to be fundamental changes to planning conditions and the legal duty placed upon developers at national level. Members requested a further monitoring report.

The report set out each of the recommendations made and gave an update on progress made against each one. It was generally accepted by the Committee that Chorley could expect to see rewards for current efforts being made in the next five years. Many of the existing schemes now have agreed schedules and gradually areas are starting to be adopted across the borough, especially on the Gillibrand and Buckshaw Village estates.

The culture of partnership working has been one of the biggest development areas and massive improvements have been achieved, working more effectively together even amid personnel changes at Lancashire County Council. The Director of Public

Protection, Streetscene and Community commented that he had been disappointed at the level of information that had been provided at the recent Neighbourhood Working meetings and promised that this would be improved upon at future meetings.

RESOLVED

- 1. That the report be noted.**
- 2. That a third monitoring report be brought to the Overview and Scrutiny Committee in six months' time.**

15.OS.39 Report from the Task and Finish Group

Councillor Robert Finnamore updated the Committee on the work undertaken by the Task Group on Public Transport Issues that included a recent meeting with representatives from the Greater Manchester Transport Committee.

Unfortunately the work of this group has not yet been completed and is expected to continue into the next municipal year with the final report being submitted to Overview and Community Committee in July.

RESOLVED – That the report be noted.

15.OS.40 Work Programme 2014/15

The Committee noted the Overview and Scrutiny Work Programme for 2014/15.

Members gave some consideration to suitable scrutiny review topics for 2015/16 and it was agreed to include a review of the Health and Well Being Board on the work programme in addition to the Contact Centre.

15.OS.41 Exclusion of the Public and Press

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

15.OS.42 Chorley BIG Grant Funding Scheme

In response to a request of the Chair, the Committee received a report informing the Committee of funding allocated to businesses under the Chorley Business Investment Growth (BIG) scheme.

Chorley Council currently provides a diverse range of support services to local businesses to deliver its key commitment of 'Developing a Strong Local economy'. The Chorley Investment for Growth (BIG) capital grant scheme assists local companies to expand and create jobs. This compliments existing Council and partners grant schemes in providing financial support for capital expenditure to businesses with growth ambitions. It has proved helpful to businesses in wanting to take the next step in their development and create employment locally in line with the council's Employment Charter.

Guidance specifies what work is eligible to receive funding and can include the construction of new buildings; the refurbishment/adaptation of existing business premises; site engineering works; the purchase of plant and machinery; signage; hard/soft landscaping and security improvements.

The funds support small and medium sized enterprises (SMEs) who are planning to invest in the range of activities detailed above. An SME is a company which employs fewer than 250 persons (full time equivalent), and has a turnover of less than 50 million Euros and/or has an annual balance sheet of less than 43 million Euros. No more than 25% of the company's capital or voting rights may be held by a parent company which is not itself an SME. Businesses can apply for 50% of total eligible project costs up to a maximum of £10,000. Grants are based on £2,000 per job created but ultimately the grant scheme aspires to achieve far greater job creation than this level.

The Chorley BIG grant payments are phased, with all payments being paid to businesses once the works have been completed or equipment purchased and grant assistance is conditional on receiving business advice and support from the Council's Business Advisor whose remit is to support existing businesses.

Following a review of the Chorley BIG grant in January 2014, a new element was introduced. The 'Community Repayment' requires applicants to provide payback to the value of 50% of the grant received to local community registered charities or social enterprises. This can be offered in either goods or services provided by the applicant or as a time value to allow businesses to share their expertise with local organisations.

Since the start of the grant scheme nine Chorley BIG grants have been approved to a total of £72,302. 15,016 square feet of floor space will be improved or developed and 51 jobs forecasted to be created.

The Community Repayment Scheme has been in operation since April 2014 and has been well received by the applicants who have worked on appropriate payback activities with the Business Advisor. These have included free workshops for the community on topics such as health and wellbeing and stress management provided by the Centre for Whole Health; free use by children of a new sensory room planned at Gelston Manor Day Nursery, and a design competition with students who can see their winning design fabricated at CSM Chorley Ltd.

The Chorley BIG grant scheme will continue into 2015/16 with additional funding agreed through the budget allocation process.

RESOLVED – That the report be noted.

15.OS.43 Key Partnership Monitoring Report

The Committee received a report of the Chief Executive that provided an update on the performance of the Council's key partnership arrangements.

RESOLVED – That the report be noted.

Chair

Date



MINUTES OF OVERVIEW AND SCRUTINY PERFORMANCE PANEL

MEETING DATE Monday, 22 June 2015

MEMBERS PRESENT: Councillor John Walker (Chair), Councillor Hasina Khan (Vice-Chair) and Councillors Paul Clark, June Molyneaux, Alistair Morwood and Debra Platt

OFFICERS: Jamie Carson (Director of Public Protection, Streetscene and Community), Victoria Willett (Policy and Partnership Officer) and Dianne Scambler (Democratic and Member Services Officer)

APOLOGIES: None

OTHER MEMBERS: Councillor Beverley Murray (Executive Member (Community Services))

15.OSP.1 Declarations of Any Interests

There were no declarations of interests.

15.OSP.2 Minutes

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel held on 12 March 2015 be confirmed as a correct record for signing by the Chair.

15.OSP.3 Performance Focus: 1. Time Credits; 2. Delivery of the Play, Open Space and Playing Pitch Strategy

The Chair welcomed Councillor Beverley Murray, Executive Member for Community Services to the meeting who was attending to answer questions on the scrutiny performance focus topics that had been identified for further discussion by the Chair and Vice Chair of the Overview and Scrutiny Committee.

The Panel received a report on the Time Credit project and the progress of the Play, Open spaces and Playing Pitch Strategy.

Time Credits:

Councillor Murray gave an overview of the scheme and explained that Time Credits was a three year programme funded by the Council as a positive and proactive means of encouraging and developing volunteering effort to benefit local communities. Work undertaken in year one had focussed on existing groups to build up the service and encourage already established organisations to sign up, year two was concentrating

on embedding the process into service delivery and encouraging new organisations and volunteers to engage. The programme has generated positive outcomes for users and although growth has slowed in the second year performance has been consistently good and exceeded targets, particularly in comparison to the national scheme with Chorley being notably higher, with 72% of Chorley Time Credit volunteers giving their time at least once a week.

Time Credits has opened many opportunities for people to get involved in new activities and people now regularly do things that they didn't do before. The scheme has incentivised its members to start new community groups and it helps people to adopt healthier lifestyles and improves physical and mental wellbeing.

Councillor Murray explained that it is difficult to put checks in place to stop abuse of the system and that there has to be an element of trust; however, the Council do make regular checks of the hours that volunteers claim to have worked with organisations. The Council also monitors the spend uptake.

The Panel requested more information on the spend opportunities and commented that sometimes the booklets made available were out of date, a booklet is available on the website <http://chorley.gov.uk/Documents/lancs%20brochure%202015%20FINAL.pdf> but has it was difficult to keep up to date the Council were exploring ways to improve upon this information by using new technology to deliver a mobile platform.

The Time Credits Facilitator, Angela Barrago spends most of her time out in the community promoting the scheme and encouraging people to get involved. Councillor Murray explained that part of the work being undertaken in year two was to engage the wider community and the Council had recently engaged with a Polish mum's group and the LGBT. The Panel requested further information on how the schools across Chorley were engaging in the process and Councillor Hasina Khan offered to provide contacts for BME groups across the borough.

The Panel felt that all Elected Members of the Council should be encouraged to be actively involved with the scheme, to help promote engagement within their neighbourhoods and recommended that a Member Learning Session be delivered on the Time Credits scheme.

RESOLVED

That the information on Time Credits be noted.

That details on how the schools are engaged in Time Credits be provided.

That the Panel be provided with the timescales for the introduction of the mobile platform.

That a Member Learning Session on Time Credits be delivered.

Play, Open Spaces and Playing Pitch Strategy:

The Play, Open Space and Playing Pitch strategy 2013 – 2018 had been approved and formally adopted by the Executive Cabinet in September 2014. The Strategy provides a five year action plan to protect, manage, enhance and secure sites and identifies deficiencies and future priorities.

The first year of delivery was now complete and it was considered appropriate to review the progress of actions and outcomes to date. The Panel were provided with a

list of actions that had commenced in October 2014 and were updated on the details and progress made. Some works, for example the Westway playing pitches had been identified within the strategy but were planned to commence later and some timescales for delivery had been revised compared to the dates originally identified in the strategy.

The new Astley Park destination play area had now been completed and had been delivered within budget. Members commented on how well received this play area had been and it was reported that visitor numbers to the park had increased despite inclement weather. There had been some initial issues with older children congregating on the play area but measures had now been implemented to address this and would continue to be monitored over the coming months. Although difficult to quantify, the success of the play area is currently being investigated and an update report will be brought to Cabinet later in the year.

It was reported that S106 money that had already been identified to support the Strategy was nearer to £1M but that the majority of this funded was allocated to specific projects. The strategy highlights sites which are low quality and low value. Housing developers are asked to allocate S106 to the nearest lowest scoring site to the development. Much of the strategy will be funded via future development in the Borough as well as Council funds and external funding. Around £170K of current funding was money that would have previously funded the play and recreation fund that parish councils could bid for, however, however, as the planning laws on how this money was to be received and spent in the future had changed, the Council were exploring how best to allocate this money against the remainder of works that had been prioritised in the Strategy. A report outlining the options would be considered at a future Executive Cabinet meeting.

Members felt that the absence of bowling green provision was a major oversight in the Strategy and asked if the Council had assessed the need for demand across the borough. Some of the existing provision had either closed or was under threat of closure and members felt that this could be something that the Council could help to support. Bowling greens had not been included within the strategy as they are mainly privately owned but there was an acceptance that the Council could do more and it was agreed that the Council would undertake a register of bowling facilities and work with existing clubs to prevent closure. The Councils neighbourhoods teams and PCSO's were working together to combat vandalism issues on the Tatton and Coronation Recreational grounds bowling greens.

The Panel also discussed allotment provision across the borough. A lot of work had been undertaken to try to address demand and Chorley is one of the top performing providers in Lancashire. The waiting list has been refreshed to ensure it is up to date and the terms and conditions of the leases are more strenuously enforced. Some sites that had been identified have been found to be unsuitable; however two new sites, Rangleys Recreational Ground in Chorley and St. Oswald's in Coppull have recently been developed. Councillor Murray explained that the Council are willing to undertake any investigatory grounds work to assess suitability on any suggested sites. The Panel asked if the old Yarrow Depot had been considered and Councillor Platt mentioned that Euxton Parish Council had put forward a couple of sites but that they had not heard anything further and officers promised to look into the progress of these sites and report back.

Other questions included clarification on the amount of funding available for projects through the neighbourhood priorities the works undertaken to support football clubs achieving FA Charter Standard grounds and the remaining improvement works at Astley Park.

The Chair thanked Councillor Murray for attending the meeting.

RESOLVED

That the report be noted.

That a register of bowling facilities be undertaken across the borough.

That an update on the suitability for the old Yarrow Depot and suggested Euxton sites be provided.

15.OSP.4 Organisational Plan 2015/16

The Panel received the single organisational business plan for 2015/16 that reviewed the programme of projects that would be delivered over the coming year. The Plan pulled all the Council's key activity into a single programme that focused on the administrations strategic priorities, encouraging ownership and accountability, increasing viability and promoting cross cutting working.

All the projects within the 2013/14 organisational plan had been reviewed and were either complete or a revised completion date had been identified. A small number of projects had been carried forward into 2015/16 due to the scale or complexity of work that included:

- Single Front Office
- Astley 20:20
- Friday Street Health Centre
- Youth Zone
- Play, Open Space and Playing Pitch Strategy (specific actions)

There are a total of 58 projects in the organisational plan for 2015/16, 18 are corporate strategy projects, of which 10 have attached budget investment, 23 are budget investment work streams and 15 business improvement projects. A brief overview of each project was provided within the plan.

The SharePoint based MyProjects system has now been adopted across the organisation as the primary tool for the day to day management and monitoring of all actions and projects and Members were urged to log into the system to monitor the detailed milestones and timescales. Not all members are aware of this system and how it can be accessed so the Chair proposed a member learning session be considered.

A revised list of local performance measures have also been developed to support the delivery of the plan and indicators selected to give an accurate picture of the organisations performance whilst ensuring ease of reporting.

Councillor Platt asked if it would be appropriate to capture the works being undertaken to the town hall on the organisational plan due to the significance of the building for the town. It was explained that the town hall works were programmed maintenance that were captured in the Governance and Property Services business plan rather than contributing to the overall corporate strategy of the Council.

RESOLVED

That the report be noted.

That a Member Learning Session be delivered on MyProjects.

Chair

Date

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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.123 Public 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.124 Central 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 the Traveller Local Plan.

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 Local Plan on Gypsy and Travellers and Travelling Showpeople.

A public consultation on an Issues and Options version of this document would invite comment on the study methodology and identify key issues that have 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 rephrasing 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.129 Single 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 several 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 Deputy Executive Leader and Executive Member (Resources). 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

Chorley Council –Notice of Executive decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.

2. A ‘Key’ Decision is defined as:
 - a) A, Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.

3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Partnerships)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources)	Councillor Peter Wilson
Executive Member (Community Services)	Councillor Beverley Murray
Executive Member (Public Protection)	Councillor Paul Walmsley
Executive Member (Streetscene Services)	Councillor Adrian Lowe
Executive Member (Customer and Advice Services)	Councillor Graham Dunn

4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk.

Gary Hall, Chief Executive

Last updated: 02 July 2015

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
August							
Report of Overview and Scrutiny Task Group - Public Transport Issues	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Partnerships)		27 Aug 2015	No	No	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter One 2015/16	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		27 Aug 2015	No	The previous report will be posted here	Report of the Chief Executive
Revenue and Capital Monitoring 2015/16: Report 1 (End of June 2015)	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	27 Aug 2015	No	The previous report will be posted here	Report of the Chief Executive
Information Security Framework	Executive Cabinet	Executive Member (Customer and Advice Services)		27 Aug 2015	No	No	Report of the Director of Customer and Advice Services

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings							
Neighbourhood Area Priorities update	Executive Cabinet	Executive Member (Community Services)		22 Oct 2015	No	Neighbourhood Priority Proposals 2015/16: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=39790	Report of the Director of Public Protection, Streetscene and Community
Prevention of Homelessness Strategy & Review 2016-2019	Executive Cabinet	Executive Member (Customer and Advice Services)		22 Oct 2015	No	No	Report of the Director of Customer and Advice Services
Chorley Council Performance Monitoring Quarter Two 2015/16	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		19 Nov 2015	No	The previous report will be posted here	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Revenue and Capital Monitoring 2015/16: Report 2 (End of September 2015)	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	19 Nov 2015	No	The previous report will be posted here	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Three 2015/16	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		18 Feb 2016	No	The previous report will be posted here	Report of the Chief Executive
Revenue and Capital Monitoring 2015/16: Report 3 (End of December 2015)	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	18 Feb 2016	No	The previous report will be posted here	Report of the Chief Executive
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 27 August, 22 October, 19 November, 10 December, 21 January, 18 February and 17 March							
Executive Member Decisions							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Choose Chorley Grant: Halco Pharmaceuticals	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		August 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Head of Economic Development
Choose Chorley Grant: Henry Alty Ltd	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		February 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Head of Economic Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Choose Chorley Grant: Smiths Marquees	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		Before 1 Jun 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Head of Economic Development
Chorley BIG Grant: Ravat & Ray	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		August 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Head of Economic Development

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

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

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

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley BIG Grant: Gilling Dod Architects	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		June 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Head of Economic Development
Chorley BIG Grant: ServiceSport	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		June 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Head of Economic Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley BIG Grant: Freckle Boutique	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		June 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Head of Economic Development
Climate Change Grant: Gelston Manor	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		March 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/documents/s7593/ClimateChangeStratRept.pdf	Report of the Head of Economic Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Unit 22 and 16 Market Walk	Executive Leader and Executive Member (Economic Development and Partnerships)	Executive Leader and Executive Member (Economic Development and Partnerships)		July 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Shop Floor/Shop Front grant: The Bob Inn	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		January 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?Ild=28298&Opt=3	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Shop Front Grant: Cosmopolitan	Deputy Executive Leader and Executive Member (Resources)	Executive Leader and Executive Member (Economic Development and Partnerships)		Before 26 Jun 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&Opt=3	Report of the Chief Executive
Shop Front Grant: Ebb and Flo Bookshop	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		June 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&Opt=3	Report of the Chief Executive

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

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Land at Crosse Hall Lane	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	August 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
102A Market street, Chorley	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		January 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of lease: Unit 2 Market Street	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		February 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Land at Buckshaw Village Railway Station	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	March 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
National Non Domestic Rate Discretionary Rate Relief Policy	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		March 2015	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s51353/NNDR%20Discretionary%20Rate%20Relief%20Policy.pdf	Report of the Director of Customer and Advice Services
Land Adjacent to 1 Sycamore Court Chorley	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		1 Jun 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Head of Governance

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Capital Contribution For Homelessness Change Bid for Cotswold Supported Housing Final Refurbishment Phase	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A new or unprogrammed capital scheme of £100,000 or more	July 2015	No	No	Report of the Director of Customer and Advice Services
Bengal Street Depot	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		July 2015	No	No	Report of the Chief Executive
Approval of final terms and conditions with all relevant parties involved in the development of the Youth Zone	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		July 2015	Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Scrap Metal Dealers Act 2013	Executive Member (Public Protection)	Executive Member (Public Protection)		September 2014	Para 1: Information relating to any individual.	No	Report of the Director of People and Places
CCTV Upgrade and Service Maintenance Contract Procurement	Executive Member (Public Protection)	Executive Member (Public Protection)	A contract worth £100,000 or more	Before 31 Aug 2015	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director of Public Protection, Streetscene and Community
Commissioning of an Accommodation Finding Service for Non-Priority Homeless Household in Chorley	Executive Member (Customer and Advice Services)	Executive Member (Customer and Advice Services)		18 Jun 2015	No	No	Report of the Director of Customer and Advice Services

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Scrutiny Reporting Back

Chorley Council's Annual Report on Overview and Scrutiny in 2014/15



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1. MEMBERSHIP OF OVERVIEW AND SCRUTINY COMMITTEE



Councillor John Walker
Chair of Overview and Scrutiny Committee 2014/15



Councillor June Molyneaux
Vice Chair of Overview and Scrutiny Committee 2014/15

Councillors Eric Bell, Julia Berry, Charlie Bromilow, Doreen Dickinson, Robert Finnamore, Margaret France, Mike Handley, Mark Jarnell, Matthew Lynch, Greg Morgan, Alistair Morwood and Kim Snape

2. INTRODUCTION BY THE CHAIR AND VICE CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

2014/15 has been a busy year for Overview and Scrutiny with the Committee undertaking a varied and extensive Work Programme and Two task group reviews. We welcomed Councillor John Walker who had been appointed as the new Chair and Councillor June Molneaux took the Vice Chair. We also welcomed several new members to Overview and Scrutiny and Lesley-Ann Fenton, Director of Customer and Advice Services taking a Lead Director role in the work of overview and scrutiny.

At the start of the year, the Committee undertook some valuable scrutiny training. It has been a while since we undertook any scrutiny training so this session was a refresher for all Councillors and covered, how to prepare for reviews, how to choose topics for investigation, planning and developing questions, innovative ways of collecting evidence and making recommendations effective.

The training programme had been tailored to provide members with an opportunity of discussing different ways in which the Committee could effectively scrutinise the Executive. It was agreed that better scrutiny of the notice of executive decisions could highlight areas of interest and further information sought before decisions are taken.

Members of the administration could also seek further details or influence the decision of all Cabinet reports, at its Informal Cabinet meetings which take place before the items are determined by the Executive at Cabinet meetings, and the call-in procedure could be implemented by any Member that felt a decision had been an incorrect one.

Our dedicated Performance Monitoring Panel, consisting of six Councillors met quarterly to monitor the Councils Business Plan performance, along with a focus on a number of different service issues that included, streetscene services, customer dis-satisfaction, Market Walk shopping centre and the newly formed Chorley Public Service Reform Board.

We still continue to receive six monthly monitoring reports following the Executive's response on the implementation of outcomes and measure success from past scrutiny reviews that this year have included:

- **Health Impact Assessments** – We received the Executive's response to the final report that accepted all seven recommendations of the task group. A review of the toolkit had already been undertaken and the assessment criteria in relation to health and wellbeing had been amended to reflect the priorities of both the Lancashire Health and Wellbeing Board and the local Health and Wellbeing Partnership. Training of all key officers and elected members was also scheduled to take place.
- **Adoptions of Estates** – Many of the existing schemes now have agreed schedules and gradually areas are starting to be adopted across the borough, especially on the Gillibrand and Buckshaw Village estates. The culture of partnership working has been

one of the biggest development areas and massive improvements have been achieved, working together more effectively even amid personnel changes at Lancashire County Council.

- **Select Move** – The task group had identified some areas of Select Move that could be improved upon and with the implementation of the refreshed Allocations Policy and software system upgrade, there have been, and will be ongoing improvements for the customer interface and experience.
- **Private Rented Housing** – The implementation of a Housing Standards Enforcement Policy that sets out the process for inspection and enforcement. The proactive housing inspection scheme has also recently been re-branded as the council's 'Healthy Homes Scheme' and the Council announced a media campaign to target the link between health and housing standards and information will be placed in GP surgeries, health centres and pharmacies across the borough.

This year the Committee has undertaken two reviews:

A review of Neighbourhood Working was suggested by the Chair and Vice Chair of the Committee as the new arrangements had been in place since a review of the neighbourhood working model in 2012.

The Committee undertook a review of Public Transport Issues in Chorley in response to complaints from constituents across the borough with regards to reduced services particularly for those residents that lived in the more rural areas of Chorley.

We also received the final report of the scrutiny review undertaken by Lancashire County Council at our request on the proposed changes to the Disabled Facilities Grant Funding for 2015/16 and concluded the review of CCTV provision and infrastructure in Chorley.

3. CHALLENGING PERFORMANCE

Our dedicated Performance Panel focused on the performance elements of scrutiny and considered all monitoring information. Scrutinising performance is a key role for scrutiny and one of the benefits to the dedicated resource is that a smaller number of Members are able to drill down to the detail in key areas and adopt some consistency in approach.

The Performance Panel for 2014/15 consisted of the following Membership:

Councillor John Walker – Chair
Councillor June Molyneaux – Vice Chair
Councillor Julia Berry
Councillor Mark Jarnell
Councillor Greg Morgan
Councillor Alistair Morwood

The Panel has met four times in the last 12 months and has considered the Council's Corporate Strategy key projects and monitoring and the Council's Organisational Improvement Plan that captures all the directorate and service level business improvement plans.

Each meeting also considered an additional performance focus, were we looked at particular areas of concern or poor performance and the relevant Executive Member was invited to attend. The areas of focus are summarised below:

3.1 STREETSCENE SERVICES

(Councillor Adrian Lowe, Executive Member for Streetscene Services attended)

Members had expressed an interest in scrutinising the performance of Streetscene Services, with a particular focus on grounds maintenance, street cleansing and parks and open spaces. We were presented with a report which gave key performance indicators for Streetscene Services and summarised project delivery, budget investment, modernisation and customer satisfaction information.

Councillor Adrian Lowe also answered Members questions in the following areas:

- Performance - the implementation of new IT systems to tackle underperforming performance indicators and promotion of the use of My Account to register and monitor service requests and issues.
- Project Delivery - the prioritisation of the 35 neighbourhood projects and how capacity is managed by staggering delivery throughout the year.
- Budget Investment – the erection of the new litter bins with larger capacity across the borough had received good feedback although due to issues around adoption, the siting of the litter bins was proving complicated in the Buckshaw area.
- Modernisation - the need to either cut grass more frequently or to collect the cuttings whilst mowing grassed areas. Both of these issues had cost implications and the Council would look at hotspot problem areas.
- Customer Satisfaction - IT solutions and calling cards were in place to improve this and the Council were analysing customer feedback to identify particular themes or recurrent issues.

3.2 CUSTOMER DISSATISFACTION

(Head of Customer and Advice Services and Head of Policy and Communications attended)

Ensuring that customers are satisfied with the services they receive from the Council is a high priority for the authority. The Council measures satisfaction in a number of ways including a comprehensive resident's survey every few years that captures residents' views on levels of satisfaction of the quality of life in their local area and of the Council and its services, together with a monthly survey which seeks feedback from customers on specific services they have requested from the Council.

A target of less than 20% had been set to measure customer levels of dissatisfaction with the services that they receive from the Council. This target reflected the Council's ambitious approach in continually improving its services and levels of customer satisfaction. The latest figures taken at the end of August reported current performance levels at 22.6% which indicated that the figures continued to fall and officers were confident that their target could be achieved.

My Account had been launched to enable customers to track the progress of their requests 24/7 via the website and contractors such as Veolia had been issued with mobile devices to enable them to provide up to date progress on customer requests.

There had also been an internal communications drive for all staff to get back to the customer within two working days. Customer dis-satisfaction levels are available via the Loop and articles appear on a regular basis reminding all staff of the importance of customer call backs. And everyone within the authority can use the My Tasks system to assess the current status of any request. Work is progressing to ensure that the same standards are implemented across all services, whether by email, phone or face to face.

3.3 MARKET WALK

(Councillor Peter Wilson, Executive Member for Resources attended)

The Market Walk shopping centre had been purchased by the Council on 29 November 2013 to help support the Council's priorities in developing a vibrant town centre. The purchase enabled the Council to have greater control and influence over the future development of the town centre and would improve opportunities to implement Economic Development Strategies and the Town Centre Masterplan over the long term. In addition the purchase supported the Council's Medium Term Financial Strategy by providing an additional income stream which the Council could use to further invest in the Town Centre.

Following a review of the arrangements after the first 12 months, the Executive Cabinet agreed proposals to bring the operational and financial management of Market Walk in house at the end of the contract in 2015. In addition, work has been undertaken to look at the feasibility of a range of options for extending Market Walk.

It was reported that expected income from the 35 units within the centre would not only cover the loan repayments, but also bring in an additional income of at least £400,000 a year. The Market Walk centre has also been rebranded to demonstrate the change in ownership and in the summer the Council took on full responsibility for the marketing and promotion work. Since then work had also been undertaken to improve the number of events to increase footfall to the mall.

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

3.4 CHORLEY PUBLIC SERVICE REFORM BOARD

(Councillor Alistair Bradley, Executive Leader attended)

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

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

The Board operates to a terms of reference with its key objective being to work together to ensure high quality public services with the best outcomes and value for residents and provide better coordinated and integrated services which are intelligence led and would be delivered through an annual work plan consisting of three enabling workstreams (data sharing, assets and commissioning) it was thought that if the Board could deliver some agreements and improvements in these areas, it would lay the foundations for future integration and joint working.

4. KEY MESSAGES FROM SCRUTINY TASK GROUPS IN 2014/15

4.1 NEIGHBOURHOOD WORKING – Chaired by Councillor June Molyneux

The Scrutiny inquiry into Neighbourhood Working had been chosen by the Overview and Scrutiny Committee as the new arrangements had been in place since a review of the neighbourhood working model in 2012. It was intended that the new neighbourhood working arrangements should start to transcend all Council delivery and integrate with Council and partners services and Members were tasked to provide the evidence that this was starting to take place.

The Council had recently developed a Civic Pride Campaign and were currently reviewing how to promote this work effectively. Members felt that Civic Pride should be integrated fully into the Neighbourhood Working regime and Members should be engaged in all aspects of Civic Pride so we took this opportunity to explore how this could be improved upon.

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

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

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

There was recognition by the Group that communication on the delivery of projects and activities in the neighbourhood areas to all interested parties could be improved upon along with a view that networking and the sharing of best practices between Voluntary Community and Faith Sector (VCFS) groups across the borough could be developed further. This work was not solely reliant on the Council as engagement with residents by Parish Councils, community groups and members varied across the neighbourhood areas and a view was taken that these stakeholders, especially Parish Councils and District Council members could be more pro-active in their approach particularly when nominating projects to be considered at the neighbourhood area meetings.

4.2 PUBLIC TRANSPORT ISSUES IN CHORLEY – Chaired by Councillor Robert Finnamore

The review of public transport issues in Chorley is still currently underway. The Group have undertaken consultation on the proposed new criteria of Lancashire County Council for subsidised bus services, researched rural bus schemes that operate elsewhere in the country, sought to clarify and understand issues with those providers of trains that service Chorley and consulted with parish councils to understand current bus provision and where improvements can be made. The Group aims to complete the review shortly and present its final report to Executive Cabinet in August.

4.3 DISABLED FACILITIES GRANT FUNDING

We received for information, the final report of the Disabled Facilities Grant Funding review that had been undertaken by Lancashire County Council following a request made by this Committee in January 2014. Councillor Julia Berry had been appointed to the Committee to represent Chorley and both officers and councillors had attended and contributed to a workshop that scoped the review.

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

A number of recommendations had been identified that included:

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

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

4.4 CCTV PROVISION AND INFRASTRUCTURE – Chaired by Councillor Robert Finnamore

We concluded the review of CCTV Provision and Infrastructure in Chorley that had commenced the year before. Following the consideration of a report of the Director of People and Places on the Chorley's CCTV service the Overview and Scrutiny Committee had asked the Task Group to undertake a scrutiny inquiry to look at CCTV provision in more detail.

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

There are three main areas to the system:

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

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

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

Overall there was significant support for the provision a CCTV service from key partners such as police; from public response to a consultation; from local town centre businesses and Parish Councils and the Group were satisfied that they had received the appropriate data that was required to evidence the continued need for CCTV in Chorley.

After considering the information obtained during the review of Chorley Council's CCTV service, the Overview and Scrutiny Committee concluded that the provision of CCTV plays an integral role in the tackling of Crime and Antisocial Behaviour. Evidence suggests that Chorley Council's CCTV is a key tool which supports the reporting, detection and prosecution of crime and antisocial behaviour which occurs across the Borough. Additionally the results of a resident survey commissioned as part of the review, shows that for the majority of residents, the presence of CCTV makes them feel safe. It is evident that CCTV proves useful in helping to safeguard vulnerable residents, including those who go missing from home.

The Executive agreed to set aside a significant sum for the upgrade of the Council's CCTV infrastructure and at a full Council meeting Members decided to accept the recommendations which included investing £250,000 from the capital budget to fund the upgrading of the existing CCTV provision and its maintenance over the next three years. New guidance was also available and the siting of the cameras would be re-evaluated based upon need. The Council are currently conducting a procurement exercise and consultation on the siting of the cameras will be undertaken in due course.

5. CRIME AND DISORDER: NEW COMMUNITY SAFETY PARTNERSHIP ARRANGEMENTS

Under the requirement to undertake scrutiny of crime and disorder matters, the Committee considered the new arrangements for the Chorley and South Ribble Community Safety Partnership that had been established over the last year. It was explained that the Partnership consists of a number of key agencies that form a statutorily determined Responsible Authorities Group (RAG). In previous years this Group met on a quarterly basis to oversee the delivery of the partnerships strategic assessment. However, the decision was taken in 2014, that in an effort to increase partner's capacity, the number of meetings would be reduced to one single meeting per year with the ability to call an extraordinary meeting as necessary.

An annual open meeting and conference was held in October 2014 and many members of the Overview and Scrutiny Committee attended to experience at first hand the new arrangements and actively participate in the process. The conference was well attended by over 40 people who represented a wide and varied cross section of partner agencies, Ward Members, County Councillors and the Voluntary, Community and Faith Sector. The conference resulted in the production of a Partnership Plan for 2015/16, identifying the five main strategic priorities that would be delivered by the Officer Working Group (OWG) over the forthcoming year.

It was the general consensus of the Partnership that the new arrangements were an improvement on the previous regime, there was recognition that further improvements could be made around public engagement, although the web based consultation used to engage the public in the process had been more successful than in previous years, where the public had been invited to attend an open meeting.

The public consultation and conference provided an opportunity for representatives, partners and the public to identify more local issues which appeared to fit with the overall strategic themes that the Partnership were seeking to address which are, Domestic Abuse, Road Safety, Child Sexual Exploitation, Counter Terrorism and Anti-Social Behaviour and Hate Crime.

The importance of improving the sharing of intelligence based information was also discussed and it was agreed that vital work was needed, to overcome barriers to data sharing and better use of intelligence, that different organisations hold about vulnerable people in order to target support where is most needed.

6. CHALLENGING THE EXECUTIVE

The Committee has continued to work together positively with the Executive Leader and his Cabinet in scrutinising the delivery of their proposals.

The following areas are additional areas that Overview and Scrutiny has considered in 2014/15

- Chorley Big Grant Funding
- Key Partnerships Monitoring Report.
- Refreshed Economic Development Strategy
- Budget Principles

7. CALL-IN OF AN EXECUTIVE DESION – 118a The Fathings, Astley Village (Councillor Pater Wilson – Executive Member for Resources attended the meeting)

A request was received for the call-in of an Executive Member decision of 5 February by the Executive Member for Resources on the proposed sale of land to the rear of 18A, The Farthings, Astley Village. The call-in request was on the grounds that the land was open space and formed a protective barrier.

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

Councillor Peter Wilson explained that as part of the original request to purchase the land, the intended area had included an area of the existing shelter belt, but that this had been reduced to exclude existing trees and shrubs from the sale. The area did form part of the larger open space provision in that area but was not openly accessible to members of the public and the existing trees and shrubs forming the shelter belt between the land and adjoining road (West Way) would still serve as a buffer for the estate and would be retained in Council ownership if the sale were to proceed. The administration were committed to ensuring that they invested any S106 money back into the area via projects like the £14,000 invested into improving Astley Village Community Centre through the Neighbourhood Area meeting process and after a thorough discussion on all the points raised at the Committee members were satisfied with the decision made and so the call in request was rejected.

8. FINANCIAL SCRUTINY

The Committee considered the agenda papers that were submitted to the Executive Cabinet on 22 January 2015 setting out the 2015/16 budget including the forecast for the following two years to 2017/18 and provided a presentation of relevent proposals of potential investment in the Council's Corporate Streategy priorities in 2015/16 and details of the budget consultation.

Council Tax was to be frozen and not increase in 2015/16. This would be the third consecutive year that the Council had achieved a balanced budget position for the forthcoming financial year without increasing Council Tax, even though the Council had seen large scale reductions in Central Government grant placing unprecedented levels of pressure on the budget.

Proposed budgeted new investments for 2015/16 were set out within the report and capital schemes included the delivery of CCTV provision, which would mean improvements to the existing service and was in response to recommendations made by a scrutiny task group.

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

9. CONCLUSION AND THE YEAR AHEAD

2014/15 has been an interesting year for scrutiny, resulting in some key recommendations on topics of concern to Members and the public. Challenges ahead are to continue to scrutinise areas of interest and concern to Councillors and their constituents; to follow up on the implementation of scrutiny recommendations; to work more effectively with our partners on scrutiny and to continue to challenge our Executive Members in a constructive way with recommendations that result in positive outcomes for the residents in Chorley.

The Council will hold a total of eight scrutiny meetings in 2015/16, with four main Overview and Scrutiny Committee and four Performance Panel meetings. Councillor John Walker will continue as the Chair of the Committee, with Councillor Hasina Khan taking the Vice Chair and we welcome several new Members to the Committee. In addition, at its first meeting, Members will agree a number of scrutiny review topics for inclusion in the Work Programme for 2015/16.

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Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	16 July 2015

SCRUTINY WORK PROGRAMME FOR 2015/16

PURPOSE OF REPORT

- To agree the work programme for the Overview and Scrutiny Committee for 2015/16.

RECOMMENDATION(S)

- That the next scrutiny topic be a review of the Single Front Office project that is currently being delivered by the Council.
- To consider whether or not to schedule any other topics for a scrutiny review in 2015/16.
- To agree a crime and disorder related topic for scrutiny in 2015/16.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- The Council's Overview and Scrutiny Committee oversees the work of the Executive and looks in detail at the quality of the Council and other local services that affect the lives of people in Chorley. The Committee manages the Overview and Scrutiny function, deals with 'light touch' reviews and policy development works and oversees and monitors any reviews that are undertaken by its appointed Task Groups. This report sets out each broad area of work and provides information and options for the Committee to consider for the 2015/16 work programme.

SCRUTINY TASK GROUP REVIEWS

- At the end of 2015/16 there was one task group that had not been completed. The review of Public Transport Issues is nearing completion but needs further meetings to formulate its

recommendations. The Chair, Councillor Robert Fynamore and Vice Chair, Councillor Julia Berry have not been appointed to Overview and Scrutiny Committee this year but are prepared to see the review through to its conclusion. It is hoped that the final report will be brought to the meeting of the Committee in October.

8. The following potential scrutiny review topics have been received from Members:
 - **Communication** – the role of the communications team, how officers communicate with councillors and how information is shared with partners.
 - **Health and Wellbeing Board** – its role and how effective the arrangements are.
 - **PCSO's** – level of service being provided in view of reduced budgets.
9. However, one topic, the Council's Contact Centre has been on the Committee's Work Programme for the last couple of years. The Council are committed to the **delivery of a Single Front Office** where services are delivered as far as possible at the first point of contact. This is an area that the Performance Panel have looked at in the past with a view to recommending a more detailed task group review.
10. It is intended that the migrating of processes to the front office will achieve significant savings and improve and sustain good performance in service delivery. The project has resulted in a lot of changes to working processes across the Council and staff are undertaking an intense training programme to ensure its success. **A review by Members at this stage of its delivery is considered to be quite timely and if agreed, nominations for a Chair to lead this review are invited from the Committee.**
11. Once a review topic has been chosen by the Committee a Chair should be appointed and membership will be sought from all none executive members in the Council.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL

12. The Committee's dedicated Performance Panel will continue to meet four times a year to examine the Council's performance indicator and statistic information. Six Overview and Scrutiny Members are appointed to this panel that provides them with an opportunity for them to look in detail at how specific services are performing against targets that have been set. They also focus on an area of underperformance or concern that is chosen for further scrutiny and the relevant Executive Member is invited to attend the meeting. The findings are reported back to the Overview and Scrutiny Committee. This year's Panel consists of the following Members:
 - Councillor John Walker (Chair)
 - Councillor Hasina Khan (Vice Chair)
 - Councillor Paul Clark
 - Councillor June Molyneaux
 - Councillor Alistair Morwood
 - Councillor Debra Platt
13. The Panel has already held its first meeting where Councillor Beverley Murray, Executive Member (Community Services) attended to answer questions about the Time Credits process and delivery of the Play, Open Spaces and Playing Pitch Strategy.

COMMUNITY SAFETY SCRUTINY

14. The Overview and Scrutiny Committee has a duty to scrutinise the work of their local Community Safety Partnership (the Safer Chorley and South Ribble Partnership) at least

once a year. The Chorley and South Ribble Community Safety Partnership consists of a number of key agencies who form a statutorily determined Responsible Authority Group (RAG).

- 15. In previous years the RAG has met on a quarterly basis to oversee the delivery of the partnerships strategic assessment. In 2014 it was determined that, in an effort to increase partners capacity, the number of meetings would be reduced to one single meeting per year with the ability for any Responsible Authority Group partner to call an extraordinary meeting as necessary and last year the decision was taken review the new arrangements to understand if the changes had worked or if any improvements could be made.
- 16. The Committee will need **to agree a crime and disorder related topic to review this year** and suggestions from the membership are sought.

IMPLICATIONS OF REPORT

- 17. 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

- 18. There are no financial implications associated with the report.

COMMENTS OF THE MONITORING OFFICER

- 19. No comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dianne Scambler	5034	26 June 2015	***

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OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2015/16

	22 Jun OSPP	16 Jul OSC	24 Sep OSPP	8 Oct OSC	3 Dec OSPP	28 Jan OSC	10 Mar OSPP	31 Mar OSC
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To be considered:

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

Scrutiny Reviews:

Adoption of Estates				3M				
CCTV Provision and Infrastructure		1M				2M		
Health Impact Assessment		2M						
Neighbourhood Working		R				1M		
Public Transport Issues				FR				
Select Move Lettings Scheme				2M				

Potential topics for future reviews

Single Front Office								
Health and Well Being Board								
Communications								
PCSO's								

Crime and Disorder Scrutiny:

Scrutiny of the Community Safety Partnership								*
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Key:

Task Group Reviews:

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

Acronyms

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

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Report of	Meeting	Date
Director of Public Protection Streetscene and Community (Introduced by the Executive Member for Community Services)	Executive Cabinet	25 June 2015

EXECUTIVE CABINET RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP REVIEW OF NEIGHBOURHOOD WORKING

PURPOSE OF REPORT

1. To provide the Executive Cabinets response to the O&S Task Group Review of Neighbourhood Working undertaken in late 2014 and reported to Executive Cabinet in February 2015.

RECOMMENDATION

2. It is recommended that Members accept the recommendations made by the O&S Task Group Review of Neighbourhood Working as outlined in the table contained in the main body of the report.

EXECUTIVE SUMMARY OF REPORT

3. The Councils Overview and Scrutiny Committee established a task group in October 2014 to review neighbourhood working and determine what improvements could be recommended in order to further develop neighbourhood working in Chorley.
4. The Task Group reported its findings and recommendations to the Councils Executive Cabinet in January 2015 and this report provides the Executive response to those recommendations.
5. In summary all the recommendations are 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.

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)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 7. None

CORPORATE PRIORITIES

- 8. 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

- 9. In October 2014 an Overview and Scrutiny Committee Task Group was established to review neighbourhood working. This followed an Executive Member review of neighbourhood working in 2012 and the establishment of neighbourhood working as a service delivery model in 2007.
- 10. The O&S Task Group took evidence from a number of officers, partner agencies and voluntary organisations and the final task group report can be found at:
<https://democracy.chorley.gov.uk/documents/s51008/Draft%20Final%20Report%20-%20Neighbourhood%20Working%20%2029012015%20Overview%20and%20Scrutiny%20Committee.pdf>

RESPONSE TO RECOMMENDATIONS

- 11. The table below details the Executive Cabinet response to each of the recommendations made by the Task Group

O&S Task Group Recommendation	Executive Cabinet Response
1. To develop a liaison mechanism between the eight Chairs of the Neighbourhood Area Meetings through an informal meeting that could take place prior to a Chorley 3 Tier Liaison meeting as any issues (of a strategic nature and involving all three tiers of Local Government) can be raised at that meeting.	Agreed – a mechanism can be established linked to the timing of our 3 Tier Liaison meetings where all eight neighbourhood group chairs can meet to discuss and propose strategic issues that are common to neighbourhoods for discussion and the Liaison meeting. It may be possible to do this electronically and this will be explored in the first instance
2. Provide training to borough and parish councillors on effective tools to engage and connect people in their own area.	Agreed – Executive Cabinet believes there is a role here for Parish Councils to identify suitable training and engagement tools that can be deliver at a local level perhaps through PC events to parish councillors and

O&S Task Group Recommendation	Executive Cabinet Response
	ward councillors. In addition the 3 Tier Forum might provide an opportunity to share best practice in this area.
3. That the Neighbourhood Priorities are renamed as Preferred Projects to reflect that, over time, issues and aspirations change.	Agreed
4. To have a single point of contact at the Council for community groups and parish council's to raise matters relating to neighbourhood working. Reporting of day to day environmental issues to use existing channels, for example My Account	Whilst it would be beneficial to have a single point of contact the variety of issues that impact on neighbourhoods and the generic roles of a number of officers across the Council would make this recommendation unworkable. It is felt that the implementation of the other recommendations will establish the appropriate communication networks for all groups involved in neighbourhood working. In addition the use of 'My Account' to channel contacts into the Council would ensure the matter being raised reaches the most appropriate person in the first instance. The Council would be willing to provide some initial training to parish councillors and community groups on its use. Executive Cabinet encourages all contact on day to day service requests and issues to be channelled 'My Account'
5. To improve communication between officers, councillors and stakeholders about the outcomes of priorities to community groups and the public, to include monthly updates on progress and delivery to be provided by the lead officer through use of IntheKnow, IntheBoro, Facebook and Twitter.	Agreed – timely and effective communication is key to the neighbourhood working process. In terms of the three 'Preferred Projects' for each neighbourhood area the lead officers are now tasked with providing a monthly communication with the group representatives on progress of the project delivery. Wider communication issues will be picked up and actioned by the Councils communications team.
6. Where appropriate, the neighbourhood working process should be used to encourage greater financial contributions from parish council funds for the delivery of neighbourhood priorities. It is envisaged that robust debate at neighbourhood area meetings should be the forum to challenge greater contributions from parish councils who may be reluctant to make those contributions.	Agreed – the neighbourhood groups are encouraged to challenge all representation within the group as well as wider agencies and community groups to make contributions (financial and 'in kind') to the successful delivery neighbourhood priorities and other neighbourhood working aspirations.

O&S Task Group Recommendation	Executive Cabinet Response
<p>7. The Council to explore with the Voluntary and Community Faith Sector (VCFS) how the use of current resources provided by the Council to the VCFS, can be used by the VCFS to improve networking across the VCFS sector in Chorley. This could include the facilitation of an Annual Forum on a dedicated topic, for example health initiatives, to help shape future key projects and encourage greater involvement at all levels.</p>	<p>Agreed – The Councils Partnerships Manager to explore with the VCFS network how this can be facilitated.</p>
<p>8. The civic pride campaign be fully integrated into neighbourhood working and members informed or engaged in all aspects of civic pride delivery.</p>	<p>Agreed – Improved communication with Members about civic pride will be undertaken and we will seek to integrate the aspirations and workings of Civic Pride into neighbourhood working. The Policy and Communications team will pick this up.</p>
<p>9. The Overview and Scrutiny Panel are supportive of the Corporate Strategy project to introduce Community Action Plans in parts of the Borough and recommend consideration is given to a wider roll out depending on the implementation and outcomes achieved from the initial plans.</p>	<p>Agreed – Executive Cabinet welcomes O&S support for the Community Action Plan project and will give consideration to a wider roll out subject to the outcomes and impact of the current project.</p>
<p>10. The use of local neighbourhood forums may be considered as appropriate by the Neighbourhood Area meetings as a means to engage and understand community needs. Such forums could be facilitated or hosted jointly with the neighbourhood representatives.</p>	<p>Agreed – the model of using forums to better engage with localities can be beneficial and could be considered by each neighbourhood area. However there are two specific issues to note:</p> <ol style="list-style-type: none"> 1. Neighbourhood areas in Chorley cover a large footprint and using forums to engage on that footprint may not drill down to the appropriate level of engagement. 2. The use of forums can become extremely resource intensive and as the recommendation notes, individual neighbourhood area groups should determine themselves if an occasional forum type meeting is appropriate and should then utilise representatives, partner agencies and voluntary groups in their areas to resource them.

IMPLICATIONS OF REPORT

12. 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

13. There are no financial implications for the Council's budget with regard to the recommendation above.

COMMENTS OF THE MONITORING OFFICER

14. No comments

JAMIE CARSON
DIRECTOR OF PUBLIC PROTECTION STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	26 May 2015	O&SNhoodReview

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Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	16 July 2015

INTEGRATED IMPACT ASSESSMENTS

PURPOSE OF REPORT

1. This report provides an update on the recommendations relating to the integrated impact assessment process which came out of an Overview and Scrutiny Task Group into the health and wellbeing benefits of the play, open space and playing pitch strategy.

RECOMMENDATION(S)

2. That the report is noted.

EXECUTIVE SUMMARY OF REPORT

3. Good progress is being made in implementing the recommendation from the Overview and Scrutiny task group in relation to improving the health and wellbeing element of Integrated Impact Assessments.
4. Since the last update report, all staff and Members have received training on the updated process, 11 IIA's have been completed using the new template and a full IIA was completed. and presented to Executive Cabinet as part of the approval of the play, open space and playing pitch strategy.
5. In response to an action in the Council's annual governance statement, a wider review of the Council's equality scheme is due to take place by the end of September 2015. IIA's will form part of this wider in depth review and the findings and recommendations of the review will then be presented to the Governance Committee in January 2016.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

6. This report relates to the following Strategic Objectives:

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

BACKGROUND

7. In 2014 an Overview and Scrutiny task group was established to review the health impact section of the Council's Integrated Impact Assessment (IIA), in order to ascertain if the process adequately included health and wellbeing considerations.

8. The work of the task group used the play and open space strategy to assess and test the IIA, which led to seven recommended improvements as follows:
 - a. The Health Impact Section of the Councils Integrated Impact Assessment be reviewed to provide a set of objectives that are more detailed and fit for purpose to ensure that any future health and wellbeing opportunities can be maximised to their full potential.
 - b. That any Integrated Impact Assessment fully considers and links into the super output areas of the borough.
 - c. That partnership working be fully explored at every stage to ensure greater collaboration and engagement and build on existing experience.
 - d. That the profile of the Integrated Impact Assessments, particularly in relation to the Health Impact be raised with both officers and Elected Members of the Council.
 - e. That training be provided to all Elected Members and officers of the Council to provide; greater understanding of the context of the Integrated Impact Assessments; an understanding of its principles and methods; awareness of the different tools and ways of using Health Impact Assessments; the importance of involving stakeholders and service users in the process at every stage development.
 - f. Following the end of the consultation the Health Impact Section of the Councils Integrated Impact Assessment be applied to the draft Play, Open Spaces and Playing Pitch Strategy 2013 – 2018 and that any potential impacts are clearly identified within the final report to Executive Cabinet.
 - g. That improved processes/projects where the Integrated Assessment is used are regularly monitored and reviewed.

9. This report provides an update on the implementation of those seven improvements.

UPDATE

10. The table below provides an update on each of the recommendations.

A	The Health Impact Section of the Councils Integrated Impact Assessment be reviewed to provide a set of objectives that are more detailed and fit for purpose to ensure that any future health and wellbeing opportunities can be maximised to their full potential.	<p>The position remains the same as at the last reported to Executive Cabinet in August 2014.</p> <p>A review of the toolkit has been undertaken and the assessment criteria in relation to health and wellbeing have been amended to reflect the priorities of both the Lancashire Health and Wellbeing Board and the local Health and Wellbeing Partnership. The assessment is now made against the following criteria:</p> <ul style="list-style-type: none"> • Starting Well • Living Well • Aging Well <p>This considers the impact of the policy/service against these criteria and provides a whole life approach to public health priorities.</p>
B	That any Integrated Impact Assessment fully considers and links into the super output areas of the borough.	<p>The position remains the same as at the last reported to Executive Cabinet in August 2014.</p> <p>One of the primary purposes of the toolkit is to ensure that the impact of any new policy of service is effectively considered</p>

		<p>across a number of equality areas and demographics. It is recognised that whilst the toolkit does not specifically reference super output areas (SOA's) by implication health inequalities should be an integral part of any assessment to ensure that any impact is positive or any negative impact is mitigated.</p>
C	<p>That partnership working be fully explored at every stage to ensure greater collaboration and engagement and build on existing experience.</p>	<p>The position remains the same as at the last reported to Executive Cabinet in August 2014.</p> <p>It is recognised that many areas of the Councils business is partnership based and where new policies or services are being considered the impact assessment should include some reference to this and ensure that partner actions or input is properly considered as part of the assessment. Where we are able to, we are starting to undertake assessments in conjunction with partners, for example, with Lancashire County Council (Public Health) and South Ribble Borough Council in terms of the Local Development Framework.</p>
D	<p>That the profile of the Integrated Impact Assessments, particularly in relation to the Health Impact be raised with both officers and Elected Members of the Council.</p>	<p>A Member Learning Session was held in November 2014 to raise awareness of the Integrated Impact Assessment.</p>
E	<p>That training be provided to all Elected Members and officers of the Council to provide; greater understanding of the context of the Integrated Impact Assessments; an understanding of its principles and methods; awareness of the different tools and ways of using Health Impact Assessments; the importance of involving stakeholders and service users in the process at every stage development.</p>	<p>As above, with further sessions to be arranged as required. Additional detail on IIA's and HIA's to be incorporated in future Member induction materials from May 16.</p> <p>Every new starter received equality training as part of the induction process and in December all staff attended 'unconscious bias' training which covered the Council's equality scheme and IIA process.</p>
F	<p>Following the end of the consultation the Health Impact Section of the Councils Integrated Impact Assessment be applied to the draft Play, Open Spaces and Playing Pitch Strategy 2013 – 2018 and that any potential impacts are clearly identified within the final report to Executive Cabinet.</p>	<p>An IIA was completed and presented with the final POSPPS for approval.</p> <p>The covering report stated that an even greater focus on partnership working would be added to the action plan to maximise opportunities for partnership working through its implementation. It also stated that as well as applying the IIA to the overall strategy, individual IIA's would be applied to each of the actions within the strategy (where relevant) prior to implementation to ensure that all actions have a clear focus on maximising health and well-being outcomes.</p> <p>To date further IIA's have been carried out for the following actions:</p> <ul style="list-style-type: none"> • Astley Park destination play area

		<ul style="list-style-type: none"> • Ranglett’s recreation ground improvements • Jubilee recreation ground play area <p>These are attached in appendix A.</p>
G	That improved processes/projects where the Integrated Assessment are used are regularly monitored and reviewed.	<p>Through service assurance statements, each service is required to identify and evidence application of the IIA. This process is overseen by internal audit. For 2014/15 all services self assessed themselves as themselves as having a high level of compliance with the equality scheme.</p> <p>Where Executive decisions may have an equality consideration, the Head of Policy and Communications will provide a comment on the report, highlighting any concerns.</p> <p>During 2014/15 11 IIA’s have been completed, these are summarised in the table below.</p> <p>A full review of the Equality Scheme will be completed by the end of quarter 2 2015/16 which will include a comprehensive review of all aspects of the council’s approach to equality.</p>

11. The table below sets out the 11 Integrated Impact Assessment which have been completed during 2014/15:

No.	Service, project or policy	Service Areas	Actions
1.	Anti-social behaviour mediation service (October 2014)	HEN	None identified
2.	Integrated Home Improvement Service	Housing	Housing Team Leader (Private Sector) to attend 3 rd tier liaison meeting to present item on IHIS service.
3.	Empty homes initiative (November 2014)	HEN	None identified
4.	Housing service restructure (March 2015)	HR&OD	None identified
5.	Astley Park destination play area (November 2014)	Streetscene and Leisure Contracts	Monitor site moving forward. Undertake Customer satisfaction survey.
6.	Rangletts recreation ground improvements (November 2014)	Streetscene and Leisure Contracts	Use of site to be monitored going forward. Continued involvement of local skate group in the delivery of the scheme. Undertake customer

			satisfaction survey.
7.	Jubilee recreation ground play area (July 2014)	Streetscene and Leisure Contracts	Monitor site moving forward. Undertake Customer satisfaction survey and further consultation regarding a toddler play area in Adlington.
8.	Single Front Office project (June 2014)	Customer	It is acknowledged that there will be customer groups whose needs will need to be addressed as part of the implementation of the project Proposed building works will ensure access to services for customers with prams and pushchairs for children. Proposed building works will ensure that users of wheelchairs or mobility scooters are able to access services in the front office
9.	Staffing changes proposed as a result of budget proposals and corporate plan	HR&OD	None identified
10	Corporate Strategy (November 2014)	Policy & Communications	None identified
11.	Budget Proposals (February 2015)	Policy & Communications	None Identified

12. The table shows that some additional actions were identified through completing the IIA process, however none of these were related to the health and wellbeing element of the assessment.
13. In terms of the health assessment, all of the impact assessments completed except one showed either positive or neutral impact. The integrated home improvement service however did score one factor, 'enabling residents to start well (pre-birth – 19) as uncertain over impact. This is because the service the focus & eligibility criteria of the service is customers aged 18 and over.
14. A more detailed review of the IIA's including the health and wellbeing assessments will be included in a wider review of the equality scheme which is due to be carried out over the next quarter.
15. The Council's annual governance statement has identified equality and diversity as one of three areas which should be reviewed in order to build and strengthen our corporate governance arrangements. This work will comprised of a full review of the Equality Scheme and our compliance with it and it is scheduled to be undertaken in quarter 2 2015/16. It will consider all aspects of the council's approach to equality and diversity, incorporating the recommendations of the task group to ensure that health impacts are a key consideration in the development of council and partner services.

IMPLICATIONS OF REPORT

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

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

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Rebecca Huddleston	5779	02/07/2015	O&S Report on IIA July 15

Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Astley Park Destination Play Area		
What does the service, policy, strategy or project do?	Provide new play provision within Astley Park.		
Who is it intended to benefit and how?	Residents and visitors to Chorley borough.		
Officer responsible for completing the assessment	Jamie Dixon / Simon Forster		
Date of Assessment	31-11-2014	Date of Review	31-11-2015

Introduction

What is an Integrated Impact Assessment?

The integrated impact assessment is a tool to ensure that any policy, project or service is assessed to consider any positive or negative impacts for Chorley residents with regards to equalities, health or sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned.

Why do we need to do Impact Assessments?

Chorley Council is committed as a community leader, service provider and employer that we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments, and thus meet our legal duties.

Quick Steps for Completion

1. There are four sections;
 - Equality – This section considers the impact on our 7 equality strands, which are; race, age, gender, sexuality, faith, disability and rurality. When completing this section, reference should be made to the Council's [Equality Scheme](#)
 - Health – the impact on potential health impacts. There is a link in the section to the current public health observatory information
 - Reputation – the impact on the Council's reputation and our ability to deliver our key priorities. Reference should be made to the Council's [Corporate Strategy](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the [Climate Change Strategy](#)

Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code Description

P	Positive beneficial impact
N	Negative undesirable impact
U	Uncertainty over impact
NI	No specific impact/neutral impact

2. Actions – Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy/project/strategy that is being assessed.
3. Once the toolkit has been completed, changes should be made to the policy/project/service to respond to any actions identified.

If you require further information, please contact Sarah James, Partnerships Manager, sarah.james@chorley.gov.uk on 5348

Equality Impact Assessment	Yes	No	Evidence	Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?	✓		Consultation responses to Astley Park Vision Consultation Exhibition (Summer 2013)	<p>Concerns expressed through the consultation process included cost, damage to setting of Astley Hall and anti-social behaviour.</p> <p>Cost – addressed through the appointment of a cost consultant to monitor expenditure throughout the project.</p> <p>Setting of Astley Hall – addressed through the creation of a sensitive design with strong links to the heritage of Astley Hall. In addition, natural stone and timber has been used throughout the design to be sensitive to the setting.</p> <p>Anti-social behaviour – the design partially addressed this issue through sensitive siting of equipment and the avoidance of any hide aways. To be monitored once play area complete.</p>

What potential impact does this activity make to:

	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)	P				Findings of the consultation undertaken in 2013 demonstrated a need for play provision for older children in the 6-12 age range.	Monitor use of site on completion.
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	P				Site has been designed to be fully DDA compliant with wheelchair, mobility scooter and buggy access to the	Monitor use of site on completion.

					<p>playground possible from two footpaths which link the playground to Astley Parks main footpath network. Inside the new play area, footpaths which are suitable for wheelchairs, mobility scooters and buggies provide access to all elements of the proposed play facilities.</p> <p>Inclusive equipment includes a wide embankment slide designed for integrated play. The slide is wide enough for a child and helper to slide down together.</p> <p>Other inclusive equipment includes an accessible wavy deck feature.</p>	
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)	P				Site provides equal opportunity for all gender backgrounds.	Monitor use of site on completion.
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)	P				Site provides equal opportunity for pregnant customers or parents.	Monitor use of site on completion.
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)	P				Site provides equal opportunity for all racial backgrounds.	Monitor use of site on completion.
6. Equality of opportunity amongst customers of different religions (Religion or Belief)	P				Site provides equal opportunity for all religious backgrounds.	Monitor use of site on completion.
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	P				Site located close to Chorley Town Centre with good access to local public transport links and town centre car parks.	Monitor use of site on completion.
8. Equality of opportunity amongst male and female customers (Sex)	P				Site provides equal opportunity for males and females.	Monitor use of site on completion.

9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)	P				Site provides equal opportunity for all sexual orientations.	Monitor use of site on completion.
Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958	P				Site provides and promotes opportunities for exercise and physical activity to support health and wellbeing.	Monitor use of site on completion. And consider partnership working to maximise the health and wellbeing benefits.
2. Enabling residents to Start Well (pre birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions • Supporting vulnerable families and children 	P				Site provides and promotes opportunities for exercise and physical activity to support childhood health and wellbeing.	Monitor use of site on completion. And consider partnership working to maximise the health and wellbeing benefits.
3. Enabling residents to Live well (16 -75 years) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 	P				Site provides and promotes opportunities for exercise and physical activity to support 16-75 years health and wellbeing	Monitor use of site on completion. And consider partnership working to maximise the health and wellbeing benefits.
4. Enabling residents to Age Well (over 65 years). Possible issues to consider are; <ul style="list-style-type: none"> • Promoting independence • Reducing social isolation • Managing long term conditions and dementia • Reducing emergency admissions and direct admissions to residential care settings • Supporting carers and families 	P				Site provides and promotes opportunities for exercise and physical activity to support health and wellbeing in those over 65 years	Monitor use of site on completion. And consider partnership working to maximise the health and wellbeing benefits.

Reputational Impact Assessment						P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:											
1. Chorley Council's reputation. Possible issues to consider are; <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 						P				Cost consultant appointed to monitor spend during project. Widespread consultation undertaken.	Monitor use of site on completion. And consider partnership working to maximise the reputational benefits. Customer survey to be undertaken to gauge customer satisfaction with new facility.
2. Our ability to deliver the Corporate Strategy. Issues to consider are; <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 						P				Widespread consultation undertaken.	Monitor use of site on completion. And consider partnership working to maximise the reputational benefits.

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. The effective protection of Chorley’s environment. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 	P				Locally sourced materials used in construction to limit transport emissions and cost.	Monitor ongoing maintenance regime.
2. Prudent usage of natural resources. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting use of non sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 	P				Locally sourced materials used in construction to limit transport emissions and cost.	Monitor ongoing maintenance regime.
3. Social progress amongst all of Chorley’s communities. Possible issues to consider are; <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 	P				Site provides equal opportunity for all social backgrounds and accessibility to cultural, leisure and volunteering opportunities.	n/a

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>4. A vibrant local economy in Chorley. Possible issues to consider are;</p> <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 	P				<p>Trainee programme operated through the Chorley Job Centre during the construction process. Trainees received PPE equipment, certificates of achievement and references at the end of the process.</p> <p>Partnership working with parklands High School during construction process with group of students undertaking research project and being involved in elements of the construction on site.</p>	n/a

Integrated Impact Assessment Action Plan

If any further actions were identified through the Integrated Impact Assessment then these should be listed in the table below. These should be added to the relevant business/service plan to ensure that any actions are carried out.

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Monitor site moving forward. Undertake Customer satisfaction survey.	2015-16	2019-20	Simon Forster / Jamie Dixon

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Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Ranglett's Rec. Ground Improvements		
What does the service, policy, strategy or project do?	Provide new allotment, play, pitch and skate provision in Ranglett's Rec..		
Who is it intended to benefit and how?	Residents and visitors to Chorley borough.		
Officer responsible for completing the assessment	Jamie Dixon / Simon Forster		
Date of Assessment	31-11-2014	Date of Review	31-11-2015

Introduction

What is an Integrated Impact Assessment?

The integrated impact assessment is a tool to ensure that any policy, project or service is assessed to consider any positive or negative impacts for Chorley residents with regards to equalities, health or sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned.

Why do we need to do Impact Assessments?

Chorley Council is committed as a community leader, service provider and employer that we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments, and thus meet our legal duties.

Quick Steps for Completion

1. There are four sections;
 - Equality – This section considers the impact on our 7 equality strands, which are; race, age, gender, sexuality, faith, disability and rurality. When completing this section, reference should be made to the Council's [Equality Scheme](#)
 - Health – the impact on potential health impacts. There is a link in the section to the current public health observatory information
 - Reputation – the impact on the Council's reputation and our ability to deliver our key priorities. Reference should be made to the Council's [Corporate Strategy](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the [Climate Change Strategy](#)

Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code Description

P	Positive beneficial impact
N	Negative undesirable impact
U	Uncertainty over impact
NI	No specific impact/neutral impact

2. Actions – Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy/project/strategy that is being assessed.
3. Once the toolkit has been completed, changes should be made to the policy/project/service to respond to any actions identified.

If you require further information, please contact Sarah James, Partnerships Manager, sarah.james@chorley.gov.uk on 5348

Equality Impact Assessment	Yes	No	Evidence	Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?	✓		<p>Public consultation held at Victory Park in 2012.</p> <p>Duke Street Primary and Nursery School involved in the setting of the play area brief and the procurement of the preferred play area design.</p> <p>Local Skate Group has been involved in the setting of the brief for the skate park and the selection of the preferred contractor.</p>	<p>Concerns expressed through the consultation about increased levels anti-social behaviour. CCTV and lighting installed as part of the scheme and will be continually monitored post completion.</p> <p>Skate group to continue to be involved through the construction of the scheme.</p>

What potential impact does this activity make to:

	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)	P				Findings of the consultation undertaken in 2012 demonstrated a need for play provision for all age groups.	Monitor use of site on completion.
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	P				<p>Site has been designed to be fully DDA compliant with wheelchair, mobility scooter and buggy access to the playground possible.</p> <p>Inclusive equipment includes a crawl tunnel and basket swing.</p>	Monitor use of site on completion.
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)	P				Site provides equal opportunity for all gender backgrounds.	Monitor use of site on completion.

4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)	P				Site provides equal opportunity for pregnant customers or parents.	Monitor use of site on completion.
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)	P				Site provides equal opportunity for all racial backgrounds.	Monitor use of site on completion.
6. Equality of opportunity amongst customers of different religions (Religion or Belief)	P				Site provides equal opportunity for all religious backgrounds.	Monitor use of site on completion.
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	P				Site located close to Chorley Town Centre with good access to local public transport links and town centre car parks.	Monitor use of site on completion.
8. Equality of opportunity amongst male and female customers (Sex)	P				Site provides equal opportunity for males and females.	Monitor use of site on completion.
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)	P				Site provides equal opportunity for all sexual orientations.	Monitor use of site on completion.
Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958	P				Site provides and promotes opportunities for exercise and physical activity to support health and wellbeing.	Monitor use of site on completion. And consider partnership working to maximise the health and wellbeing benefits.
2. Enabling residents to Start Well (pre birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> Promoting healthy pregnancy Reducing infant mortality Reducing childhood obesity Supporting children with long term conditions Supporting vulnerable families and children 	P				Site provides and promotes opportunities for exercise and physical activity to support childhood health and wellbeing.	Monitor use of site on completion. And consider partnership working to maximise the health and wellbeing benefits.
3. Enabling residents to Live well (16 -75 years)	P				Site provides and promotes opportunities for exercise and	Monitor use of site on completion. And consider partnership working to maximise

<p>Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 					physical activity to support 16-75 years health and wellbeing	the health and wellbeing benefits.
<p>4. Enabling residents to Age Well (over 65 years). Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting independence • Reducing social isolation • Managing long term conditions and dementia • Reducing emergency admissions and direct admissions to residential care settings • Supporting carers and families 	P				Site provides and promotes opportunities for exercise and physical activity to support health and wellbeing in those over 65 years	Monitor use of site on completion. And consider partnership working to maximise the health and wellbeing benefits.

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 	P				<p>Competitive procurement process undertaken to get best value for money for the residents.</p> <p>Widespread consultation undertaken.</p>	<p>Monitor use of site on completion. And consider partnership working to maximise the reputational benefits.</p> <p>Customer survey to be undertaken to gauge customer satisfaction with new facility.</p>

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> A council that consults and engages with residents An ambitious council that continually strives to improve 	P				Widespread consultation undertaken.	Monitor use of site on completion. And consider partnership working to maximise the reputational benefits.

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. The effective protection of Chorley's environment. Possible issues to consider are;</p> <ul style="list-style-type: none"> Limiting waste generation & encouraging recycling Limiting factors that contribute to climate change Protection of and improving access to the natural environment 	P				<p>Site cut and fill exercise has removed the need for large amounts of material to be taken off site reducing transport emissions.</p> <p>Site wide drainage scheme introduced feeding a sustainable manual water pump within the new allotment site.</p>	Monitor ongoing maintenance regime.

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>2. Prudent usage of natural resources. Possible issues to consider are;</p> <ul style="list-style-type: none"> Limiting use of non sustainable energy, water, minerals and materials Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 	P				<p>Site cut and fill exercise has removed the need for large amounts of material to be taken off site reducing transport emissions.</p> <p>Site wide drainage scheme introduced feeding a sustainable manual water pump within the new allotment site.</p>	Monitor ongoing maintenance regime.
<p>3. Social progress amongst all of Chorley's communities. Possible issues to consider are;</p> <ul style="list-style-type: none"> Opportunities for education and information Provision of appropriate and sustainable housing Reduced fear of crime and community safety Access to cultural and leisure facilities Encouraging engagement and supporting volunteering 	P				Site provides equal opportunity for all social backgrounds and accessibility to cultural, leisure and volunteering opportunities.	n/a
<p>4. A vibrant local economy in Chorley. Possible issues to consider are;</p> <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 	P				New allotment site which includes military veterans plot and food growing plots for the local schools will strengthen links between public, private and third sector partners.	n/a

Integrated Impact Assessment Action Plan

If any further actions were identified through the Integrated Impact Assessment then these should be listed in the table below. These should be added to the relevant business/service plan to ensure that any actions are carried out.

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Use of site to be monitored going forward. Continued involvement of local skate group in the delivery of the scheme. Undertake customer satisfaction survey.	2015-16	2019-20	Simon Forster / Jamie Dixon

Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Jubilee Recreation Ground Play Area		
What does the service, policy, strategy or project do?	Provide new play provision within Adlington.		
Who is it intended to benefit and how?	Residents and visitors to Chorley borough/ Adlington.		
Officer responsible for completing the assessment	Jamie Dixon / Lindsey Blackstock		
Date of Assessment	01-07-2014	Date of Review	01-07-2015

Introduction

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Why do we need to do Impact Assessments?

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Quick Steps for Completion

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 - Equality – This section considers the impact on our 7 equality strands, which are; race, age, gender, sexuality, faith, disability and rurality. When completing this section, reference should be made to the Council's [Equality Scheme](#)
 - Health – the impact on potential health impacts. There is a link in the section to the current public health observatory information
 - Reputation – the impact on the Council's reputation and our ability to deliver our key priorities. Reference should be made to the Council's [Corporate Strategy](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the [Climate Change Strategy](#)

Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code Description

P	Positive beneficial impact
N	Negative undesirable impact
U	Uncertainty over impact
NI	No specific impact/neutral impact

2. Actions – Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy/project/strategy that is being assessed.
3. Once the toolkit has been completed, changes should be made to the policy/project/service to respond to any actions identified.

If you require further information, please contact Sarah James, Partnerships Manager, sarah.james@chorley.gov.uk on 5348

Equality Impact Assessment	Yes	No	Evidence	Further action required		
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?	✓		Various Consultations have taken place from September 2013 – Nov 2014 with councillors, parish council, local residents and specific youth groups	No concerns expressed through the consultation process.		
What potential impact does this activity make to:						
	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)	P				Findings of the consultation undertaken in 2013 / 14 demonstrated a need for play provision for older children in the 8+ age range.	Monitor use of site on completion. Discussion held with local residents that toddler play would be more appropriate to be placed on Jubilee Rec (2-8) and transferred from the current site on Grafton Street subject to being able to do this with allocated S106 money and wider public consultation.
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	P				Site has been designed to be fully DDA compliant with wheelchair, mobility scooter and buggy access to the playground, ballcourt and skatepark. Surfacing is either new tarmac or close bound gritstone path or artificial grass. Inside the new play area, footpaths which are suitable for wheelchairs, mobility scooters and buggies provide access to all elements of the proposed play facilities. Inclusive equipment includes a swing seat for disabled children, basket swing and super nova roundabout. Other equipment can be used with	Monitor use of site on completion.

					supervision.	
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)	P				Site provides equal opportunity for all gender backgrounds.	Monitor use of site on completion.
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)	P				Site provides equal opportunity for pregnant customers or parents.	Monitor use of site on completion.
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)	P				Site provides equal opportunity for all racial backgrounds.	Monitor use of site on completion.
6. Equality of opportunity amongst customers of different religions (Religion or Belief)	P				Site provides equal opportunity for all religious backgrounds.	Monitor use of site on completion.
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	P				Site located close to Adlington with good access to local public transport links.	Monitor use of site on completion.
8. Equality of opportunity amongst male and female customers (Sex)	P				Site provides equal opportunity for males and females.	Monitor use of site on completion.
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)	P				Site provides equal opportunity for all sexual orientations.	Monitor use of site on completion.
Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958	P				Site provides and promotes opportunities for exercise and physical activity to support health and wellbeing.	Monitor use of site on completion and encourage continuation of existing partnership working with youth workers to maximise the health and wellbeing benefits.
2. Enabling residents to Start Well (pre birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality 	P				Site provides and promotes opportunities for exercise and physical activity to support childhood health and wellbeing. It is aimed at 8+	Monitor use of site on completion and consider further partnership working to maximise the health and wellbeing benefits.

<ul style="list-style-type: none"> Reducing childhood obesity Supporting children with long term conditions Supporting vulnerable families and children 					with a skate park, MUGA and play equipment and 5 v 5 grass football pitch	
<p>3. Enabling residents to Live well (16 -75 years) Possible issues to consider are;</p> <ul style="list-style-type: none"> Promoting healthy settings, healthy workforce and economic development Promoting mental wellbeing and healthy lifestyles Reducing avoidable deaths Improving outcomes for people with learning disabilities 	P				Site provides and promotes opportunities for exercise and physical activity to support 16-75 years health and wellbeing. Following the site rules is essential – i.e wear a helmet on the skate park.	Monitor use of site on completion and consider partnership working to maximise the health and wellbeing benefits.
<p>4. Enabling residents to Age Well (over 65 years). Possible issues to consider are;</p> <ul style="list-style-type: none"> Promoting independence Reducing social isolation Managing long term conditions and dementia Reducing emergency admissions and direct admissions to residential care settings Supporting carers and families 	P				Site provides and promotes opportunities for exercise and physical activity to support health and wellbeing in those over 65 years. Football pitches and open space that can be enjoyed by families.	Monitor use of site on completion and consider partnership working to maximise the health and wellbeing benefits. Future plans to improve the existing footpaths on site and install trim trail equipment for 25+ age group.

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 	P				<p>Widespread consultation undertaken.</p> <p>Any issues are dealt with in a partnership approach with Streetscene and police.</p>	<p>Monitor use of site on completion. And consider partnership working to maximise the reputational benefits.</p> <p>Customer survey to be undertaken to gauge customer satisfaction with new facility.</p>
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 	P				<p>Widespread consultation undertaken.</p>	<p>Monitor use of site on completion and consider partnership working to maximise the reputational benefits.</p>

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>1. The effective protection of Chorley's environment. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 	P				Locally sourced materials used in construction to limit transport emissions and cost.	Monitor ongoing maintenance regime.
<p>2. Prudent usage of natural resources. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Limiting use of non sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 	P				Locally sourced materials used in construction to limit transport emissions and cost.	Monitor ongoing maintenance regime.
<p>3. Social progress amongst all of Chorley's communities. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 	P				Site provides equal opportunity for all social backgrounds and accessibility to cultural, leisure and volunteering opportunities.	n/a

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>4. A vibrant local economy in Chorley. Possible issues to consider are;</p> <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 	P				<p>Materials to build the play area were sourced from local suppliers and play equipment from local companies.</p> <p>Local business – Urban Soccer is working and engaging with youths on the site and making use of the free facilities in a positive way</p>	Continue to monitor the success of this arrangement.

Integrated Impact Assessment Action Plan

If any further actions were identified through the Integrated Impact Assessment then these should be listed in the table below. These should be added to the relevant business/service plan to ensure that any actions are carried out.

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Monitor site moving forward. Undertake Customer satisfaction survey and further consultation regarding a toddler play area in Adlington.	2015-16	2016-17	Lindsey Blackstock / Jamie Dixon

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By virtue of paragraph(s) 3,7a of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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