

EXECUTIVE CABINET

THURSDAY, 25TH AUGUST 2016, 6.00 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES FOR ABSENCE

- 1 **MINUTES OF MEETING THURSDAY, 30 JUNE 2016 OF EXECUTIVE CABINET** (Pages 5 - 12)

- 2 **DECLARATIONS OF ANY INTERESTS**

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

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

- 3 **PUBLIC QUESTIONS**

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

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

- 4 **CHORLEY COUNCIL PERFORMANCE MONITORING REPORT - FIRST QUARTER 2016/17** (Pages 13 - 28)

Report of the Director of Policy and Governance (enclosed)

- 5 **REVENUE AND CAPITAL BUDGET MONITORING 2016/17 REPORT 1 (END OF JUNE 2016)** (Pages 29 - 48)

Report of the Chief Executive (enclosed)

- 6 **EXCLUSION OF THE PUBLIC AND PRESS**

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

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

Condition:

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

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

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

The Charities Act 1993

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

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

**ITEM OF EXECUTIVE MEMBER (EARLY INTERVENTION AND SUPPORT)
(INTRODUCED BY COUNCILLOR BEV MURRAY)**

- | | | |
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| 7 | SELECT MOVE POLICY AMENDMENTS | (Pages 49 - 60) |
| | Report of the Director of Early Intervention and Support (enclosed) | |
| 8 | COTSWOLD SUPPORTED HOUSING, CONCIERGE SERVICE CONTRACT | (Pages 61 - 66) |
| | Report of the Director of Early Intervention and Support (enclosed) | |
| 9 | ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR | |

GARY HALL
CHIEF EXECUTIVE

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

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or chorley.gov.uk

To view the procedure for public questions/ speaking click here
<https://democracy.chorley.gov.uk/documents/s60977/Appendix%203%20Standing%20Orders%20Jan%202016.pdf> and scroll to page 49

To view the procedure for “call-in” of Executive Decisions click here
<https://democracy.chorley.gov.uk/ieListMeetings.aspx?CId=117&Year=0>

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MINUTES OF EXECUTIVE CABINET

MEETING DATE Thursday, 30 June 2016

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

OFFICERS: Gary Hall (Chief Executive), Jamie Carson (Director (Early Intervention and Support)), Chris Sinnott (Director (Policy and Governance)), Louise Elo (Head of Early Intervention), Rebecca Huddleston (Head of Customer Transformation), Chris Moister (Head of Legal, Democratic & HR Services) and Andrew Daniels (Communications and Events Manager)

APOLOGIES: None

OTHER MEMBERS: Councillors June Molyneaux, Richard Toon and Paul Leadbetter

16.EC.1 Minutes of meeting Thursday, 17 March 2016 of Executive Cabinet

Decision: The minutes of the Executive Cabinet meeting held on 17 March 2016 were confirmed as a correct record for signing by the Executive Leader.

16.EC.2 Declarations of Any Interests

No declarations of any interests were received.

16.EC.3 Public Questions

There were no questions received from any member of the public.

16.EC.4 Exclusion of the Public and Press

Approval that the press and public be excluded for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

16.EC.5 Digital Health Village, Euxton Lane

The report of the Chief Executive was presented by the Executive Leader and Executive Member (Economic Development and Public Service Reform). The report updated on progress made to bring forward land allocated for development at Euxton Lane and the Digital Health Village. The report also made Members aware of the proposed Digital Office Park at the site, a potential commercial venture for the Council, which is subject to an application by the Council for European funding.

Decision:

That the report be noted.

Reasons for recommendation(s)

1. To bring Members up to date with the positive progress both in developing the Digital Health Village and bringing forward the employment land, and in particular the Digital Park Office, at Euxton Lane in readiness for considering a more in depth report at Council with regards to the Council's commitment to the Digital Office Park as a commercial venture.
2. To expand the Council's investment portfolio as a means to generate revenue in order to supplement local taxation income streams.

Alternative options considered and rejected.

The development of the Euxton Lane site solely for employment uses was rejected on financial viability grounds. Likewise, the site's entire development for residential use would be a major deviation from the Chorley Local Plan and not provide benefits of growing the digital and health sector economies and creating jobs locally.

At this point in the meeting the press and public were admitted back into the room

16.EC.6 Final report of Overview and Scrutiny Task Group - Staff Sickness Absence Review

In the absence of the Chair of Overview and Scrutiny, and Chair of the Task Group, Councillor John Walker, the Leader of the Opposition, Councillor Paul Leadbetter presented the final report of the Overview and Scrutiny Task Group's review on Staff Sickness Absence.

It was reported that the Task Group felt that the current increase in the levels of sickness absence for 2015/16 did not suggest any underlying cause for concern and felt that the Council's current Sickness Absence Policy and approach to short and long term staff sickness absence was fair and proportionate to manage staff sickness effectively and requested that the Executive Cabinet accept and approve the recommendations which were mainly around training for managers to maintain a consistent approach to the implementation of the new policy across the authority.

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

16.EC.7 Revenue and Capital Budget Monitoring - Provisional Outturn 2015-16

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources). The report presented the provisional outturn figures for the Council as compared against the budget and efficiency savings targets set for the financial year 2015/16.

The report set out the provisional outturn figures for the 2015/16 Capital Programme and updated the Capital Programme for financial years 2016/17 to 2018/19 to take account of the re-phasing of expenditure from 2015/16 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 the total Business Rates Retention (BRR) receipts for 2015/16 were less than anticipated. This had been brought about as a result of the Valuation Office Agency appeals process and a decision made by the VOA, outwith this usual process, to significantly reduce the Rateable Value of the M6 Service Station at Charnock Richard, a decision backdated to 1 April 2010. The vagaries of the system has meant that this reduction in financial performance actually creates an underspend of £0.415m against the anticipated budget position.

In response to a query in relation to the allocation of Section 106 money, the Leader advised that a document would be circulated to all Members shortly on how Section 106 and Community Infrastructure Levy (CIL) money was raised and allocated

Decision:

- 1. That the full year outturn position for the 2015/16 revenue budget and capital investment programme be noted.**
- 2. To recommend to Full Council the approval of slippage requests and other transfers to reserves as outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2016/17.**
- 3. To recommend to Full Council the approval of the set aside £80,000 from the 2015/16 surplus on Market Walk and £70,000 from other in-year revenue underspends to the Buildings Maintenance Fund to finance asset improvements in 2016/17.**
- 4. To recommend to Full Council the approval of the transfer of £50,000 from in-year revenue underspends to the Buildings Maintenance Fund to finance asset improvements in 2016/17.**
- 5. That the 2015/16 outturn position on the Council's reserves be noted.**
- 6. To recommend to Full Council the approval of the transfer of the £0.415m underspend in respect of the Central Business Rates Retention (BRR) Levey Budget to the BBR Equalisation Reserve.**
- 7. That the impact of the final capital expenditure outturn and the re-phasing of capital budgets to 2016/17 be noted and approval of the additions and deletion to the 2015/16 capital budget outlined in paragraphs 96 to 99.**
- 8. To recommend to Full Council the approval of the financing of the 2015/16 Capital Programme to maximise the use of funding resources available to the Council.**

Reasons for recommendation(s)

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected

None

The Executive Leader, Councillor Alistair Bradley left the meeting at 6.30pm and the Deputy Leader, Councillor Peter Wilson took the Chair

16.EC.8 Equality Scheme Refresh 2016

The report of the Director of Policy and Governance was presented by the Deputy Leader and Executive Member (Resources) and was a revised and updated version of the Council's Equality Scheme for the Executive Cabinet consideration.

The scheme represents the authority's most recent approach towards equality and diversity based on a comprehensive review of legislation, data and best practice. It outlined the Council's approach, the processes undertaken and the strategies and policies in place to ensure that the authority continued to undertake its duties as defined by the Equality Act 2010. The scheme also contained an action plan appended to the report that outlined the key activities to be undertaken over 2016/17 to enhance and improve performance.

Decision:

Approval of the updated Equality Scheme 2016 granted.

Reasons for recommendation(s)

1. Our Equality Scheme sets out our vision for equality. If approved, the scheme will outline the steps we will be taking over the coming years to proactively promote equality and diversity through our roles as a service provider, community leader and employer. It also enables us to set out our plans as to how we will meet the Equality Act 2010 in terms of both general duties and the specific public sector duty.
2. A strong commitment to equality and diversity will not only help us to meet our legal requirements but will also provide benefits to our local communities. As an organisation that is committed to understanding and shaping its services around customer needs, we need to be able to recognise and adapt to the diverse nature of our local communities.

Alternative options considered and rejected

1. To continue with the existing Equality Scheme.
2. Continuing with our current Equality Scheme is not considered an option as, whilst comprehensive, the current scheme is outdated and does not reflect our most up to date approach towards equality and diversity considerations as an organisation.

16.EC.9 Chorley Council Performance Monitoring Report - Fourth Quarter 2015/16

The report of the Director of Policy and Governance was presented by the Deputy Leader and Executive Member (Resources). The monitoring report set out performance against the delivery of the Corporate Strategy, and key performance indicators during the fourth quarter of 2015/16, 1 January to 31 March 2016.

The report also provided an update on the performance of last years, 2014/15 Corporate Strategy projects and the outcomes achieved. The majority of projects (89%) had been successfully completed and are rated green with highly positive outcomes that had been developed and taken forward in 2016/17. Only one project, which will continue to be progressed through the 2016/17 Corporate Strategy is currently rated red; 'Progress the delivery of Friday Street Health Centre'. This rating reflected recent delays to progress, pending the outcomes of a review by the Clinical Commissioning Group which will influence future funding.

Members were informed that the performance of the Corporate Strategy indicators and key service delivery measures remains excellent with 84% of the Corporate Strategy indicators and 90% of the key service measures performing above target or within the 5% tolerance.

Members were informed that the Economic Masterplan for Botany Bay had progressed and had an agreement in principle with the landowners. The next steps would be to consult with ward councillors and local residents over the next couple of months before applying for planning permission.

Decision:
That the report be noted.

Reasons for recommendation(s)

To facilitate the ongoing analysis and management of the Council's performance in delivering the Corporate Strategy

Alternative options considered and rejected

None

16.EC.10 Fixed Penalty Notices - Fly-Tipping Report

The report of the Director of Early Intervention was presented by the Executive Member (Public Protection). The report highlighted new regulations that allow local authorities to issue fixed penalty notices for those caught fly-tipping.

The report recommended that Chorley Council set its penalty fee to £400, with a reduction to £200, is paid with 10 days of the notice being issued. This was in line with the national default if no local penalty is set.

Members were advised that local authorities are responsible for investigating and clearing small scale fly-tipping on public land and that larger fly-tipping (classed as a lorry load or more) is the responsibility of the Environment Agency. There are typically 800 incidents of fly-tipping the borough each year and the issuing of a fixed penalty notice is only one tool available to the Council, along with prosecution through the Courts.

Members were pleased to see this course of action being taken by the Council and urged the authority to publicise the scheme as much as possible to get the message across that the Council will prosecute. Thanks were also given to the Neighbourhood Officers who worked really hard to identify the culprits and educate people to help change behavioural patterns.

Decision:

1. **Delegated authority was granted to the Deputy Chief Executive/Director of Early Intervention to implement the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 and in turn, grant delegated authority to designated officers within the Council and PCSO's to issue Fixed Penalty and PCSO's to issue Fixed Penalty Notices for fly-tipping.**
2. **Approval granted for the fixed penalty to be set at £400 in the Chorley Borough, reduced to £200 if paid in full within 10 days of the notice being issued.**

Reasons for recommendation(s)

The exercising of the new regulations will deter people from committing the act and financially punish offenders, so enabling some of our costs to be retrieved and change behaviours within the community.

Alternative options considered and rejected.

If no decision as to the amount is agreed then the legislation sets the default amount of fine at £200.

16.EC.11 Chorley VCFS Commissioning - End of year two review

The report of the Chief executive was presented by the Executive Member (Early Intervention). The report provided an update on the performance of the commissioned VCFS providers during 2015/16, year two of the three year contract.

Overall performance of all of the commissioned providers remained excellent and all of the organisations have met or exceeded all the aims as set out in their contracts.

Contract reviews have been undertaken with each of the providers to consider overall performance and gave an opportunity to highlight any issues in delivery and an update on each of the contracts was appended to the report.

Delivery of the final contract year has now commenced and monitoring will continue to take place on a quarterly basis, with final year monitoring and evaluation planned for the end of March 2017.

Decision:

That the report be noted.

Reasons for recommendation(s)

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

Alternative options considered and rejected.

None

16.EC.12 Executive Cabinet Response to the Overview and Scrutiny Task Group Review of the Single Front Office

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

Overview and Scrutiny Task Group Review of the Single Front Office undertaken in 2015 and reported to Executive Cabinet in February 2016.

All the recommendations were accepted and the report outlined the actions that had already been taken to address each one and progress made to date.

Councillor Dunn 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 the Single Front Office 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 the implementation of the Single Front Office.

Alternative option(s) considered and rejected

None

16.EC.13 Exclusion of Press and Public

Approval that the press and public be excluded for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

16.EC.14 Key Partnerships monitoring report

The report of the Director of Policy and Governance was presented by the Deputy Leader and Executive Member (Resources) and provided an update on the performance of the Council's key partnership arrangements.

Overall performance of all the key partnerships was generally strong and the financial assessments of the partnerships are positive with the financial standing of the majority of key partnerships remaining strong or improving.

Decision:

That the report be noted.

Reason for recommendation(s)

To ensure effective monitoring of the Council's key partnerships

Alternative options considered and rejected

None

Chair

Date

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Report of	Meeting	Date
Director (Policy and Governance) (Introduced by the Executive Member for Resources)	Executive Cabinet	25 August 2016

CHORLEY COUNCIL PERFORMANCE MONITORING – FIRST QUARTER 2016/2017

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy, and key performance indicators during the first quarter of 2016/17, 1 April to 30 June 2016.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy, and key service delivery measures for the first quarter of 2016/17, 1 April to 30 June 2016. Performance is assessed based on the delivery of key projects and against the measures in the 2015/16 Corporate Strategy along with key service delivery measures.
4. Overall performance of 2015/16 key projects is good, with 88% of the projects on track or complete. Two projects (12%) are currently rated as off track; 'Progress the delivery of Friday Street Health Centre' is currently rated as red due to external factors, and 'Delivery of Community Action Plans' is currently rated amber following a review of scope. Actions to address the issues have been identified in both cases and are currently being implemented.
5. Performance of the Corporate Strategy indicators and key service delivery measures is also good. 80% of the Corporate Strategy indicators and 86% of the key service measures are performing above target or within the 5% tolerance.
6. The Corporate Strategy indicators performing below target are: the percentage of 16-18 year olds who are not in education, employment or training (NEET), and the percentage of customers dissatisfied with the service they have received from the Council. Action plans have been developed and this report outlines what actions are being taken to improve performance.
7. The key service delivery measure performing below target is: average working days per employee per year lost through sickness absence. Again, an action plan has been developed and is included within the report which outlines the actions being taken to improve performance.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 9. None.

CORPORATE PRIORITIES

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

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

BACKGROUND

- 11. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council's four priorities.
- 12. The Corporate Strategy was refreshed and approved by Council in November 2015. It includes 16 key projects, with a particular focus on delivering some of the large scale, ambitious schemes that will have a significant impact on local outcomes.
- 13. Key performance measures have been set so that targets remain challenging and reflective of the Council's ambitions.



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

The long term outcomes for this priority are:

- Residents who take pride in where they live and their achievements
- All residents are able to take an active part in their community
- Easy access to high quality public services

Achieving the long term outcomes in Quarter One

14. During Quarter one, consultation started for the multi-use sports campus off Chancery Road in Astley Village, to allow residents of Chorley to have their say on the proposed plans. The campus will provide a range of sporting facilities including multi-use games area (MUGA), netball courts and additional parking facilities.
15. Work has continued to increase connectivity in rural areas. Digital access sessions continue to be delivered and in the last three months we have increased the number and location of support sessions across the borough. Sessions have now been held in Coppull, Astley, Hoghton, Adlington and Chorley, and have also been provided at the Chorley Job Centre and Livingwaters Café/Food bank. Also, through working with SPICE we have recruited two digital volunteers who will support people to get online in Hoghton and Astley Village. The sessions are receiving good attendance and feedback.

Performance of Key Projects



16. There are four key projects included in the 2015/16 Corporate Strategy under this priority, and at the end of the first quarter overall performance is good.
17. At the end of the first quarter, 3 projects (75%) were rated green, meaning that they are progressing according to timescale and plan:
 - Develop a new community centre for Buckshaw Village
 - Explore and deliver an integrated sports offer for the Westway area
 - Increase connectivity in rural areas
18. One project is currently rated amber which is early warning that there may be a problem with the project:

Project Title		Project Status
Delivery of Community Action Plans		Amber
Explanation	<p>Following the initial period of delivery, it was agreed that a review be undertaken to evaluate the approach to Community Action Plans and assess outcomes achieved to date, in order to ensure a robust approach to future delivery.</p> <p>This process has now been completed and a way forward agreed, however some delays were incurred to delivery of the plans in some areas.</p>	

<p>Action Required</p>	<p>The current phase will see each of the action plan areas (Chorley East, Rural, Astley Village and Clayton) assigned to a Director to guide, lead and drive forward each of the plans, alongside Lead Members. The plans will continue to be delivered based on the projects agreed by Executive Cabinet earlier in the year.</p> <p>Activity to progress the plans is now underway and will be supported by the Health and Wellbeing Team. The delivery of Community Action Plans will also be evaluated further in this quarter, with proposals developed for their long-term development</p>
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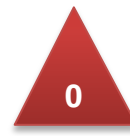
Performance of Corporate Strategy Measures



Performance is better than target



Worse than target but within threshold



Worse than target, outside threshold

- 19. At the end of the first quarter, it is possible to report on one of the seven key performance indicators under this priority, 'percentage increase in digital access points for residents across the borough' and this indicator is performing on target. The full outturn information for the performance indicators is included at Appendix A.
- 20. Other indicators under this priority are monitored either bi-annually or annually with performance to be reported in future monitoring.



Clean, Safe and Healthy Communities

The long term outcomes for this priority are:

- Clean and safe streets
- Reduced health inequalities
- A wide range of quality recreational activities
- High quality, affordable and suitable housing
- High quality play areas, parks and open spaces

Achieving the long term outcomes in Quarter One

22. In Quarter One the Glasshouse in Astley Park has been completed and launched to the public at the Chorley Flower Show. Full planning permission has been secured for the Extra Care scheme and one of the two parcels of land is now fully in Council ownership. The CCTV project is progressing, with work on the control room almost complete and the next phase will be installation of the cameras themselves.
23. Residents are encouraged to be more healthy as the number of visitors to council's leisure centres continues to increase with 3% more visits during quarter one than the same period last year. More than 7,500 young people also took part in Get Up and Go activities during quarter one. The number of long term empty properties in the borough continues to decrease, with 13.3% less than the same time last year.

Performance of Key Projects



24. There are four key projects included in the 2015/16 Corporate Strategy under this priority, and at the end of the first quarter overall performance is good.
25. At the end of the first quarter, one project (25%) has been completed and the key outcomes are detailed below:
- Deliver improvements to Astley Park Walled Garden

<p>Deliver improvements to Astley Park Walled Garden</p> <p>This project has seen improvements made to the Walled Garden in Astley Park, including the building of a Glass House which is a Victorian-style greenhouse, with all aspects completed on time and within budget.</p> <p>The Glass House has been built to create a more authentic experience of the Walled Garden and to provide an enhanced visitor experience, both recreational and educational, with additional internal space for growing plants and community food initiatives. It has the potential to significantly encourage and increase visitors to Astley Hall and Park and in turn, the borough itself.</p> <p>The project also included building paths to ensure access for all (linking in with the existing path network), internal furniture and fittings which include the installation of blinds, heating and internal water storage harvested from the roof. A £14,000 grant from the Lancashire Environmental Fund provided internal landscaping, heating, staging and some exotic specimen plants to provide an immediate impact.</p> <p>The Glass House was unveiled to the public as the show piece of the Chorley Flower Show on Saturday 31 July with very positive comments received from members of the public. It will now be promoted as a key attraction within the park as part of a diverse borough-wide visitor offer.</p>
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26. Two projects (50%) were rated green, meaning that they are progressing according to timescale and plan:
- Deliver improved CCTV provision
 - Deliver the Extra Care facility for Chorley
27. One project (25%) is currently rated as 'red', which indicates more serious problems such as falling behind schedule or exceeding budgets:

Project Title		Project Status
Progress the delivery of Friday Street Health Centre		Red
Explanation	<p>As has been previously reported, following the Project Board in June 2015, the decision was taken to continue to progress the Friday Street Health Centre however due to a lack of clarity around financing, the project was rated Amber. During quarter four due to the lack of progress on the project, a Red status was applied, which continues to be in place as no further progress has been made in the first quarter of this reporting year.</p> <p>The process for gaining approval from NHS England for new health facilities has now changed which means that Friday Street will undergo further consideration as part of a review by the Clinical Commissioning Group to gain approval from NHS England and access to finance via the Estates and Technology Fund.</p>	
Action Required	<p>The project team are in regular dialogue and continue to work to ensure that Friday Street Health Centre is recognised as a high priority by the Clinical Commissioning Group in support of the funding submission to the NHS England Estate and Technology Fund.</p> <p>Guidance suggests that the initial review process will be complete and feedback available by the end of August 2016 and the current outlook is positive.</p>	

Performance of Corporate Strategy Measures

Performance is better than target



Worse than target but within threshold



Worse than target, outside threshold

28. At the end of the first quarter, it is possible to report on four of the key performance indicators under this priority within the Corporate Strategy. The full outturn information for the performance indicators is included at Appendix A.
29. Three of these indicators (75%) were performing on or better than target:
- The number of visits to Council leisure centres
 - The number of people taking part in 'Get Up and Go' activities
 - Number of long term empty properties in the borough
30. One indicator (25%) is performing slightly below target, but is within the 5% tolerance threshold:
- Number of homelessness preventions and reliefs



A strong local economy

The long term outcomes for this priority are:

- A vibrant town centre and villages
- A strong and expanding business sector
- Access to high quality employment and education opportunities

Achieving the long term outcomes in Quarter One

32. In Quarter One, work continued to make Chorley a vibrant town centre with surveys to identify improvements to the look and feel of the town centre now completed and a draft public realm report with options for sites completed. Work continues on the Market Walk extension, with a main focus on securing 75% lettings for the development which is now considered imminent. Work is also underway to refresh the town centre strategy and car park strategy. In the next quarter an update report will be presented to Members at the September Full Council Meeting.
33. More working age residents are now in paid employment, and the number of projected jobs created through targeted interventions is performing better than target, with a total of 37 jobs projected this quarter.

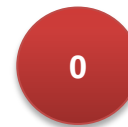
Performance of Key Projects



4 Projects reported green



0 Projects reported amber



0 Projects reported red

34. There are four key projects included in the 2015/16 Corporate Strategy under this priority, and at the end of the first quarter overall performance is excellent.
35. At the end of the first quarter, all four projects were rated green, meaning that they are progressing according to timescale and plan:
- Deliver the Market Walk Extension
 - Develop an economic masterplan for the Botany Bay area
 - Improve the look and feel of the town centre
 - Develop Chorley's town and rural tourism economy

Performance of Corporate Strategy Measures



2 Performance is on or better than target



0 Worse than target but within threshold



1 Worse than target, outside threshold

36. At the end of the first quarter, it is possible to report on three of the key performance indicators under this priority within the Corporate Strategy, and two of these indicators (67%) were performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.

37. The following indicators are performing better than target:

- Overall employment rate
- Number of projected jobs created through targeted interventions

38. One indicator (33%) performed below target; the percentage of 16-18 year olds who are not in education, employment or training (NEET).

39. The table below gives the reasons why performance is currently below target, and the steps that are being taken to improve performance. A brief analysis of trend has also been provided to give some context to the performance value:

Performance Indicator		Target	Performance
The percentage of 16-18 year olds who are not in education, employment or training (NEET)		4.8%	5.3%
Reason below target	<p>Lancashire County Council collate the figures for NEET young people and suggest that the decline in performance at the end of quarter 1 may be related to a change in the approach to reporting.</p> <p>The frequency of data collected by Lancashire County Council from Preston College has changed, with Preston College now sharing their early leaver's destination with Lancashire County Council Young People's Service on a monthly basis.</p> <p>This means that young people are being placed on the NEET register sooner, which has had an impact on the figures for the whole of Lancashire. Previously, young people in College would be followed up after 12 months, and would have been placed on the register more accurately at a later time in September as NEET or Not Known.</p>		
Action required	<p>Lancashire County Council indicates that this is a transition period where the NEET figures normally go up at this time of year. Chorley's performance is slightly better than Lancashire's quarter one outturn which is 5.6%. It is expected that the figure will come down by September as the young people re-appear on Preston and other college's lists.</p> <p>NEET figures will be monitored closely over the coming quarter, and Chorley Council will continue to support young people on their way to employment and learning new skills through scheme such as our Runshaw College Employment Support Project. This scheme helps young people into apprenticeships by reducing barriers to apprentice take up. In 2015/16, 19 young people were supported through the scheme, 11 of these young people were NEET. The fund has been used to help towards costs additional to wages such as equipment, travel, work clothes and training fees.</p>		
Trend:	<p>At the end of quarter one 2015/16 performance for Chorley was 3.8%. At the end of quarter one 2015/16 performance for Lancashire was 5.4%</p>		



An ambitious Council that does more to meet the needs of local residents and the local area

The long term outcomes for this priority are:

- A council that consults and engages with residents
- An ambitious council that continually strives to improve
- Cohesive communities in and around outlying areas

Achieving the long term outcomes in Quarter One

40. Work has continued on the Youth Zone. This quarter has seen an Onside Project Manager being appointed, planning permission being applied for (secured in July) and procurement commencing.
41. The Chorley Public Service Reform Partnership has made significant progress with successful activity to support integrated locality working. Particular highlights include the delivery of two testbed events in Chorley inner east, a community event and a service collaboration hub which brought services together in a base at the locality of focus.

Performance of Key Projects



Projects reported green



Projects reported amber



Projects reported red

42. There are four key projects included in the 2015/16 Corporate Strategy under this priority, and at the end of the first quarter overall performance is excellent.
43. At the end of the first quarter, all four projects were rated green, meaning that they are progressing according to timescale and plan:
 - Reform public services in Chorley
 - Progress delivery of the Chorley Youth Zone
 - Review the way the Council operates and implement changes
 - Develop a skills framework for Chorley

Performance of Corporate Strategy Measures



Performance is better than target



Worse than target but within threshold



Worse than target, outside threshold

44. At the end of the first quarter, it is possible to report on two of the key performance indicators under this priority within the Corporate Strategy:
- % of customers dissatisfied with the service received from the Council
 - % of service requests received online
45. The percentage of service requests received online performed slightly below target but within the 5% tolerance.
46. One indicator performed below target: customers dissatisfied with the service received from the Council, and the table below gives the reasons why and actions being taken to improve performance. A brief analysis of trend has also been provided to give some context to the performance value:

Performance Indicator		Target	Performance
The percentage of customers dissatisfied with the service received from the council		Less than 20%	21.3%
Reason below target	<p>This indicator measures the percentage of customers who are dissatisfied with the service they have received from the Council (both dissatisfied and fairly dissatisfied). Previously, performance had been very positive, reported at 17.1% at the end of last year (quarter 4 2015/16).</p> <p>Dissatisfaction focuses primarily around progress of customer requests and keeping the customer informed, rather than problems with any specific services. Examples include not responding within a reasonable time frame and not keeping customers informed of progress and hand-offs to other agencies or organisations for more complex cases.</p>		
Action required	<p>A range of measures will be implemented to ensure swift and effective action:</p> <ul style="list-style-type: none"> • Performance has been discussed by Senior Management Team and all managers will take a proactive approach to ensuring that customer care remains a high priority. • All staff will receive refresher training on the importance of customer care to reinforce standards and organisational expectations. • Reminders on the importance of customer care have been posted on the internal intranet and information about customer dissatisfaction is regularly made available to all managers and staff via internal communications including core brief. Managers can also use the call back performance reports on the intranet to monitor how timely their staff are in responding to customers. • All staff will be made aware to include clear notes when closing off cases using the MyAccount system so that customers can track and understand the progress of their requests without needing to phone the contact centre. 		
Trend:	At the end of quarter one 2015/16 performance was 18.5%.		

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

47. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are seven indicators that can be reported at the end of the first quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.



Performance is better than target



Worse than target but within threshold



Worse than target, outside threshold

48. Four (57%) of the Key Service delivery measures are performing on or above target:

- Number of households living in Temporary Accommodation
- Number of missed collections per 100,000 collections of household waste
- Supplier Payment within 30 days
- Vacant town centre floor space

49. Two (29%) of the Key Service delivery measures are performing worse than target, but within the 5% threshold:

- Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit
- Percentage of Council Tax collected

50. There is only one indicator (14%) that is performing below target; the average working days per employee per year lost through sickness absence. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator		Target	Performance
Average working days per employee per year lost through sickness absence		1.75 days	2.01 days
Reason below target	<p>In the first quarter of 2016/17 there were 5 long-term sickness absence cases across the council.</p> <p>Occasions of short-term absences were 27 in April, 21 in May, and 24 in June. Whilst these levels are still off track, they are an improvement on last year where in June 2015 there were 35 occasions of short term sickness.</p>		

<p>Action required</p>	<p>Long-term cases are being managed in accordance with the Attendance Policy. Employees are receiving monthly welfare or early intervention welfare meetings if they are suffering with depression/sickness. Continued long-term absences may result in a medical capability hearing and notifications being issued in a timely fashion leading up to the hearing. Employees who have been absent on long-term will be offered a phased return to work and appointment with Occupational Health to consider reasonable adjustments to their roles.</p> <p>All short-term cases are being managed in accordance with the Attendance Policy. Triggers are being used to manage short-term absences and attendance meetings held to offer support. The invite letter for absence meetings is currently being reviewed in accordance with the recommendations from the report to the Overview and Scrutiny Task Group into sickness absence. Sanctions may be issued if absences are considered to be excessive.</p> <p>Support continues to be provided for all staff in terms of the UK Healthcare Cash Plan which offers benefit for physio and dental treatment for example.</p>
<p>Trend:</p>	<p>Performance at the end of quarter one 2015/16, was 2.19 days</p>

IMPLICATIONS OF REPORT

51. 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	

CHRIS SINNOTT
DIRECTOR (POLICY AND GOVERNANCE)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	12 August 2016	First Quarter Performance Report 2016/17

Appendix A: Performance of Corporate Strategy Key Measures

★ Performance is better than target
 ● Worse than target but within threshold
 ▲ Worse than target, outside threshold

Indicator Name	Polarity	Target	Performance Quarter 1	Symbol	Trend*	% Change (year on year)
% increase in digital access points across the borough	Baseline	0%	0%	★		
Overall employment rate	Bigger is better	80%	82.8%	★	↑	↑ +6.0%
Number of projected jobs created through targeted interventions	Bigger is better	32	37	★	↑	↑ +5.7%
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	4.8%	5.3%	▲	↓	↓ +39.5%
The number of visits to Council's leisure centres	Bigger is better	250,000	291,296	★	↑	↑ +3.0%
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	5,000	7,591	★	↑	↓ -29.9%
Number of Homelessness Preventions and Reliefs	Bigger is better	150	147	●	↑	↓ -23.4%
Number of long term empty properties in the borough	Smaller is better	190	175	★	↑	↑ -13.4%
% customers dissatisfied with the service they have received from the council	Smaller is better	20%	21.3%	▲	↓	↓ +15.1%
% service requests received online	Bigger is better	18%	15.26%	●	↑	↑ +14.4%

**Trend shown is for change from quarter 4 2015/16*

Appendix B: Performance of key service delivery measures

★ Performance is better than target

● Worse than target but within threshold

▲ Worse than target, outside threshold

Indicator Name	Polarity	Target	Performance Quarter 1	Symbol	Trend*	% Change (year on year)
Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit	Smaller is better	6 days	6.16 days	●	↑	↑ -26.0%
Number of households living in Temporary Accommodation	Smaller is better	15	6	★	↑	↑ -14.3%
Number of missed collections per 100,000 collections of household waste	Smaller is better	49	46	★	→	0%
Supplier Payment within 30 days	Bigger is better	99%	99.21%	★	↓	↓ -0.7%
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	1.75 days	2.01 days	▲	↓	↑ -8.2%
Vacant Town Centre Floor Space	Smaller is better	6%	4.8%	★	↓	↓ +16.2%
% Council Tax collected	Bigger is better	28.87%	28.66%	●	↑	↓ -0.7%

**Trend shown is for change from quarter 4 2015/16*

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	25 August 2016

REVENUE AND CAPITAL BUDGET MONITORING 2016/17 REPORT 1 (END OF JUNE 2016)

PURPOSE OF REPORT

1. This report sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2016/17.

RECOMMENDATION(S)

2. Note the full year forecast position for the 2016/17 revenue budget and capital investment programme.
3. Note the forecast position on the Council's reserves.
4. Request Executive Cabinet approve the use of £67,000 from in-year revenue underspends to invest in the Retail Grants Programme.
5. Request Executive Cabinet approve the use of £15,000 revenue savings against the Meals on Wheels budget to contribute towards the additional Christmas Lighting costs in 2016 and make this a permanent budget virement for future years.
6. Request Executive Cabinet approve the use of £25,000 from in-year revenue underspends to finance the review that will be undertaken to identify empty homes brought back into use and increase the subsequent increase in the New Homes Bonus grant.
7. Note the changes to the Capital Programme to reflect delivery in 2016/17.

EXECUTIVE SUMMARY OF REPORT

8. The projected revenue outturn currently shows a forecast underspend of £245,000 against budget. No action is required at this stage in the year.
9. The latest forecast excludes any variation to projected expenditure on investment items added to the budget in 2016/17. These projects are forecast to fully expend in 2016/17 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.
10. In the 2016/17 budget the expected net income from Market Walk after deducting financing costs is £0.942m. The latest projection shows that the forecast outturn is £1.002m.
11. The forecast of capital expenditure in 2016/17 is £14.006m.
12. The Council is expected to make overall target savings of £150k in 2016/17 from management of the establishment. Savings of £100k have already been achieved for the

year, with the remaining balance expected to be achieved over the coming months.

13. The Council’s Medium Term Financial Strategy proposed that working balances are to reach £4.0m over the 3 year lifespan of the MTFs to 2018/19 due to the financial risks facing the Council. A budgeted contribution into General Balances of £500k is contained within the new investment package for 2016/17. The current forecast to the end of June shows that the General Fund balance could be around £3.430m by the end of the financial year. Should the recommendations in this report be approved, the forecast balance would reduce to £3.363m and be on target to achieve £4.0m by 2018/19.

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

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

14. To ensure the Council’s budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

15. None.

CORPORATE PRIORITIES

16. This report relates to the following Strategic Objectives:

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

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

BACKGROUND

17. The latest net revenue budget is £18.261m. This has been amended to include approved slippage from 2015/16 and any transfers from reserves. The significant additions to the budget include:
- £141,290 slippage items from 2015/16.
 - £907,830 balance of investment budgets carried forward from 2015/16.
 - £150,000 use of Change Management Reserve to finance redundancy costs incurred in 2016/17.
 - £227,070 Transformation Challenge Award funding from reserves.
 - £692,240 Reverse assignment income for Royal Oak Public House from reserves. This will be moved into an earmarked reserve and used to secure control of the site identified in the Chorley Town Centre Masterplan as a new civic quarter.
 - £80,000 use of ICT contracts reserve.
 - £65,770 Apprenticeship funding from reserves.
 - £66,710 balance from the Neighbourhood pump priming budget.
18. A full schedule of the investment budgets carried forward from 2015/16 and the new (non-recurrent) investment budgets introduced in the 2016/17 budget are shown in Appendix 2 together with expenditure to date against these projects (for capital items see Appendix 4).
19. The Council's approved revenue budget for 2016/17 included target savings of £150,000 from management of the staffing establishment.
20. Following the recommendations made in the 2015/16 Provisional Revenue and Capital Outturn Report approved by July Council that £150,000 from 2015/16 in-year revenue underspends be set aside to fund additional one-off costs arising from the new Management Structure Review. The report also recommended the transfer of £50,000 from in-year revenue underspends to the Buildings Maintenance Fund to finance asset improvements in 2016/17.
21. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first three months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
22. The latest forecast of capital expenditure in 2016/17 is £14.006m. The latest capital forecast is detailed in Appendix 4 based upon actual and committed expenditure during the first three months of the financial year and adjusted for future spending based upon the latest timescales for project delivery.

SECTION A: CURRENT FORECAST POSITION – REVENUE

23. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £245,000. The significant variances from the cash budget are shown in the table 1 below.

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

Note: Overspends/shortfalls in income are shown as ().

	£'000	£'000
Expenditure:		
Staffing costs	187	
Redundancy costs	(141)	
Review of empty homes and New Homes Bonus	(25)	
Meals on Wheels Service	15	
Christmas Lighting & electrical infrastructure	(22)	
Chorley Youth Zone	45	
Computer Equipment/Software	13	
Waste Contract	<u>12</u>	
		84
Income:		
Local Council Tax Support Admin Subsidy Grant	21	
Housing Benefit related grants	44	
Supporting People Income	24	
Individual Electoral Registration grants	20	
Market Walk Surplus Income	<u>60</u>	
		169
Other:		
Housing Benefits	(9)	
Other minor variances	<u>1</u>	
		(8)
Net Movement		245

Expenditure

24. The forecast saving of £187,000 on staffing costs shown in table 1 is in addition to the contribution of £100,000 already made to meet the corporate savings target for 2016/17. The total savings of £287k achieved to date are a result of vacant posts, many of which are a direct result of the recent Senior Management Review. The forecast variations profiled above make assumptions regarding the start dates of staff to vacant posts, these assumptions are monitored on a monthly basis.
25. As detailed in the 2015/16 Revenue Outturn report presented in June, a consequence of the Senior Management Review was additional one-off redundancy costs that have been incurred following recruitment to the second and third tier of management. The total cost in 2016/17 is £291k. A sum of £150k from 2015/16 revenue savings has already been approved to offset these costs, the remaining costs of £141k can be covered by in-year staffing savings detailed in the paragraph above. No further use of reserves is anticipated in meeting the costs of staffing restructures in 2016/17.
26. Earlier this year, the Director of Customer & Digital Services presented an update to Strategy Group on the success of the Empty Homes Review Service 2015, developed and packaged by Capacity Grid, and made recommendations that a further review should be

approved for 2016. The review aims to maximise the amount of New Homes Bonus (NHB) available to the Council by identifying long term empty properties that have been brought back into use, therefore increasing the number of properties eligible for NHB. The results of the 2015 review indicate projected NHB funding of around £88k per annum as a direct result of the review. In December 2015, the DCLG announced proposals that 2016 would be the final year when the award period is set at 6 years with suggested stepped reductions effective from 2017. It is recommended that Council approve the use of £25,000 from in-year revenue underspends to finance the review for 2016 to maximise potential NHB funding before the adverse changes are introduced in 2017.

27. In 2014/15 the Council introduced a new mainstream investment budget of £30k for the Meals on Wheels service to deliver hot meals to older vulnerable people. Take up of the service has been lower than budgeted in the first 2 years of the scheme, with expenditure of around £6k in 2014/15, increasing to around £11k in the second year. The provider is undertaking additional marketing and promotion to raise awareness and increase demand for the service, however it is unlikely that the full budget of £30k will be required for 2016/17. Even with an assumed increase in take up of the service the current forecast for 2016/17 is £15k. A saving of around £15k is therefore forecast at this stage of the year.
28. One area that requires additional funding in 2016/17 is the Christmas lighting requirements for the town centre. Prices have recently been obtained from Blackpool Illuminations for this year's lighting displays at a cost of £27k. It is also proposed that the small shop front Christmas trees are again installed as they were last year at a cost of around £12k. There is currently a budget provision of £25k in 2016/17 and if the proposals are approved, additional funding of £14k will be required. In addition to this, there will be one-off costs of around £8k in 2016/17 as a result of an electrical infrastructure upgrade that is required to the town centre power supply points, increasing the funding requirement to £22k. The town centre lights are a premium display that attracts visitors to the town centre during the Christmas period. It is recommended that Council approve the use of the £15k forecast underspend on the Meals on Wheels service, outlined in paragraph 27, to contribute towards this additional funding requirement in 2016/17, and this is made a permanent budget virement for future years.
29. For 2016/17 the Council's budget included a provision of £50k in relation to running costs for the new Chorley Youth Zone, together with £25k budget carried forward from 2015/16 in an earmarked reserve, giving a total budget of £75k. As this scheme will not go live until 2017/18 the majority of this funding will not be required. The forecast expenditure to date consists of a contribution of £30k towards the revenue costs incurred before the Youth Zone opens including raising awareness of the new site. As a result, the current forecast is an underspend of £45k in 2016/17. The revenue costs for future years will be profiled and included in the Council's budget setting process for 2017/18 to 2019/20, the full year annual budget contribution from Chorley will be £100k.
30. In 2015/16 the Council set aside a sum of £100k from in-year revenue underspends to fund one-off capital payments to secure recurrent revenue savings on ICT contracts, two of which were due to be re-negotiated with IDOX and Capita Business Services. Recurrent savings of around £30k had already been negotiated on these contracts at the time of setting the Council's budget in March and these savings are included in the 2016/17 base budget. I am pleased to report that final negotiations on the Capita contract achieved a further reduction in the contract price of around £13k per annum, generating a saving for 2016/17 and each year of the five year contract.
31. The Council's annual waste collection contract with Veolia is subject to inflationary increases in charges with effect from April each year, using the measure for RPIX in March. The actual March RPIX figure at 1.6% was lower than expected the 2% provision included in the budget for 2016/17 and this has generated a saving on the contract costs of around £12,000 for the current year.

Income

32. The Council's revenue budget for 2016/17 included the receipt of an estimated £409k in government grants in the form of Housing Benefit and Localised Council Tax Support Admin Subsidy Grants from the DWP and DCLG respectively. The amount of Housing Benefit Admin grant to be awarded was announced in December and the figure built into the 2016/17 budget. However the award for Council Tax Support Admin grant had still not been announced and as a result the budget was based on an estimated allocation taking into account the grant awards made in previous years. The grant award was finally announced in March and I am pleased to report that the actual grant for 2016/17 is around £21k higher than anticipated when setting the budget.
33. The Council has also been awarded a number of additional benefits related grants from the DWP, which have been announced since the setting of the Council's budget in March. A grant of £19,353 has been awarded for the costs of implementing Welfare Reform changes in 2016/17, and £13,919 in respect of implementation of the 2016 benefit cap changes. Together with other minor new burdens grants awarded in the first quarter, this has resulted in additional income for the Council of around £44,000 in 2016/17.
34. At the time of setting the Council's budget for 2016/17 there was a level of uncertainty regarding the continued funding to be provided by Lancashire County Council for support to Cotswold House in the form of Supporting People income. Consequently, the budgeted income level was reduced for 2016/17 in anticipation of a potential reduction in funding. I am pleased to report that funding has since been agreed at a similar level to 2015/16 and is available to the end of March 2017. As a result, the Council should receive additional income of around £24k compared to the budget for 2016/17. This funding will cease in 2017/18 leaving a budget shortfall to be addressed as part of the 2017/18 budget setting process.
35. In recent years the Council has received funding from the Cabinet Office in the form of section 31 grants to contribute to the additional costs of transferring to Individual Electoral Registration (IER). It was anticipated that the last year of funding would be 2015/16 as the deadline for IER was set at December 2015. Following feedback received from local authorities on the continuing burden of IER, the Cabinet Office has recently announced that funding will now be available for 2016/17 and that the Council will receive an initial grant of £17,465. A further grant of £2,889 has also been awarded as a result of the extension to the IER deadline in 2016.

Budget Requests from Underspends

36. The Council's budget for 2016/17 included additional investment of £80k to continue the successful Retail Grants Programme. The Retail Grants Programme over the last four years has created new jobs, contributed to the low vacancy rates in Chorley town centre, and improved the visual appearance of numerous retail properties across the borough. The programme continues to play a key role in the Council's grants portfolio and this is evidenced by the very high continued demand for the programme's grant support. Due to this very high demand the majority of the funding has already been committed with a balance of only £27k currently remaining. Against this balance, a further five grant applications have been received totalling £19k and should these be approved, the remaining funding available would reduce to just £8k. There are also around 25 further applications in the pipeline and the funding required for these is estimated to be in the region of £75k. As a result, it is recommended that the Council approve the set-aside of in-year revenue underspends to meet this estimated additional funding requirement of £67k.

MARKET WALK

37. The budgeted net rental income from Market Walk after taking account of financing costs in 2016/17 is £0.942m. The latest forecast indicates a surplus of £0.060m and is detailed in the table below.

Table 2: Market Walk Income Forecast (June 2016)

	2016/17 Budget	2016/17 Forecast	2016/17 Variance
Rental & Insurance Income	1,724,100	1,784,100	60,000
Operational Costs (excluding financing)	152,950	152,950	0
Net Income (excluding financing)	1,571,150	1,631,150	60,000
Financing Costs	628,830	628,830	0
Net Income (including financing)	942,320	1,002,320	60,000
Income Equalisation Reserve (Annual Contribution)	50,000	50,000	0
Asset Management Reserve (Market Walk)	50,000	50,000	0
Net Income	842,320	902,320	60,000

38. The surplus income of £60k is due to a prudent income budget being set during the 2016/17 budget setting process. At the time there were a number of tenants whose rental agreements were being renegotiated and as such the income levels were uncertain. The results of these renegotiations have not resulted in the anticipated loss of income and therefore a surplus is forecast.
39. The approved budget made provision for a £50,000 transfer to reserve to fund asset maintenance costs outside of the service charge agreement and a £50,000 transfer to an equalisation account to build up a reserve to fund any future reduction to income levels. The forecast balances at the end of 2016/17 after the in-year contributions are £250k (income equalisation) and £136k (asset management reserve).

GENERAL FUND RESOURCES AND BALANCES

40. With regard to working balances, and as per Appendix 1, the Council started the year with a balance of £2.685m. The approved MTFS proposes that working balances are to reach £4.0m over the 3 year lifespan of the MTFS to 2018/19 given the budgetary challenges facing the Council. The current forecast to the end of June shows that the initial General Fund closing balance could be around £3.430m. Should the recommendations in this report be approved, the forecast balance would reduce to £3.363m as detailed in table 3 below. Forecast General Balances would exceed the target to achieve £4.0m by 2018/19.

Table 3 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2016/17	2.685
Budgeted contribution to General Balances	0.500
Forecast revenue budget underspend	0.245
Initial General Fund Balance 2016/17	3.430
Funding for Retail Grants Programme	(0.067)
Forecast General Fund Closing Balance 2016/17	3.363
Budgeted contribution to General Fund 17/18	0.500
Budgeted contribution to General Fund 18/19	0.259
Forecast General Fund Closing Balance 2018/19	4.122

41. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2016/17.
42. The 2016/17 budget setting process set aside £603k of New Homes Bonus to create a reserve to fund investment projects that would earn revenue surpluses to the Council. To date £150k has been spent against this budget to develop the bid for £4m of European grant funding to construct a Digital Park. Further commitments relating to this project are forecast to be £70k including £25k procurement advice and further architectural and QS fees. Total commitments against this budget are therefore £220k leaving £383k remaining.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

43. Table 4 below summarises:
- Capital budget (1) – the capital budget agreed by Special Council in March 2016 including amendments as per the 2015/16 outturn report agreed by Council in July 2016
 - Capital budget (2) - the 3 year capital budget following adjustments and re-profiling as described below

Table 4: Profiling of the Capital Budget 2016/17 – 2018/19

Year	Capital Budget (1) £'000	Capital Budget (2) £'000	Changes £'000
2016/17	22,976	14,006	(8,970)
2017/18	11,643	22,106	10,463
2018/19	4,287	4,287	0
Total	38,906	40,399	1,493

44. An update on the Directorate's major capital projects are outlined below

45. There is £51k of committed expenditure relating to the purchase of **recycling receptacles**. The total budget of £115k is forecast to be fully committed in 2016/17
46. The S106 funded works at the **Puffin Crossing Collingwood Rd** have not been completed, the total budget of £47k is to be spent in 2016/17

Policy & Governance

47. The Council's capital contribution to **Chorley Youth Zone** is £918k made up of £800k contribution to the Chorley Youth Zone Trust (£150k of which was made in 2015/16) and £118k for the demolition of the current site. In 2016/17 LCC will contribute £1m to the project with the funds to be paid to CBC to then grant the funds to the trust. This additional £1m has been added to the capital programme.
48. The profile of future capital expenditure will be worked up in 2016/17 in the meantime it is assumed that half the Council's contribution will be made in 2016/17 and the remaining half in 2017/18. The contribution from CBC regarding the demolition costs are now forecast to be £55k. As such the forecast contribution from CBC is now as follows:

Expenditure	2016/17	2017/18	Total
Demolition (CBC Contribution)	55,000	0	55,000
Chorley Contribution	325,000	325,000	650,000
LCC Contribution via CBC	500,000	500,000	1,000,000
Total	880,000	825,000	1,705,000

49. The **Astley Hall and Park Development** budget is £711k and includes £100k match funding for a Heritage Lottery Fund bid for Astley Hall as well as events infrastructure and parking, tennis courts and the construction of a Victorian Glass House. All budgets are forecast to be fully spent in 2016/17.

Early Intervention

50. The budget for the **Disabled Facility Grants** programme was set before the 2016/17 allocation was announced by LCC. The original budget of £414k consisted of an estimated £369k grant with the remaining £55k coming from contributions from registered providers (RP) and what remained of a regional housing programme grant. The 2016/17 allocation from LCC is £614k. LCC have not elaborated on any additional expectations or conditions that they expect Districts to fulfil with the extra DFG funds nor have they agreed or denied that any unspent grant at year end will be clawed back from LCC. The target for DFG delivery is £425k to be funded by the grant and any RP contributions. It is recommended that this budget is increased by £11k to match this target. Further clarification will be sought as to the requirements of the grant and whether any uncommitted grant can be carried forward into future years.
51. The extension and final refurbishment of **Cotswolds House** is due to commence and complete in 2016/17. The total budget is £858,000 funded by a £658k HCA grant and £200k contribution from CBC. Planning permission has been granted with the contract for works currently out to tender. Works are scheduled to start on site in October 2016 with completion scheduled for January 2017.

Regeneration & Inward Investment

52. The total approved budget for **Market Walk Extension** is £12.862m of which £613k was spent in 2015/16 leaving a remaining budget of £12.249m. Costs relating to the construction of the extension are currently being estimated and subject to Council approval in September 2016, works are scheduled to begin in January 2017 and complete in March 2018. Some enabling works will be carried out in 2016/17 including the purchase of Apex House and works to Fazarkerley St. It is proposed at this point that the budget is re-profiled £3m 2016/17 and £9.249m 17/18 to better reflect the profile of expenditure.
53. Expenditure to date for **Chorley Public Realm** relates to the creation of detailed designs including the phasing of the works. As of yet there is no update on expenditure relating to works in 2016/17 and so the budget of £1m will remain in 2016/17.
54. There is currently no commitment to spend the £726k S106 agreement relating to **Buckshaw Village Rail Station** resultantly the budget will be re-profiled into 2017/18.
55. The **Play, Recreation and Open Space** projects involve a number of different sites:

Project	Current Budget 2016/17
Abbey Village (carry forward 15/16)	21,500
Union St, Whittle-le-woods (carry forward 15/16)	3,684
Knowley Brow (carry forward 15/16)	13,267
Buttermere	33,500
Harpers Lane Rec, Chorley	50,000
Gough Lane, Clayton Brook	15,200
Coronation Recreation Ground	265,700
Tatton Recreation Ground	162,200
Wymott Park Playground, Ulnes Walton	17,100
Grafton St, Adlington	34,400
Osborne Drive Play Area	49,200
Tansley Aveue, Coppull	40,638
Mossie Close, Charnock	42,700
Station Rd, Croston	22,900
Drapers Ave/Langton Close, Ecclestone	27,000
Approved budget 2016/17	798,989
King George V Play & Pitches (brought forward 17/18)	13,000
Adjusted budget 2016/17	811,989

56. Works to **King George V Play & Pitches** were due to commence in 2017/18 however preliminary site investigation is being undertaken in order to scope the extent of the drainage required to further the project. As such £13k of £440k approved budget has been re-profiled from 2017/18 into 2016/17. In addition the bid for £100k from Sport England for works to **Tatton Recreation Ground** was not successful, as such the budget has been reduced to reflect this reduction in funding. This will result in a delay in the installation of a running track; further S106 contributions are being identified to meet this budget requirement.

- 57. Planning permission was secured in June 2016 for the **Extra Care Facility**. The contractor is being procured under the LCC Strategic Partnership Framework Arrangement. The next steps are to secure full Council approval to proceed with the scheme in September and also complete the negotiations with St John to acquire a parcel of land. Start on site will be expected in early 2017 although and will be complete by no later than the end of March 2019 (HCA deadline) and could be much sooner as the build is anticipated to take 70 weeks.
- 58. Site investigation is currently underway as part of the **Westway Playing Fields Sports Campus** project. The results of the investigations will outline the scope of drainage works to be undertaken. Consultants have also been appointed to advise on events car parking and are undertaking ground investigation works relating to the car park.
- 59. As per the recommendations approved at Full Council on 19th July 2016, the £645k budget for the purchase of the site at the **Digital Office Park** will be added to the capital programme.

Capital Financing

- 60. The capital programme is financed using different sources of funding. The table below shows the latest proposed financing based on the forecast of expenditure in 2016/17. This in line with budget and will be reviewed at year-end to best manage the Council’s own resources.

Table 5: Forecast Capital Financing 2016/17

Fund	Quarter 1 2016/17 £'000
External Contributions	4,530
Grants	1,971
New Homes Bonus	400
Earmarked Reserves	1,968
Revenue	0
Capital Receipts	852
Borrowing	4,285
Capital Financing 2016/17	14,006

IMPLICATIONS OF REPORT

- 61. 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

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

COMMENTS OF THE MONITORING OFFICER

63. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond/James Thomson	5488/5025	28/07/16	Revenue and Capital Budget Monitoring 2016-17 Report 1

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2016/17 Forecast to end of June 2016	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Customer & Digital	6,499,430	(157,520)	(94,590)	320,910	6,568,230	(40,000)		6,528,230	6,514,390	13,840	0.2%
Policy & Governance	4,005,280	147,360	46,330	356,340	4,555,310	(40,000)		4,515,310	4,439,980	75,330	1.7%
Early Intervention	2,605,910	(17,300)	40,590	536,090	3,165,290			3,165,290	3,096,140	69,150	2.2%
Business Development & Growth	814,240	27,460	7,670	1,256,030	2,105,400	(20,000)		2,085,400	2,059,970	25,430	1.2%
Directorate Total	13,924,860	-	-	2,469,370	16,394,230	(100,000)	-	16,294,230	16,110,480	183,750	1.1%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	240,270				240,270			240,270	235,000	5,270	2.2%
Pensions Deficit Recovery (Fixed Rate)	955,600				955,600			955,600	955,600	-	-
Benefit Payments	(55,450)				(55,450)			(55,450)	(45,578)	(9,872)	17.8%
Market Walk	(1,696,450)				(1,696,450)			(1,696,450)	(1,756,450)	60,000	-3.5%
Transition Fund	-			500,000	500,000			500,000	500,000	-	-
Corporate Savings Targets											
Management of Establishment	-			(150,000)	(150,000)	100,000		(50,000)	(50,000)	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Total Service Expenditure	13,368,830	-	-	2,819,370	16,188,200	-	-	16,188,200	15,949,052	239,148	1.5%
Non Service Expenditure											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(150,000)			150,000	-			-	-	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	400,000				400,000			400,000	400,000	-	-
Net Financing Transactions (general capital expenditure)	510,470				510,470			510,470	510,470	-	-
Net Financing Transactions (Market Walk)	628,830				628,830			628,830	628,830	-	-
VAT Shelter Income	-				-			-	0	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-				-			-	0	-	-
Parish Precepts	533,160				533,160			533,160	533,160	-	-
Total Non Service Expenditure/Income	1,922,460	-	-	150,000	2,072,460	-	-	2,072,460	2,072,460	-	-
Total Expenditure	15,291,290	-	-	2,969,370	18,260,660	-	-	18,260,660	18,021,512	239,148	1.3%
Financed By											
Council Tax	(6,774,750)				(6,774,750)			(6,774,750)	(6,774,750)	-	-
Revenue Support Grant	(1,397,190)				(1,397,190)			(1,397,190)	(1,397,190)	-	-
Retained Business Rates	(2,976,960)				(2,976,960)			(2,976,960)	(2,976,960)	-	-
Business Rates Pooling	(725,660)				(725,660)			(725,660)	(725,660)	-	-
Government S31 Grants (Small Business Rate Relief)	(583,170)				(583,170)			(583,170)	(583,170)	-	-
Business Rates Retention Reserve	(91,830)				(91,830)			(91,830)	(91,830)	-	-
New Homes Bonus	(4,455,200)				(4,455,200)			(4,455,200)	(4,461,389)	6,189	-
New Burdens Grant	-				-			-	-	-	-
Collection Fund (Surplus)/Deficit	(131,180)				(131,180)			(131,180)	(131,176)	(4)	-
Use of Earmarked Reserves - capital financing	-				-			-	-	-	-
Use of Earmarked Reserves - revenue expenditure	1,344,650			(2,969,370)	(1,624,720)			(1,624,720)	(1,624,720)	-	-
Conts in CGUA Reclassified as Revenue	-				-			-	-	-	-
Budgeted Contribution to General Balances	500,000				500,000			500,000	500,000	-	-
Total Financing	(15,291,290)	-	-	(2,969,370)	(18,260,660)	-	-	(18,260,660)	(18,266,845)	6,185	0.0%
Net Expenditure	-	-	-	-	-	-	-	-	(245,333)	245,333	-
General Balances Summary Position											
				Target	Forecast			Retail Grants Programme	67,000	Recommendation 5	
				£	£						
General Fund Balance at 1 April 2016				3,240,000	2,684,820			Forecast Underspend	(178,333)		
Budgeted Contribution to General Balances					500,000						
Provisional (Over)/Under Spend					178,333						
Forecast General Fund Balance at 31 March 2017				3,240,000	3,363,153						

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Investment Projects 2016/17

Investment Area (Revenue)	Investment Budgets c/fwd to 2016/17	Investment Agreed 2015/16	Investment Agreed 2016/17	Total Budget 2016/17	2016/17 Spend to Date	2016/17 Committed to Date	2016/17 Balance	Forecast Outturn 2016/17	Forecast Balance Remaining
Deliver Neighbourhood Priorities/Environmental Clean-ups	24,030		50,000	74,030			74,030	74,030	-
16/17 year old drop in scheme	-		15,000	15,000	7,500	7,500	-	15,000	-
Connecting Communities through food	8,440			8,440	931	276	7,233	8,440	-
Support to the VCFS Network	-		15,000	15,000			15,000	15,000	-
Mediation service for Anti-Social Behaviour disputes	7,400		10,000	17,400			17,400	17,400	-
Chorley Council energy advice switching service	15,000			15,000			15,000	15,000	-
Choose Chorley Grants	104,400		75,000	179,400		131,895	47,505	179,400	-
Choose Chorley Campaign	60,000			60,000			60,000	60,000	-
Furthering Key Employment Sites	26,120		125,000	151,120	5,135	67,232	78,754	151,120	-
Inward Investment delivery (Euxton Lane - Digital Health)	-		25,000	25,000			25,000	25,000	-
Extend the External Funding Officer post	9,200		24,000	33,200			33,200	33,200	-
Deliver the Skills Framework	-		30,000	30,000			30,000	30,000	-
Chorley Works (Employability Officer)	-		39,000	39,000			39,000	39,000	-
Vulnerable families employment project	-		3,500	3,500			3,500	3,500	-
Support the expansion of local businesses (BIG grant)	114,000		60,000	174,000	18,809	92,991	62,200	174,000	-
Business Start-up (Grant and Loan)	2,400		30,000	32,400	3,848	16,200	12,352	32,400	-
Borough wide retail grants improvement programme	105,970		80,000	185,970	40,884	117,371	27,715	185,970	-
Town Centre & Steeley Lane Pilot Action Plans	130,270		-	130,270	5,159	105,405	19,707	130,270	-
Chorley Grand Prix - British Cycling 2016	-		25,000	25,000			25,000	25,000	-
Community development and volunteering (Spice)	21,440		20,000	41,440			41,440	41,440	-
Employee Health scheme	-		20,000	20,000			20,000	20,000	-
Support the food bank	-		15,000	15,000			15,000	15,000	-
Free Swimming	-		7,500	7,500	7,500	-	-	7,500	-
Private Property Improvement Scheme	5,180			5,180			5,180	5,180	-
Joint employment initiative with Runshaw College	5,000	10,000		15,000			15,000	15,000	-
Digital access and inclusion	5,520	25,000		30,520	3,623	16,657	10,240	30,520	-
Investigate opportunities to expand Chorley Markets	4,170			4,170			4,170	4,170	-
Supporting communities to access grant funding	10,600			10,600	5,300	5,300	-	10,600	-
Develop Chorley's town and rural tourism economy	35,000		35,000	70,000	21,540	5,613	42,847	70,000	-
Chorley Public Service Reform Board work plan	-		15,000	15,000			15,000	15,000	-
Campaigns and events	-		80,000	80,000			80,000	80,000	-
Disabled and dementia online venue access guides	14,860			14,860	5,158	5,077	4,625	14,860	-
Accommodation finding service	6,000	18,000		24,000			24,000	24,000	-
Development and delivery of community action plans	200,000		-	200,000			200,000	200,000	-
Chorley Flower Show 2016	-		40,000	40,000			40,000	40,000	-
North West in Bloom	-		50,000	50,000			50,000	50,000	-
Additional events in Astley Hall and Park	-		14,000	14,000			14,000	14,000	-
Public Noticeboards	-		10,000	10,000			10,000	10,000	-
Police Community Support Officers	-		297,000	297,000			297,000	297,000	-
Replacement of CBC's Control Orders with Public Space Protection Orders	-		20,000	20,000			20,000	20,000	-
Empty Homes Officer	12,510		26,000	38,510			38,510	38,510	-
TOTALS	927,510	53,000	1,256,000	2,236,510	125,386	571,517	1,539,607	2,236,510	-

Note: Committed to Date includes grant approvals and other future committed expenditure that is not necessarily yet raised on the finance system

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Analysis of Reserves and Provisions 2016/17

Reserve or Provision	Opening Balance 01/04/16 £	Other Transfers 2016/17 £	Forecast Use in 2016/17 £	Forecast Balance 31/03/17 £	Notes
Reserves					
General Fund Balance	2,684,820	678,330		3,363,150	(1)
Change Management Reserve	151,400		(150,000)	1,400	
VAT Shelter Income - Capital/revenue financing	16,370		(5,120)	11,250	
Non-Recurring Expenditure - Revenue resources for capital financing	2,143,790		(1,920,562)	223,228	
Market Walk - Income Equalisation Reserve	200,370	50,000		250,370	
Market Walk - Asset Management	85,860	50,000		135,860	
Market Walk - Extension feasibility and planning	0			0	
Market Walk - Project Work funded through Service Charge	115,830	38,600		154,430	
Section 31 Grant - Empty property/small business rate relief	32,970			32,970	
Business Rates Retention - Surplus on levy payment	706,720	350,260	(442,090)	614,890	
Investment Fund - Invest-to-earn Projects	0	602,950	(220,000)	382,950	(3)
Non-Directorate Reserves	3,453,310	1,091,810	(2,737,772)	1,807,348	
Policy & Governance					
Slippage from 2015/16	13,500		(13,500)	0	(2)
New Investment Projects	60,460		(55,160)	5,300	
British Army Civil Engagement Grant	41,390		(41,390)	0	
Communications & Events	115,350	0	(110,050)	5,300	
Slippage from 2015/16	8,790		(8,790)	0	(2)
Transformation Challenge funding	227,070		(227,070)	0	
Public Service Reform funding	17,820		(17,820)	0	
Performance & Partnerships	253,680	0	(253,680)	0	
Slippage from 2015/16	28,000		(28,000)	0	(2)
Slippage from 2015/16	1,000		(1,000)	0	(2)
Elections	29,000		(29,000)	0	
Impact of Pay Policy/Living Wage	20,000	6,300		26,300	
Legal Case Mgt System	1,520			1,520	
Legal, Democratic & H.R.	79,520	6,300	(58,000)	27,820	
NWIEP grant for Shared Financial Systems project	19,710		(19,710)	0	
Slippage from 2015/16	5,000		(5,000)	0	(2)
Shared Financial Services	24,710	0	(24,710)	0	
Policy & Governance	473,260	6,300	(446,440)	33,120	
Business Development & Growth					
Community Infrastructure Levy	33,020		(33,020)	0	
Government Grants - Single Homeless Initiative	15,740		0	15,740	
Development & Regeneration	48,760	0	(33,020)	15,740	
Retail Grants Programme	105,970		(105,970)	0	
New Investment Projects	311,920		(311,920)	0	
New Investment Projects 2016/17	10,000		(10,000)	0	
External Funding Officer budget for 2016/17	9,200		(9,200)	0	
Employment Skills & Business Support	437,090	0	(437,090)	0	
New Investment Projects	134,440		(134,440)	0	
Markets & Town Centre	134,440	0	(134,440)	0	
Buildings Maintenance Fund	66,350	0	(66,350)	0	
Redevelopment Fund - Oak House Site	692,240		(692,240)	0	(4)
Property Services	758,590	0	(758,590)	0	
Business Development & Growth	1,378,880	0	(1,363,140)	15,740	
Customer & Digital Services					
New Investment Projects	5,520		(5,520)	0	
New Investment Projects 2016/17	25,000		(25,000)	0	
Single Front Office Apprentices 2016/17 to 2017/18	104,220		(39,770)	64,450	
Apprenticeship Levy	0	26,000	(26,000)	0	
Council Tax Summons/Liability Order Bad Debts	156,000			156,000	
Land Charges litigation - legal costs	41,000		(41,000)	0	
Debt Recovery Officer (April to July 2017)	0	8,000		8,000	

Analysis of Reserves and Provisions 2016/17

Reserve or Provision	Opening Balance 01/04/16 £	Other Transfers 2016/17 £	Forecast Use in 2016/17 £	Forecast Balance 31/03/17 £	Notes
Customer Transformation	331,740	34,000	(137,290)	228,450	
Slippage from 2014/15	40,720		(40,720)	0	(2)
Slippage from 2015/16	85,000		(85,000)	0	(2)
ICT Projects	107,310		(107,310)	0	
ICT Contract Renewal Reserve	80,000		(80,000)	0	
ICT Infrastructure Reserve	300,170		(300,170)	0	
Capital financing	8,450		(8,450)	0	
ICT Services	621,650	0	(621,650)	0	
Maintenance of Grounds	57,200	10,000		67,200	
Waste & Streetscene Services	57,200	10,000	0	67,200	
Planning Appeal Costs	31,090			31,090	
Planning Services	31,090	0	0	31,090	
Customer & Digital Services	1,041,680	44,000	(758,940)	326,740	
Early Intervention					
2014/15 New Investment Projects	15,000		(15,000)	0	
2015/16 Investment Budgets	29,880		(29,880)	0	
2016/17 Investment Budgets	0	80,000		80,000	
External Funding	26,520		(26,520)	0	
Home Improvements - Housing Affordable Warmth Grant	17,430			17,430	
Home Improvements - Handyperson Scheme	41,390		0	41,390	
Home Improvements - Disabled Facility Contribution	12,810			12,810	
Buckshaw Youth Development Grants	1,370			1,370	
Health and Wellbeing	144,400	80,000	(71,400)	153,000	
Empty Homes Officer	12,510		(12,510)	0	
2016/17 Investment Budgets	0	72,000		72,000	
Regulatory Services	12,510	72,000	(12,510)	72,000	
Neighbourhood Working (pump priming)	66,710		(66,710)	0	
2015/16 Investment Budgets	231,430		(231,430)	0	
Chorley Youth Zone	25,000		(25,000)	0	
Neighbourhoods	323,140	0	(323,140)	0	
2015/16 Investments	24,000		(24,000)	0	
New Burdens Grant - Right to Move	3,040		(3,040)	0	
Government Grants - PCC Funding (Rental Bond scheme)	4,500		0	4,500	
Housing Options and Support	31,540	0	(27,040)	4,500	
Early Intervention	511,590	152,000	(434,090)	229,500	
Directorate Reserves	3,405,410	202,300	(3,002,610)	605,100	
Earmarked Reserves	6,858,720	1,294,110	(5,740,382)	2,412,448	
Total Reserves - General and Earmarked	9,543,540	1,972,440	(5,740,382)	5,775,598	
Provisions					
Insurance Provision - Potential MMI clawback	19,540			19,540	
Other Provisions - Asda re: land at Bolton Street	10,000		(10,000)	0	
Total Provisions	29,540	0	(10,000)	19,540	

Notes

(1) Provisional Outturn as at 31 March 2017.

(2) Use of these reserves outlined in revenue budget monitoring reports during 2016/17.

(3) £220k is committed to the development of the Digital Office Park

(4) To be used to secure control of the site identified in the Chorley Town Centre Masterplan as a new civic quarter

Appendix 4 - Capital Monitoring 2016/17 - 2018/19

	Actual	Commitment	Total	16/17 Budget	Qtr 1 Adjustments	Current 16/17 Budget	2016/17 Forecast	2016/17 Under/(Over)	17/18 Budget	Adjustments	17/18 Budget	18/19 Budget	Adjustments	18/19 Budget
Customer & Digital														
Thin Client Implementation	0	0	0	8,450		8,450	8,450	0			0			0
Recycling receptacles	33,326	18,200	51,526	115,000		115,000	115,000	0	115,000		115,000	115,000		115,000
Puffin Crossing Collingwood Rd	0	0	0	47,820		47,820	47,820	0			0			0
People & Places Vehicles & Plant	0	0	0	166,000		166,000	166,000	0			0			0
	33,326	18,200	51,526	337,270	0	337,270	337,270	0	115,000	0	115,000	115,000	0	115,000
Policy & Governance														
Electoral Management System	0	0	0	4,160		4,160	4,160	0			0			0
Chorley Youth Zone	0	0	0	443,000	437,000	880,000	880,000	0	325,000	500,000	825,000			0
Astley Hall & Park Development	74,098	4,827	78,926	711,258		711,258	711,258	0			0			0
	74,098	4,827	78,926	1,158,418	437,000	1,595,418	1,595,418	0	325,000	500,000	825,000	0	0	0
Early Intervention														
Climate Change Pot	0	0	0	3,680		3,680	3,680	0			0			0
Disabled Facilities Grant	64,479	0	64,479	414,087	10,913	425,000	425,000	0	369,561		369,561	369,561		369,561
Cotswold House Improvements Final Phase	2,530	4,786	7,317	858,000		858,000	858,000	0			0			0
Leisure Centres Improvements	0	3,500	3,500	200,000		200,000	200,000	0	85,000		85,000	85,000		85,000
Delivery of CCTV 15/16 - 17/18	171,328	161,314	332,642	335,000		335,000	335,000	0			0			0
	238,337	169,600	407,937	1,810,767	10,913	1,821,680	1,821,680	0	454,561	0	454,561	454,561	0	454,561
Regeneration & Inward Investment														
Asset Improvements	(2,083)	12,000	9,917	105,000		105,000	105,000	0	200,000		200,000	200,000		200,000
Market Walk Extension	185,863	0	185,863	12,249,745	(9,249,745)	3,000,000	3,000,000	0		9,249,745	9,249,745			0
Regeneration Projects - Public Realm Works Phase 2	8,302	46,348	54,650	1,000,000		1,000,000	1,000,000	0			0			0
Buckshaw Community Centre	0	400	400	476,000		476,000	476,000	0			0			0
Big Wood Reservoir	0	0	0	86,100		86,100	86,100	0			0			0
Buckshaw Village Rail Station	0	0	0	726,000	(726,000)	0	0	0		726,000	726,000			0
Eaves Green Play Development	982	7,932	8,914	56,178		56,178	56,178	0			0			0
Play, Recreation and Open Space Projects	78,822	16,631	95,453	898,318	(87,000)	811,318	811,318	0	440,000	(13,000)	427,000			0
Rangleys Recreation Ground	(13,011)	10,978	(2,032)	70,000		70,000	70,000	0			0			0
Carr Brook Trim Trail	1,363	3,813	5,175	11,138		11,138	11,138	0			0			0
Yarrow Valley Car Park	585	9,750	10,335	220,165		220,165	220,165	0			0			0
Recreation Strategy	0	0	0	105,000		105,000	105,000	0			0			0
Extra Care Facility	203,680	0	203,680	2,881,529		2,881,529	2,881,529	0	6,590,821		6,590,821			0
Westway Playing Fields Sports Campus	53	4,978	5,030	785,000		785,000	785,000	0			0			0
Digital Office Park - Purchase of Land			0		645,000	645,000	645,000	0			0			0
	464,555	112,830	577,385	19,670,173	(9,417,745)	10,252,428	10,252,428	0	7,230,821	9,962,745	17,193,566	200,000	0	200,000
Chorley East Health Centre									3,517,800		3,517,800	3,517,800		3,517,800
TOTAL	810,317	305,458	1,115,774	22,976,628	(8,969,832)	14,006,796	14,006,796	0	11,643,182	10,462,745	22,105,927	4,287,361	0	4,287,361

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