

EXECUTIVE CABINET

THURSDAY, 17TH NOVEMBER 2016, 6.00 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES FOR ABSENCE

1 **MINUTES OF MEETING THURSDAY, 25 AUGUST 2016 OF EXECUTIVE CABINET**

(Pages 5 - 10)

2 **DECLARATIONS OF ANY INTERESTS**

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

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

3 **PUBLIC QUESTIONS**

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

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

4 **CHORLEY COUNCIL PERFORMANCE MONITORING REPORT - SECOND QUARTER 2016/17**

(Pages 11 - 24)

Report of the Director of Policy and Governance (enclosed)

5 **REVENUE AND CAPITAL BUDGET MONITORING REPORT 2016/17 REPORT 2 (END OF SEPTEMBER 2016)**

(Pages 25 - 44)

Report of the Chief Executive (enclosed)

6 **EXTERNAL EVENTS POLICY**

(Pages 45 - 58)

Report of the Director of Policy and Governance (enclosed)

7 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 Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

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

Condition:

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

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

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

The Charities Act 1993

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

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

ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND PARTNERSHIPS) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)

8 CHORLEY EMPLOYMENT INCLUSION PROJECT

(Pages 59 - 64)

Report of the Chief Executive (enclosed)

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

9 PROPOSED DISPOSAL OF LAND AT NORTHGATE DRIVE CHORLEY

(Pages 65 - 74)

Report of the Chief Executive (enclosed)

10 INSURANCE PROCUREMENT EXERCISE 2017

(Pages 75 - 82)

Report of the Chief Executive (enclosed)

11 ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR

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/s67429/Appendix%203%20Standing%20Orders%20Aug%202016.pdf> and scroll to page 48

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MINUTES OF	EXECUTIVE CABINET
MEETING DATE	Thursday, 25 August 2016
MEMBERS PRESENT:	Councillor (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Paul Walmsley and Adrian Lowe
MEMBER RESPONSIBLE:	Councillors Danny Gee, Matthew Lynch and Alistair Morwood
COUNCIL CHAMPIONS:	Councillors Jean Cronshaw
OFFICERS:	Gary Hall (Chief Executive), James Thomson (Principal Management Accountant), Fiona Daniels (Housing Options and Support Manager) and Dianne Scambler (Democraic and Member Services Officer)
APOLOGIES:	Councillors Alistair Bradley, Beverley Murray and Graham Dunn
OTHER MEMBERS:	Councillors Charlie Bromilow, Marion Lowe, Eric Bell, Henry Counce, Keith Iddon, Greg Morgan and John Walker

16.EC.15 Minutes of meeting Thursday, 30 June 2016 of Executive Cabinet

Decision: The minutes of the Executive Cabinet meeting held on 30 June 2016 were confirmed as a correct record for signing by the Deputy Executive Leader.

16.EC.16 Declarations of Any Interests

There were no declarations of any interests.

16.EC.17 Public Questions

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

16.EC.18 Chorley Council Performance Monitoring Report - First Quarter 2016/17

The report of the Director of Policy and Governance was presented by the Deputy Leader and Executive Member (Resources). The monitoring report set out the Council's 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.

Overall performance of the 2015/16 key projects was good, with 88% on track or complete. Only two projects (12%) are currently rated as off track, the delivery of the Friday Street Health Centre is rated red due to external factors outside of the Council's control and the Delivery of the Community action Plans, currently rated amber following a review of scope. Actions to address the issues have been identified in both cases and were being implemented.

Members discussed the merits and disadvantages of the Community Action Plan pilot scheme that had been recently undertaken and the Cabinet agreed that lessons had been learnt throughout the process. A full review of all of the Community Action Plans would be undertaken over the next few months.

It was also reported that the Botany Bay Masterplan was progressing well and that the Council would continue to work with all relevant stakeholders including nearby residents on the proposals. It was anticipated that the Masterplan would be brought to a future Council meeting to agree a broad direction of travel before undertaking a more formal consultation. A planning application was expected to be considered early in 2017.

Performance of the Corporate Strategy indicators and key service delivery measures was also good with 80% of the Corporate Strategy indicators and 86% of key service measures performing above target or within the 5% tolerance. Only two indicators were performing below target, the percentage of 16-18 year olds who are not in education, employment or training (NEET) and percentage of customer's dissatisfied with the service they had received from the Council. Action plans had been developed to improve performance and recent results were already showing improvement.

Decision:

That the report be noted.

Reason for recommendation(s)

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

Alternative options considered and rejected.

None

16.EC.19 Revenue and Capital Budget Monitoring 2016/17 Report 1 (end of June 2016)

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources). The report set out the provisional revenue end capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2016/17.

The projected revenue outturn showed a forecast underspend of £245,000 against budget, however no action was required at this stage of the year. The latest forecast excluded any variation to projected expenditure on investment items added to the budget in 2016/17 and any remaining balances at year end would be transferred into specific reserves and matched to expenditure in future years.

In the 2016/17 budget the expected net income from Market walk after deducting financial costs was £0.942m with the latest projection showing a forecast return of £1.002m. The overall forecast of capital expenditure in 2016/17 is £14.006m.

The Council is expected to make an overall target saving of £150k in 2016/17 from management of the establishment, with savings of £100k already having been achieved for the year.

The Council's Medium Term Financial Strategy proposes that working balances will reach £4.0m over the three year life span 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 with the current forecast to the end of June showing that the General Fund balance could be around £3.430m by the end of the financial year. Following approval of the recommendations in the report, the forecast balance would reduce to £3.363m and be on target to achieve £4.0m by 2018/19.

Decision:

- 1. That the full year forecast position for the 2016/17 revenue budget and capital investment programme be noted.**
- 2. That the forecast position on the Council's reserves be noted.**
- 3. Approval of the use of £67,000 from in-year revenue underspends to invest in the Retail Grants Programme**
- 4. Approval of 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.**
- 5. Approval of 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.**
- 6. That the changes to the Capital Programme to reflect delivery in 2016/17 be noted.**

Reasons for recommendation(s)

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected.

None.

16.EC.20 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 disclose of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

16.EC.21 Select Move Policy Amendments

The report of the Direct of Early Intervention and Support was presented by the Deputy Leader and Executive Member (Resources). The report outlined the outcome of the consultation and subsequent amendments to the Select Move Allocations Policy.

Following approval by the Executive Cabinet to consult upon the amendments to the Select Move allocations policy, a consultation programme had been undertaken and involved gathering input from customers, stakeholders and partner agencies. A summary of the consultation comments were provided in appendix one of the report and were in the main, minor changes.

It was explained that once all the partners within the Select Move partnership had obtained final sign off from their respective boards and Elected Members, an implementation plan would be established, that would also involve working with the software provider Abritas to make the necessary changes to the system in order to maintain the policy changes.

Decision:

- 1. Adoption of the amendments to the Select Move common allocations policy to be implemented in accordance with the plan developed by the Select Move Partnership.**
- 2. Approval to extend the pilot to allocate 25% outside the allocations policy for another 12 months.**

Reasons for recommendation(s)

To adopt the Select Move changes to the common allocations policy and continue to implement in accordance with the plan developed by the Select Move partnership.

Alternative Options Considered and Rejected

To refuse to accept the proposed changes could likely result in the Registered Providers giving notice to withdraw from Select Move and the Council has no powers to prevent this and Chorley Council would operate on and assess households using a different policy. The demise of Select Move would result in the need for the Council to revert back to the old nominations system, whereby the Registered Providers provide the Council with a proportion of their voids as nominations on some of their stock. To operate a different policy from Registered Providers and our neighbouring authorities within the Select Move scheme would not only be confusing for the applicant but could prove to be a disadvantage for Chorley applicants in obtaining permanent housing.

16.EC.22 Cotswold Supported Housing, Concierge Service Contract

The report of the Director of Early Intervention and support was presented by the Deputy Executive Leader and Executive Member (Resources). The report provided details of the procurement exercise being undertaken to renew the contract for the delivery of the concierge service for Cotswold Supported Housing, including the evaluations criteria which would be used to award the contract.

Decision:

1. **Approval of the contract award procedure, evaluation criteria and weightings which will be used to award a new contract for the provision of night caretaking and concierge service at Cotswold Supported Housing.**
2. **Delegated authority granted to the Executive Member (Resources) to award the contract to the successful bidder.**

Reasons for recommendation(s)

In accordance with the Councils contract procedure rules, approval of the contract award procedure and evaluation criteria to be used is required from the relevant Executive Member portfolio.

Alternative Options Considered and Rejected

1. The option to extend the current contract with Sector would not comply with the Council's procurement rules.
2. The option to tender for a concierge service for another one or three of more years contract was considered. However, another one year contract was felt to be too short and more continuity of service is required, whilst more than a two year contract was felt to be too restrictive for a changing and improving service.

Chair

Date

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Report of	Meeting	Date
Director (Policy and Governance) (Introduced by the Executive Member for Resources)	Executive Cabinet	17 November 2016

CHORLEY COUNCIL PERFORMANCE MONITORING – SECOND 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 second quarter of 2016/17, 1 July to 30 September 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 second quarter of 2016/17, 1 July to 30 September 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. One project is currently rated as amber which is the project to 'Deliver the Chorley Skills framework'. Actions to address the issues have been identified and are currently being implemented. One project is currently rated red; 'Progress the delivery of Friday Street Health Centre' due to external factors.
5. Performance of the Corporate Strategy indicators and key service delivery measures is also good. 83% of the Corporate Strategy indicators and 80% 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 increase in the number of volunteering hours earned, and the percentage of 16-18 year olds who are not in education, employment or training (NEET). Action plans have been developed and this report outlines what actions are being taken to improve performance.
7. The key service delivery measures performing below target are: the time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit, and the average working days per employee per year lost through sickness absence. Again, action plans have been developed and included within the report which outlines the actions being taken to improve performance.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 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 TWO

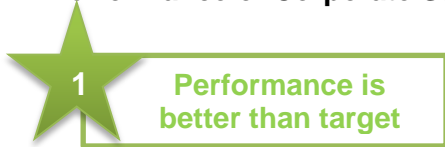
14. During Quarter two, work has progressed on the build of the Buckshaw Community Centre with regular site inspections taking place towards completion in quarter 3. The handover of the completed building from the builder to Chorley Council is also due to take place in quarter three which will achieve a valuable new community facility for local residents.
15. The first phase consultation for the Westway multi-use sports campus off Chancery Road in Astley Village was completed during quarter two, allowing residents of Chorley to have their say on the proposed plan. Ecology and tree surveys have now been completed and a play pitch consultant appointed who has drawn up plans for an artificial grass pitch.
16. In the last three months we have increased the number and location of digital access support sessions, increasing connectivity across the borough. Basic digital training sessions have been offered in the following locations: Adlington, Coppull, Hoghton, Tatton and Living Waters Café/Food Bank. Bespoke digital training and support has also been arranged for groups of: job seekers at Chorley Job Centre; adults with learning disabilities at Brothers of Charity and people who have experienced sight loss with Galloways Society for the Blind.
17. Chorley Council continued to subsidise the bus services 6/6a and 24a and 109A through an agreement with LCC to ensure that the routes continue to be operated for the benefit of local residents.

Performance of Key Projects



18. There are four key projects included in the 2015/16 Corporate Strategy under this priority and at the end of the second quarter overall performance is excellent with all projects rated green, meaning that they are progressing according to timescale and plan:
 - Explore and deliver an integrated sports offer for the Westway area
 - Increase connectivity with rural areas
 - Develop a new Buckshaw Community Centre
 - Delivery of Community Action Plans

Performance of Corporate Strategy Measures



- 19. At the end of the second quarter, it is possible to report on two of the seven performance indicators under this priority. The full outturn information for the performance indicators is included at Appendix A.
- 20. One of these indicators, the percentage increase in digital access points across the borough, has been set as a baseline indicator in the 2015/16 Corporate Strategy to record performance.
- 21. One indicator performed below target; the percentage increase in the number of volunteering hours earned with the reason and action being taken outlined in the table below. A brief analysis of trend has also been provided to give some context to the performance value:

	Performance Indicator	Target	Performance
	% increase in the number of volunteering hours earned	35%	32.3%
Reason below target	This was a new indicator in the 2015/16 Corporate Strategy to record the percentage increase against actual performance at 2014/15. Spice Time Credits are now well established and therefore the rate of growth is starting to slow. Although 225 new volunteers have been recruited this year, the number of new community groups engaged has reduced to three. This has a knock on effect on the rate of the increase in the number of hours earned when compared with previous years.		
Action required	Spice continue to work with Chorley Council to promote and embed time credits in all aspects of delivery. Spice are also working to expand the time out menu to incentivise extra volunteering hours. Growth of the Chorley time credits programme is being sustained although this is likely to be at a slower rate than previous years as the time credits network becomes more established.		
Trend:	At the end of quarter two 2015/16 the percentage increase was 49.0%.		



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 TWO

22. During quarter two Full Council approval was gained to progress development of the Extra Care Scheme (Primrose Gardens) and planning permission has now been secured. This has also included approval to change the scheme name to Primrose Gardens Retirement Living.
23. Residents are encouraged to be healthier as the number of visitors to council leisure centres continues to increase with 3.2% more visits during quarter two than the same period last year. Also, more than 8,400 young people took part in Get Up and Go activities during quarter two which included the Summer Activity Programme with four weeks of specialised activities to enable young people to gain new skills and improve their ability in a range of sports, art, dance and drama.
24. The number of long term empty properties in the borough continues to decrease, with 5.5% less than the same time last year, improving the safety and attractiveness of local neighbourhoods.

Performance of Key Projects



25. There are four key projects included in the 2015/16 Corporate Strategy under this priority, and at the end of the second quarter overall performance is good.
26. One project (25%) was completed during quarter one and the key outcomes were reported in the quarter one performance report
 - Deliver improvements to Astley Park Walled Garden
27. 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

28. 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>From the Chorley East Health Centre Project Board June 2015, it was agreed that the Project should continue to progress following key decisions made, however since this date there has been little progress on this project.</p> <p>This is because the current process for gaining approval from NHS England for new health facilities required that Friday Street underwent 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> <p>Updates continue to be sought however due to a lack of progress and confirmation on the funding available, a Red rating has been given and remains in place.</p> <p>Without the relevant approvals for the health centre to go ahead or not, the co-ordination support is on hold, and funding contribution from the council cannot be confirmed.</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>At the point where confirmation to proceed with this project is given, all elements on the project will need to be refreshed. This will include scope, costs and timescales.</p>	

Performance of Corporate Strategy Measures

4 Performance is better than target

0 Worse than target but within threshold

0 Worse than target, outside threshold

29. At the end of the second quarter, it is possible to report on four of the nine key performance indicators under this priority. The full outturn information for the performance indicators is included at Appendix A.

30. All four of these indicators (100%) 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
- 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

31. In Quarter Two, a report was approved by Full Council, which provided an update on the progress of Market Walk and set out an updated financial case for proceeding with the scheme, this also encompassed wider town centre plans and strategies. Good progress has been made with securing interest from prospective tenants in the scheme, and should all the current interest be secured then 79% of the development will be filled. The town centre masterplan has been updated and a ten year programme of public realm works developed.
32. A draft markets strategy and a markets consultation plan have been developed, with a markets consultation commencing during quarter three.
33. During Quarter Two a report was released by Marketing Lancashire which provides information on Chorley's visitor economy for 2015. This shows that visitor numbers have increased by 2.2% year on year, and that a total of £167.7million was generated within the local economy through visitor and tourism expenditure (an increase of 4.3% year on year).

Performance of Key Projects





34. There are four key projects included in the 2015/16 Corporate Strategy under this priority, and at the end of the second quarter overall performance is excellent.
35. At the end of the second 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



36. At the end of the second quarter, it is possible to report on four of the eleven key performance indicators under this priority. The full outturn information for the performance indicators is included at Appendix A.

37. Two of these indicators (50%) were performing on or better than target:
 - Number of projected jobs created through targeted interventions
 - % increase in visitor numbers
38. One indicator (25%) is performing slightly below target, but is within the 5% tolerance threshold:
 - Overall employment rate
39. One indicator (25%) performed below target; the percentage of 16-18 year olds who are not in education, employment or training (NEET).
40. 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%	5.4%
Reason below target	<p>Lancashire County Council collate the figures for NEET young people and suggest that the reason for the decline in performance is that during September there were over 20,000 – 30,000 young people across Lancashire in the Not Knowns category whose destination needs to be ascertained, these are mainly school leavers and college leavers.</p> <p>The Not Knowns in Chorley were 1,098 young people which equated to 31% of 16-18 year olds, a proportion of these (8.3%) are included in the total NEET calculation. It is therefore anticipated that the data in October will show an improvement once these young people have been contacted to determine their destination.</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.</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 two 2015/16 performance for Chorley was 3.6%.</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 TWO

41. Work has continued on the Youth Zone with the work in progress to appoint a contractor; the contract is expected to be awarded during quarter three. The next stage of the project will be to commence construction and work towards client fit out, staffing, operational occupation and handover to the management group.
42. The Chorley Public Service Reform Partnership has made significant progress with successful activity to evaluate the first year of activity to deliver the Chorley Public Service Reform Strategy. The evaluation demonstrated that through strong partnership commitment, pace and agility the partnership has been able to bring organisations together in new and innovative formats; undertaken work to increase community resilience; and continued to achieve sustainable outcomes for vulnerable individuals. Additional funding has been secured from the TCA fund during quarter two to support testing out digital approaches on a pan-Lancashire basis.
43. More residents are choosing to make service requests online during quarter two with an increase of 34.8% more requests received online than the same period last year. Two new internet self-service points at Union Street have been installed so that users can access webmail and a variety of useful websites at the Council offices. Support is being offered at Union Street in order to help people set up and use email accounts, use the Council's website and change to paperless billing.

Performance of Key Projects



44. There are four key projects included in the 2015/16 Corporate Strategy under this priority, and at the end of the second quarter overall performance is good.
45. At the end of the second quarter, three projects (75%) 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

46. One project is currently rated amber which is early warning that there may be a problem with the project:

Project Title		Project Status
Deliver the Chorley Skills framework		AMBER
Explanation	<p>The Chorley Skills Framework will help to drive the skills agenda forward supporting local businesses to access the workforce they need to support change and growth, and ensure residents are equipped with the skills required by employers.</p> <p>The Chorley Skills Board was established in January 2016, and has met twice; the Chorley Skills Framework and Action Plan was agreed. Key deliverables have been identified within the plan along with the lead partner, supporting partners and fit with emerging provision via the Lancashire Skills and Employment Strategic Framework. The objectives are</p> <ul style="list-style-type: none"> • to continue to build and develop effective working relationships between employers, training providers and other service providers to ensure a responsive skills system that recognises business requirements • to ensure that Chorley residents of all ages have the skills and qualifications to access and progress in employment • to ensure local expenditure is used to support training, skills development and employment opportunities for local residents <p>A draft Careers Information Advice and Guidance (CIAG) Action Plan to improve careers guidance in High Schools has been produced; however there has been very little progress in the last quarter across the identified year one projects due to limited staff resources.</p>	
Action Required	<p>Employment Skills and Business Support are the lead on this project and capacity is currently being directed towards other priorities within the team, which has had an impact on ability to maintain progress of this project. Therefore priorities are being reviewed to identify capacity so that project delivery and expenditure timescales can be maintained.</p>	

Performance of Corporate Strategy Measures



47. At the end of the second quarter, it is possible to report on two of the five key performance indicators under this priority.
48. Both of these indicators are performing on or better than target:
- % of customers dissatisfied with the service received from the Council
 - % of service requests received online

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

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



50. Six (60%) 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
- Vacant town centre floor space
- Processing of major planning applications
- Processing of minor planning applications
- Processing of other planning applications

51. Two (20%) of the Key Service delivery measures are performing worse than target, but within the 5% threshold:

- Percentage of Council Tax collected
- Supplier Payment within 30 days

52. There are two indicators (20%) that are performing below target; the time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit, and the average working days per employee per year lost through sickness absence. The tables below give the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

	Performance Indicator	Target	Performance
	Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit	6 days	6.5 days
Reason below target	For 2016/17 the target for this key performance indicator has been lowered from 10 days to 6 days to make it more challenging, compared with the same period last year overall performance has seen an improvement.		
Action required	Staffing levels reduced during quarter two due to annual leave and this has had a detrimental effect on claims processing times in the months that follow. Overtime is being utilised to clear the accumulation and it is anticipated that performance will see an improvement during quarter three.		
Trend:	↑ Performance at the end of quarter two 2015/16, was 7.7 days		

Performance Indicator		Target	Performance
	Average working days per employee per year lost through sickness absence	3.5 days	3.81 days
Reason below target	<p>In the second quarter of 2016/17 there were 6 cases of long-term absence across the council. These have reduced during quarter three and it is anticipated that this will result in an improvement in overall performance by the end of the year.</p> <p>Occasions of short-term absences have improved during quarter two with an outturn of 1.55 days at the end of quarter two against a target of 1.5 days.</p>		
Action required	<p>All absence cases are being managed in accordance with the Attendance Policy.</p> <p>The recommendations of the O&S report continue to be implemented during quarter two included revising the stress management policy and sending out surveys to those who have been absent to evaluate the process for managing attendance.</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>		
Trend:	<p> Performance at the end of quarter two 2015/16, was 4.23 days</p>		

IMPLICATIONS OF REPORT

53. 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	3 November 2016	Second 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 2	Symbol	Trend	% Change (year on year)
% increase in the number of volunteering hours earned	Bigger is better	35%	32.3%	▲	↑	↓ -45.5%
% increase in digital access points across the borough	Baseline		0%	★	→	→ 0%
Overall employment rate	Bigger is better	80%	78.2%	●	↓	↓ -1.6%
Number of projected jobs created through targeted interventions	Bigger is better	64	110	★	↑	↑ +20.9%
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	4.8%	5.4%	▲	↓	↓ +50.0%
% increase in visitor numbers	Bigger is better	2.0%	2.2%*	★	↑	↑ +175%
The number of visits to Council's leisure centres	Bigger is better	250,000	579,549	★	↑	↑ +3.0%
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	10,000	16,003	★	↑	↑ +4.7%
Number of Homelessness Preventions and Reliefs	Bigger is better	300	313	★	↑	↓ -13.8%
Number of long term empty properties in the borough	Smaller is better	190	172	★	↑	↑ -5.5%
% service requests received online	Bigger is better	18%	19.84%	★	↑	↑ +34.8%
% customers dissatisfied with the service they have received from the council	Smaller is better	20%	19.7%	★	↑	↓ +4.8%

Trend shown is for change from quarter one 2016/17 (except for * where trend shown is for change from quarter 2 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	6.5 days	▲	↓	↑ -15.6%
Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	75% [#]	★	↓	↓ -17.7%
Processing of planning applications as measured against targets for 'minor' application types	Bigger is better	65%	80% [#]	★	↑	↑ +8.8%
Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	84% [#]	★	↑	↑ +3.2%
Number of households living in Temporary Accommodation	Smaller is better	15	11	★	↓	↑ -8.3%
Number of missed collections per 100,000 collections of household waste	Smaller is better	49	49	★	↓	↓ +2.1%
Supplier Payment within 30 days	Bigger is better	99%	98.27%	●	↓	↓ -1.3%
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	3.5 days	3.81 days	▲	↑	↑ -9.9%
Vacant Town Centre Floor Space	Smaller is better	6%	4.62%	★	↑	↑ -7.8%
% Council Tax collected	Bigger is better	55.93%	55.92%	●	↑	↓ -0.01%

Trend shown is for change from quarter 1 2016/17 (except for [#] where trend shown is for change from quarter 4 2015/16)



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	17 November 2016

REVENUE AND CAPITAL BUDGET MONITORING 2016/17 REPORT 2 (END OF SEPTEMBER 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 Full Council approval for the use of £60,000 from the 2016/17 forecast revenue surplus on Market Walk to invest in the Public Realm works capital scheme, see paragraph 38.
5. Request Full Council approval for the transfer of £50,000 from in-year revenue underspends to the Local Development Framework (LDF) reserve to finance costs anticipated in 2017/18 and 2018/19, see paragraph 40.
6. Request Full Council approval for the use of £100,000 from in-year revenue underspends to invest in the Retail Grants Programme, see paragraph 41.
7. Request Full Council approval for the use of £307k of the LCC Transition reserve to fund the Chorley Employment Inclusion Project (CEIP), see paragraph 50.
8. Note the request sent to DCLG to reimburse the Council for its contribution to the Croston Flood Risk Management Scheme, see paragraphs 51 & 52.
9. Request Full Council approval for the additions to the capital programme summarised in paragraph 66 namely:
 - £200,000 increase in the Chorley Youth Zone budget to underwrite the shortfall in funding in 2017/18
 - £189,000 increase in Disabled Facility Grants budget, 100% grant funded, to bring in line with 2016/17 grant funding levels
 - £8.1m Digital Office Park capital budget be added to the capital programme with the £4.050m CBC match funding to be financed through prudential borrowing. As per the report approved by Full Council on 19th July 2016
10. Request Full Council note the changes to the capital programme to reflect delivery in 2016/17 to 2018/19

EXECUTIVE SUMMARY OF REPORT

- 11. The projected revenue outturn currently shows a forecast underspend of £237,000 against budget. No action is required at this stage in the year.
- 12. 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.
- 13. The forecast capital expenditure in 2016/17 is £14.088m.
- 14. The Council set an overall savings target of £150k in 2016/17 from the management of the establishment. Excellent progress has been made in this area and I am pleased to report that the full savings target for 2016/17 has been achieved.
- 15. 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 September shows that the General Fund balance could be around £3.422m by the end of the financial year. Should the recommendations in this report be approved, the forecast balance would be £3.212m and broadly in line to achieve the target of £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)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 17. None.

CORPORATE PRIORITIES

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

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

	to meet the needs of residents and the local area	
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Ensuring cash targets are met maintains the Council's financial standing.

BACKGROUND

19. The latest net revenue budget is £20.285m. This has been amended to include approved slippage from 2015/16 and any transfers from reserves.
20. 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).
21. The Council's approved revenue budget for 2016/17 included target savings of £150,000 from management of the staffing establishment. Savings of £100,000 had previously been identified and reported in quarter 1.
22. Following the recommendations made in the June 2016 budget monitoring report, in-year revenue underspends have been set aside to fund the following items:
 - £67,000 to invest in the Retail Grants Programme.
 - £15,000 to contribute towards additional Christmas Lighting costs.
 - £25,000 to finance the empty homes review.
23. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first six months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
24. The latest forecast of capital expenditure in 2016/17 is £14.088m. The latest capital forecast is detailed in Appendix 4.

SECTION A: CURRENT FORECAST POSITION – REVENUE

25. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £237,000. The significant variances from the last monitoring report to Executive Cabinet are shown in the table 1 below.

ANALYSIS OF MOVEMENTS

Table 1 – Significant Variations from the last monitoring report

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

	£'000	£'000
Expenditure:		
Staffing costs/Contribution to Corporate Savings	(50)	
Council Tax refund – Cotswold House	26	
Energy Advice Service	15	
Gas & Electricity Charges	12	
Provision for new Surface Water Charges	20	
ICT Contracts	15	
Re-programme Car Park Pay & Display Machines	(15)	
Schools Mental Health Work	(11)	

Additional works to open space & church yards	(14)	
North West in Bloom	<u>22</u>	20
Income:		
LCC Contribution - Minor Adaptations (IHIS)	20	
CIL Judicial Case	30	
Car Park Pay & Display income	<u>(10)</u>	40
Other:		
Other minor variances	<u>(1)</u>	(1)
Net Movement		59

Expenditure

26. The movement in staffing costs shown in table 1 reflects the changes made from the position reported to the end of June in the last monitoring report. The main change is a further contribution of £50,000 made from staffing savings previously identified, to meet the corporate savings target for 2016/17. I am pleased to report that the full savings target of £150,000 for the year has now been achieved.
27. The Council Tax entitlements have recently been reviewed for the homeless units at Cotswold House. After this assessment it has been determined that as the rooms are not self-contained they become eligible for a 50% discount. The discount has now been applied and backdated for previous years and this has resulted in a refund of around £26,000.
28. For 2016/17 the Council's budget included a one-off investment sum of £15,000 carried forward from previous years in reserves, to develop and implement an energy advice switching service. This budget provision will not be required in 2016/17 as the Council has also received an affordable warmth grant from Lancashire County Council which can be utilised to cover the costs of providing this service.
29. As reported to Executive Cabinet in the final monitoring report for 2015/16, the Council's annual costs for utilities (gas and electricity charges) had been lower than budgeted as the energy industries wholesale charges for gas and electrical supply have continued to fall over the last 12 months. This trend has continued into 2016/17 with costs forecast to be around £12,000 below budget by the end of the year.
30. After initial discussions with United Utilities in 2012, a budget of £20,000 was created for 2016/17 to cover new surface water charges that were to be introduced for parks and open spaces with effect from April 2016. United Utilities have since changed their stance on the proposals as a result of political pressure. The result is that the charges for parks and cemeteries have now been capped. The charges for 2016/17 can be met from existing budget resources without the need for the additional £20,000 budget.
31. The June monitoring report highlighted a budget saving of around £13,000 achieved on ICT Contracts following final negotiations with Capita Business Services. Further contract savings have since been achieved following negotiations with other suppliers including Mitrefinch Ltd (Time Management System) and Modern Mindset Ltd (Modern.gov). These together with other minor savings have resulted in additional forecast savings against the budget of around £15,000 in 2016/17.
32. Additional costs are anticipated later this year resulting from the need to re-programme the car park pay & display machines as part of the introduction of the new £1 coin in March

2017, and also to implement changes to the car parking tariffs as a result of the Council's new parking strategy. It is estimated that the cost of this work will be around £15,000.

33. The Council has recently been in discussions with the Youth Support Trust, an independent charity devoted to changing young people's lives through sport. The organisation was established in 1994 and aims to make a positive impact on the health and wellbeing of young people, including those with special educational needs and disabilities. The trust is working in partnership with local schools in 2016/17 to provide a tailored programme of work, and to help deliver this project the Council has agreed to make a contribution of £11,000.
34. One budget area that is forecast to overspend in 2016/17 is the cost of external contractors employed by the Streetscene department. This covers work contracted to a third party for maintaining Chorley's parks, gardens and open spaces including closed church yards. Major works to date include de-silting of Euxton Brook, welding repairs and repainting of perimeter fencing at Knowley Brow play area, and the rebuilding of a wall at St John's Churchyard. The current forecast is an overspend of around £14,000 against the 2016/17 budget and as such the Streetscene department will aim to minimise additional expenditure over the remainder of the year.
35. The Council's revenue budget for 2016/17 included an investment of £50,000 to build on the previous year's success in the North West in Bloom competition and support the Chorley in Bloom charity group. The majority of the costs for this project have now been incurred for the year, with total expenditure to date around £28,000. It is unlikely that any further significant costs will be incurred this year and as such, a budget underspend of around £22,000 is forecast for 2016/17.

Income

36. The Council is currently entered into a collaboration agreement with Lancashire County Council for the Integrated Home Improvement Service (IHIS). The arrangement provides a handyperson and mobility care service which came into effect from 1 July 2015 and replaces the previous Supporting People funding. Based on previous discussions with LCC, the Council's budgets for 2016/17 included an assumption that the funding would cease. However funding has since been agreed until 2017/18 and this should result in surplus income of around £20,000 for the current year.
37. In 2014 the court dismissed the case of Fox Strategic Land and Property regarding CIL charges and awarded costs after ruling in the Council's favour. Settlement costs of £95,000 have now been awarded to the Council, £30,000 more than budgeted for.
38. Income levels from car parking fees have been marginally below budgeted levels for the first six months of the year. The current forecast indicates a shortfall in income of around £10,000 for the full year.

Budget Requests from Underspends

39. It is proposed that the £60k surplus from market walk is set aside to supplement funding for the enhancement of the existing market walk shopping centre. Included in the public realm budget approved by Council on 20th Sep is £243k for the development of paving within the existing Market Walk mall. This additional £60k contribution, with further contributions when received, will fund works including cladding to the brick facia and tiled columns, improved lighting, new and increased canopy cover.
40. It is proposed that £50k of the Council's underspend is set aside to create a ring-fenced reserve to meet the expenditure relating to the planning policy department's work plan. This includes the review of the Council's Core Strategy, a key development plan document in the Local Development Framework (LDF). It also includes a transport plan for Chorley and CIL

review. Where possible this expenditure will be shared with the other two LDF partners, however the estimated cost of the work plan for CBC could exceed £200k in 2017/18 and 2018/19. As such further underspends when identified will need to be set aside to fund these requirements.

41. The continued success of retail improvement grants has resulted in the programme being fully committed in 2016/17. It is proposed that a further £100k is requested from in year underspends to fund the grants already identified in the pipeline for support to shop floor refurbishments, shop front improvements and business rates subsidies. A review will be undertaken in 2016/17 as to how the programme may continue and be funded in future years.

Other Items

42. One further budget area to report on is the expenditure for the Chorley Flower Show and other Council run events in 2016/17. The flower show has been hailed a great success with a huge amount of positive feedback and has been nominated as a finalist in the Lancashire Tourism Awards for the second year running. The event attracted around 13,000 visitors over the weekend and although this was below the projected figure of 15,000 it was nevertheless a good increase from the 10,000 visitors in the first year.

As a result of not hitting the target for visitor numbers, income from ticket sales has been lower than budgeted, and together with an increase in purchases of advance ticket sales at a lower price, the reduction in income compared to budget has been around £14,000. Additional expenditure of around £8,000 has also been incurred for various issues at the event including additional infrastructure and the purchase of one-off items that can be used for future events such as signage and matting. The additional one-off costs, together with the lower income levels from ticket sales, has resulted in a total net overspend of £27,000 against the original budget. However, Streetscene overtime costs of around £5,000 for the event have been met from within the existing Streetscene staffing budget for 2016/17, reducing the budget overspend to £22,000. As there will be no Chorley Grand Prix cycling event in the 2016/17 financial year, (the next event is planned for April 2017), this shortfall can be met from within the overall budget package for Council events by utilising the saving on the Grand Prix. Budget forecasts for the other Council events are also looking positive as additional sponsorship has already been secured for the Bonfire night and Christmas activities. Members will be provided with a budget update on these events over the coming months.

MARKET WALK

43. 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

44. 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.
45. 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

46. 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 September shows that the initial General Fund closing balance could be around £3.422m. Should the recommendations in this report be approved, this balance would be £3.212m as detailed in table 3 below and forecast General Balances would be broadly in line to achieve the £4.0m target 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	0.237
Initial General Fund Balance 2016/17	3.422
Funding for Public Realm capital works	(0.060)
Contribution to Local Plan Reserve	(0.050)
Funding for Retail Grants Programme	(0.100)
Forecast General Fund Closing Balance 2016/17	3.212
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	3.971

47. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2016/17.

48. 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 £169k 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 £50k including £25k procurement advice and further architectural and QS fees. Total commitments against this budget are therefore £220k leaving £383k remaining.
49. During the 2016/17 budget setting process it was agreed that £500k be set aside in 2016/17 towards enabling the Council and its residents to manage the future reductions in the services provided by LCC. To date £312k has been committed including the subsidising of bus routes and maintaining library services at Adlington, Coppull and Ecclestone. Included in the budget for 2017/18 is an additional £500k towards this reserve meaning a total of £688k of the reserve in 2017/18 will be uncommitted.
50. It is proposed that £307k of the £688k uncommitted LCC Transition Reserve is allocated to the Council's match funded bid for external funding to create a three year Chorley Employment Inclusion Project (CEIP). CEIP is an intermediate employment project and, if approved, will reduce economic inactivity by providing disadvantaged target groups with access to a programme of employment support measures to help them to progress towards and/or into employment. The project will feed in to the successful Chorley Works project to replace the LCC service contracted to the under 25 age group with special focus on young people leaving care.
51. Following Storm Eva in December 2015 Chorley Council has been working hard to encourage property owners to take-up the property level resilience grant made available by the DCLG to fund works to homes to prevent flood damage. A total of 312 properties were identified as flooded in Croston, at £5k per property the funding provision in respect of these properties being £1.56m. To-date we have received PLRG applications for 84 of these properties and have made grant payments to 25 properties. The total amount so far committed is £310k. Even allowing for a contingency sum of £560k to fund any future applications and commitments made this will still leave a remaining DCLG fund of £1m.
52. A letter has been sent to DCLG requesting that this remaining £1m fund be allocated to CBC as a contribution to the Council's £1m outlay in 2015/16 in respect of the Croston Flood Risk Management Scheme which has been vital in reducing the risk of flooding.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

53. 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 and the quarter 1 revenue and capital monitoring report agreed by Council 20th September 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) £000s	Capital Budget (2) £000s	Changes £000s
2016/17	14,006	14,202	196
2017/18	22,106	27,319	5,213
2018/19	4,287	6,769	2,482
Total	40,399	48,291	7,892

Customer & Digital

54. There is £67k of committed expenditure relating to the purchase of **recycling receptacles**. The total budget of £115k is forecast to be fully committed in 2016/17
55. A budget of £166k is included in the programme for the **purchase of Council vehicles** consisting of £73k for a skip wagon and £93k for a small refuse wagon. The purchase of both vehicles are scheduled to be completed by the end of November and the costs will be within the agreed budget.

Policy & Governance

56. The current **Chorley Youth Zone** expenditure and funding profile is as follows:

Expenditure	2015/16 £000s	2016/17 £000s	2017/18 £000s	Total £000s
Demolition (CBC Contribution)	0	55	0	55
Chorley Contribution	150	325	325	800
LCC Contribution via CBC	0	500	500	1,000
Total	150	880	825	1,855

Following the tendering process and evaluation the total cost of the project has risen by £500k. As a result the partners of the project have been requested to underwrite an increase in the Youth Zone's budget. It has been requested that CBC underwrite £200k of this increase in the budget. If approved the Council's amended profiled contribution will be as follows:

Expenditure	2015/16 £000s	2016/17 £000s	2017/18 £000s	Total £000s
CBC Contribution	150	880	1,025	2,055

The additional £200k is profiled to be spent in mid-2017/18, as such it is hoped the funding to meet this expenditure will have been received before the expenditure is incurred.

57. 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. A profile of expected expenditure is subject to investigatory works however it is expected that budgets such as events parking, events infrastructure and footpath lighting will need to be re-profiled between 2016/17 and 2017/18.

Early Intervention

58. The **Disabled Facility Grants** programme is just one month in to the third quarter and has £314,000 of expenditure. Productivity has been very high within the team and there have also been some large value cases which have assisted in being able to commit work at such high levels. 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 £500k to be funded by the grant and any RP contributions. It is recommended that the budget is increased to £614k to match the grant

allocation. Further clarification will be sought as to the requirements of the grant and whether any uncommitted grant can be carried forward into future years.

59. The extension and final refurbishment of **Cotswold House** has commenced and is forecast to 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, tenders for the works have been received and work has commenced. The project is forecast to spend to budget.

Regeneration & Inward Investment

60. Costs relating to the construction of the **Market Walk Extension** have been estimated at £12.643m and Members approved the recommendation to proceed with the development at Full Council in September 2016 provided 75% of the retail floor area has agreements in place. The total approved budget for Market Walk Extension is £12.643m of which £613k was spent in 2015/16 leaving a remaining budget of £12.030m. Works are scheduled to begin in January 2017 and complete in March 2018 with the development opening from Autumn 2018. Some enabling works are being carried out in 2016/17 including the purchase of Apex House and works to Fazarkerley St. At this stage detailed information as to the profile of expenditure over the two years is not available, as such it is proposed that the profile remains at £3.000m in 2016/17 with the outstanding £9.030m profiled in 17/18.
61. 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 the profiling of expenditure relating to works in 2016/17 and so the budget of £1m will remain in 2016/17.
62. Planning permission was secured in June 2016 for the **Primrose Retirement Village**. The contractor is being procured under the LCC Strategic Partnership Framework arrangement and full Council approval to proceed with the scheme was agreed in September 2016. Negotiations with St John to acquire a parcel of land are still ongoing. Start on site is expected in early 2017 and will be complete by no later than the end of March 2019 (HCA deadline). Further profiling of expenditure is not yet available, as such the budget of £9.747m will remain as profiled £2.881m 2016/17 and £6.865m 2017/18 with revisions expected in the next monitoring report.
63. 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.
64. The European funding for the **Digital Office Park** of £4.050m has been agreed towards the £8.1m capital project. As per the recommendations approved at Full Council on 19th July 2016, the £8.1m capital budget will be added to the capital programme with the £4.050m CBC match funding to be financed through prudential borrowing. The profiled expenditure is currently estimated as follows including professional fees and purchase of land:

Expenditure	2016/17 £m	2017/18 £m	2018/19 £m	Total £m
Chorley Contribution	0.325	2.450	1.275	4.050
European Funding	0.325	2.450	1.275	4.050
Total	0.750	4.900	2.450	8.100

65. The asset improvement budget and leisure centre improvement budgets included in the capital programme are as follows:

	2016/17	2017/18	2018/19	Total
Asset Improvements	105,000	200,000	200,000	505,000
Leisure Centres	200,000	85,000	85,000	370,000
TOTAL	305,000	285,000	285,000	875,000

Revised maintenance forecasts for the Council's leisure centres indicate that approximately £120k of the budget will be required over the coming 3 years. In particular, the entire replacement of All Seasons external glazing will no longer be required reducing forecast spend in 2016/17 by over £100k.

The table below gives a re-profiled asset improvement and leisure centre improvement programme. Included in the programme are £230k of costs towards the enhancement of the roads at Chorley and Adlington Cemeteries.

In addition it is proposed that £120k is included against these budgets in 2017/18 for improvement works to the Town Hall Council Chamber. Including new conference microphone system and induction loop as well as a furniture re-fit to improve provision for the public, including disabled users.

Forecast

	2016/17	2017/18	2018/19	Total
Asset Improvements	90,000	115,500	200,000	405,500
Cemetery Paths - Chorley	45,000	47,500	42,000	134,500
Cemetery Paths - Adlington		50,000	45,000	95,000
Works to Council Chamber		120,000		120,000
TOTAL - ASSET IMPROVEMENTS	135,000	333,000	287,000	755,000
Leisure Centres	80,000	10,000	30,000	120,000
TOTAL	215,000	343,000	317,000	875,000
Remaining Budget	90,000	(58,000)	(32,000)	0

The forecast indicates that £90k of the budget for 2016/17 will need to be rolled forward into 2017/18 and 2018/19 to fund the works. As indicated in the table above the costs of these works over the 3 years can be managed within the original total £875k budget.

Additions/Budget Increases

66. As per the paragraphs above, Council is asked to approve the following additions to the capital programme:

- £200k increase in the Chorley Youth Zone budget to underwrite part of the £500k shortfall in funding in 2017/18
- £189k increase in DFG budget, 100% grant funded, to bring it in line with 16/17 grant funding levels
- Following the successful ERDF funding bid and as per the recommendations approved at Full Council on 19th July 2016, the £8.1m Digital Office Park capital budget will be added to the capital programme with the £4.050m CBC match funding to be financed through prudential borrowing.

Capital Financing

67. 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	Quarter 2 2016/17 £'000	Variance £'000
External Contributions	4,530	4,535	5
Grants	1,971	2,424	453
New Homes Bonus	400	310	(90)
Earmarked Reserves	1,968	1,951	(17)
Revenue	0	0	0
Capital Receipts	852	852	(0)
Borrowing	4,285	4,016	(269)
Capital Financing 2016/17	14,006	14,088	82

The increase in grant funding is due to the forecast European funding to be drawn down against the Digital Office Park and increase in the DFG funded budget.

IMPLICATIONS OF REPORT

68. 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

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

COMMENTS OF THE MONITORING OFFICER

70. 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	25/10/16	Revenue and Capital Budget Monitoring 2016-17 Sep

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2016/17 Forecast to end of September 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)	(103,090)	320,910	6,559,730	(40,000)		6,519,730	6,440,630	79,100	1.2%
Policy & Governance	4,005,280	147,360	70,720	356,340	4,579,700	(30,000)		4,549,700	4,486,930	62,770	1.4%
Early Intervention	2,605,910	(17,300)	(52,300)	536,090	3,072,400	(30,000)		3,042,400	3,001,110	41,290	1.4%
Business Development & Growth	814,240	27,460	84,670	1,313,030	2,239,400	(50,000)		2,189,400	2,198,244	(8,844)	-0.4%
Directorate Total	13,924,860	-	-	2,526,370	16,451,230	(150,000)	-	16,301,230	16,126,914	174,316	1.1%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	240,270				240,270			240,270	230,000	10,270	4.3%
Pensions Deficit Recovery (Fixed Rate)	955,600				955,600			955,600	955,600	-	-
Benefit Payments	(55,450)				(55,450)			(55,450)	(36,267)	(19,183)	34.6%
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)	150,000		-	-	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Total Service Expenditure	13,368,830	-	-	2,876,370	16,245,200	-	-	16,245,200	16,019,797	225,403	1.4%
Non Service Expenditure											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(150,000)			150,000	-			-	-	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	400,000			1,967,548	2,367,548			2,367,548	2,367,548	-	-
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	-	-	2,117,548	4,040,008	-	-	4,040,008	4,040,008	-	-
Total Expenditure	15,291,290	-	-	4,993,918	20,285,208	-	-	20,285,208	20,059,805	225,403	1.1%
Financed By											
Council Tax	(6,774,750)				(6,774,750)			(6,774,750)	(6,774,749)	(1)	
Revenue Support Grant	(1,397,190)				(1,397,190)			(1,397,190)	(1,397,202)	12	
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)	-	
Government S31 Grants (Other Grants)	-				-			-	(5,850)	5,850	
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	-			(1,967,548)	(1,967,548)			(1,967,548)	(1,967,548)	-	
Use of Earmarked Reserves - revenue expenditure	1,344,650			(3,026,370)	(1,681,720)			(1,681,720)	(1,681,720)	-	
Conts in CGUA Reclassified as Revenue	-				-			-	-	-	
Budgeted Contribution to General Balances	500,000				500,000			500,000	500,000	-	
Total Financing	(15,291,290)	-	-	(4,993,918)	(20,285,208)	-	-	(20,285,208)	(20,297,254)	12,046	-0.1%
Net Expenditure	-	-	-	-	-	-	-	-	(237,449)	237,449	
General Balances Summary Position											
				Target	Forecast	Market Walk Surplus to Enhance Existing Site		60,000	Recommendation 4		
				£	£	Planning Policy Local Plan/LDF Reserve		50,000	Recommendation 5		
General Fund Balance at 1 April 2016				3,240,000	2,684,820	Retail Grants Programme		100,000	Recommendation 6		
Budgeted Contribution to General Balances					500,000						
Provisional (Over)/Under Spend					27,449	Forecast Underspend		27,449			
Forecast General Fund Balance at 31 March 2017				3,240,000	3,212,269						

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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	43,327	10,930	19,773	74,030	-
16/17 year old drop in scheme	-		15,000	15,000	11,250	3,750	-	15,000	-
Connecting Communities through food	8,440			8,440	1,822	276	6,342	8,440	-
Support to the VCFS Network	-		15,000	15,000	7,500	7,500	-	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	20,276		39,724	60,000	-
Furthering Key Employment Sites	26,120		125,000	151,120	20,686	64,262	66,172	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	9,800		23,400	33,200	-
Deliver the Skills Framework	-		30,000	30,000			30,000	30,000	-
Chorley Works (Employability Officer)	-		39,000	39,000	6,050		32,950	21,930	17,070
Vulnerable families employment project	-		3,500	3,500	253		3,247	3,500	-
Support the expansion of local businesses (BIG grant)	114,000		60,000	174,000	39,498		134,502	174,000	-
Business Start-up (Grant and Loan)	2,400		30,000	32,400	6,781		25,619	32,400	-
Borough wide retail grants improvement programme	105,970		147,000	252,970	133,485	105,656	13,829	252,970	-
Town Centre & Steeley Lane Pilot Action Plans	130,270		-	130,270	110,996	-	19,274	130,270	-
Chorley Grand Prix - British Cycling 2016	-		25,000	25,000	4,114		20,886	4,114	20,886
Community development and volunteering (Spice)	21,440		20,000	41,440			41,440	41,440	-
Employee Health scheme	-		20,000	20,000	10,320		9,680	20,000	-
Support the food bank	-		15,000	15,000	7,500	7,500	-	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		10,000	5,000	10,000	5,000
Digital access and inclusion	5,520	25,000		30,520	5,710	14,570	10,240	30,520	-
Investigate opportunities to expand Chorley Markets	4,170			4,170	549		3,621	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	30,512	10,210	29,278	70,000	-
Chorley Public Service Reform Board work plan	-		15,000	15,000	6,204		8,796	15,000	-
Campaigns and events	-		80,000	80,000	30,645	6,655	42,700	80,000	-
Disabled and dementia online venue access guides	14,860			14,860	5,158	5,077	4,625	10,500	4,360
Accommodation finding service	6,000	18,000		24,000	6,000		18,000	24,000	-
Development and delivery of community action plans	200,000		-	200,000	42		199,958	200,000	-
Chorley Flower Show 2016	-		40,000	40,000	40,000		-	40,000	-
North West in Bloom	-		50,000	50,000	27,707	200	22,093	26,000	22,000
Additional events in Astley Hall and Park	-		14,000	14,000	5,474		8,526	14,000	-
Public Noticeboards	-		10,000	10,000			10,000	10,000	-
Police Community Support Officers	-		297,000	297,000	74,250	148,500	74,250	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	10,681		27,829	38,510	-
TOTALS	927,510	53,000	1,323,000	2,303,510	689,390	537,461	1,076,659	2,217,194	84,316

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	804,649	(277,000)	3,212,469	(1)
Change Management Reserve	151,400		(150,000)	1,400	
VAT Shelter Income - Capital/revenue financing	16,370		(16,370)	0	
Non-Recurring Expenditure - Revenue resources for capital financing	2,143,790		(1,951,258)	192,532	
Market Walk - Income Equalisation Reserve	200,370	50,000		250,370	
Market Walk - Asset Management	85,860	50,000		135,860	
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		(3,680)	29,290	
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	(2,783,398)	1,761,722	
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		(29,700)	3,320	
Government Grants - Single Homeless Initiative	15,740		0	15,740	
Development & Regeneration	48,760	0	(29,700)	19,060	
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	(1,359,820)	19,060	
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	
Customer Transformation	331,740	34,000	(137,290)	228,450	

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					
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	(19,700)	47,500	
Waste & Streetscene Services	57,200	10,000	(19,700)	47,500	
Planning Appeal Costs	31,090			31,090	
Planning Services	31,090	0	0	31,090	
Customer & Digital Services	1,041,680	44,000	(778,640)	307,040	
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		(15,000)	2,430	
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	(86,400)	138,000	
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	(449,090)	214,500	
Directorate Reserves	3,405,410	202,300	(3,033,990)	573,720	
Earmarked Reserves	6,858,720	1,294,110	(5,817,388)	2,335,442	
Total Reserves - General and Earmarked	9,543,540	2,098,759	(6,094,388)	5,547,911	
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

	Actual	Commitment	Total	16/17 Budget	Qtr 1 Adjustments	Qtr 1 16/17 Budget	Qtr 2 Adjustments	Current 16/17 Budget	2016/17 Forecast	2016/17 (Under)/Over	17/18 Budget	Qtr 1 Adjustments	Qtr 2 Adjustments	17/18 Budget	18/19 Budget	Qtr 2 Adjustments	18/19 Budget
Customer & Digital																	
Thin Client Implementation	0	0	0	8,450		8,450	(8,450)	0	0	0				0			0
Recycling receptacles	57,968	9,713	67,680	115,000		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	47,820	0							0
People & Places Vehicles & Plant	0	0	0	166,000		166,000		166,000	166,000	0							0
	57,968	9,713	67,680	337,270	0	337,270	(8,450)	328,820	328,820	0	115,000	0	0	115,000	115,000		115,000
Policy & Governance																	
Electoral Management System	0	0	0	4,160		4,160		4,160	4,160	0				0			0
Chorley Youth Zone	0	0	0	443,000	437,000	880,000		880,000	880,000	0	325,000	500,000	200,000	1,025,000			0
Astley Hall & Park Development	106,625	285	106,910	711,258		711,258		711,258	711,258	0							0
	106,625	285	106,910	1,158,418	437,000	1,595,418	0	1,595,418	1,595,418	0	325,000	500,000	200,000	1,025,000	0		0
Early Intervention																	
Climate Change Pot	0	0	0	3,680		3,680		3,680	3,680	0				0			0
Disabled Facilities Grant	197,734	0	197,734	414,087	10,913	425,000	189,000	614,000	500,000	(114,000)	369,561			369,561	369,561		369,561
Cotswold House Improvements Final Phase	60,885	466,263	527,148	858,000		858,000		858,000	858,000	0							0
Leisure Centres Improvements	0	3,500	3,500	200,000		200,000	(120,000)	80,000	80,000	0	85,000		(75,000)	10,000	85,000	(55,000)	30,000
Delivery of CCTV 15/16 - 17/18	284,535	48,107	332,642	335,000		335,000		335,000	335,000	0							0
	543,154	517,869	1,061,024	1,810,767	10,913	1,821,680	69,000	1,890,680	1,776,680	(114,000)	454,561	0	(75,000)	379,561	454,561		399,561
Regeneration & Inward Investment																	
Asset Improvements	14,666	0	14,666	105,000		105,000	30,000	135,000	135,000	0	200,000		133,000	333,000	200,000	87,000	287,000
Market Walk Extension	319,914	0	319,914	12,249,745	(9,249,745)	3,000,000		3,000,000	3,000,000	0		9,249,745	(219,745)	9,030,000			
Regeneration Projects - Public Realm Works Phase 2	29,398	27,605	57,003	1,000,000		1,000,000		1,000,000	1,000,000	0							0
Buckshaw Community Centre	474,268	0	474,268	476,000		476,000		476,000	476,000	0							0
Big Wood Reservoir	0	0	0	86,100		86,100		86,100	86,100	0							0
Buckshaw Village Rail Station	0	0	0	726,000	(726,000)	0		0	0	0		726,000		726,000			0
Eaves Green Play Development	2,358	7,932	10,290	56,178		56,178		56,178	56,178	0							0
Play, Recreation and Open Space Projects	112,285	34,050	146,335	898,318	(87,000)	811,318		811,318	811,318	0	440,000	(13,000)		427,000			0
Rangletts Recreation Ground	(10,931)	9,198	(1,732)	70,000		70,000		70,000	70,000	0							0
Carr Brook Trim Trail	10,763	0	10,763	11,138		11,138		11,138	11,138	0							0
Yarrow Valley Car Park	5,585	5,275	10,860	220,165		220,165		220,165	220,165	0							0
Recreation Strategy	0	0	0	105,000		105,000		105,000	105,000	0							0
Primrose Retirement Village	203,680	0	203,680	2,881,529		2,881,529		2,881,529	2,881,529	0	6,590,821		274,650	6,865,471			0
Westway Playing Fields Sports Campus	5,241	5,370	10,611	785,000		785,000		785,000	785,000	0							0
Digital Office Park			0		645,000	645,000	105,000	750,000	750,000	0			4,900,000	4,900,000		2,450,000	2,450,000
	1,167,227	89,431	1,256,658	19,670,173	(9,417,745)	10,252,428	135,000	10,387,428	10,387,428	0	7,230,821	9,962,745	5,087,905	22,281,471	200,000	2,537,000	2,737,000
Chorley East Health Centre											3,517,800		(3,517,800)	0	3,517,800	(3,517,800)	0
TOTAL	1,874,974	617,298	2,492,271	22,976,628	(8,969,832)	14,006,796	195,550	14,202,346	14,088,346	(114,000)	11,643,182	10,462,745	1,695,105	23,801,032	4,287,361	(980,800)	3,251,561

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Report of	Meeting	Date
Director (Policy and Governance) (Introduced by the Executive Member for Resources)	Executive Cabinet	17 November 2016

EXTERNAL EVENTS POLICY

PURPOSE OF REPORT

1. This report sets out the policy for how the council will process and approve events on council land that are organised by individuals, groups and organisations external to the council.

RECOMMENDATION(S)

2. That the policy be adopted.

EXECUTIVE SUMMARY OF REPORT

3. With events becoming increasingly popular, it essential that the council has a policy for dealing with event requests from external individuals, groups and organisations. The introduction of the event policy will bring Chorley Council in line with other councils and will help to protect the council's assets to ensure they can be used and enjoyed for future generations. It will also mitigate the risk and liability to the council against health and safety infringements or issues.
4. The report sets out the aim of the external events policy and how adopting the external events policy will clearly outline the role of Chorley Council in events organised by individuals, groups and organisations external to the council.
5. The external events policy will provide a framework for the event approval process within the council. It will define the role and process of the Chorley Event Safety Advisory Group (ESAG) and it will provide a framework and clear guidance on the processes required of the event organiser.
6. The policy applies to all events being held on council-owned land, events in the Chorley borough requiring input from the Chorley ESAG and all events requiring a road closure order.
7. The external events policy clearly states that accountability for external events will sit within the portfolios of the Leader and Deputy Leader. The Director responsible for the site including the Director of Business Development (parks and open spaces and the town centre) and Growth and the Director of Policy and Governance (Astley Park).
8. Officers responsible for the sites will continue to liaise with external event organisers and process the applications in conjunction with other departments across the council; however, officers will now follow an agreed process called the event journey.
9. Applications to organise an event on council land will be judged upon key criteria including the competency of the event organiser to organise a safe event; the information provided by

the event organiser including an event management plan and risk assessment and whether the information is provided in the agreed timescales; evidence of the appropriate level of public liability insurance; the event organiser signing up to and abiding by the new hire agreement; the ability to pay the fees, charges, bond and other associated costs on time and the ability of the organiser to demonstrate that they have liaised with other safety organisations and the Chorley ESAG.

- 10. If any of the conditions are not met within the timescales the council will consider refusing permission for the event to take place.
- 11. The council will improve the guidance and information available to event organisers including producing templates for event organisers to adopt.
- 12. Fees and charges will be introduced to cover the costs associated with processing an event on council land including officer time in processing an event, opening up facilities, clearing up sites, checking structures and food hygiene and the hire or use of extra council equipment such as bins, cones, parking signs, barriers, fencing and gazebos.

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)

- 13. To formalise and adopt a process for managing external event requests, to protect the council's assets to ensure they can be used and enjoyed for future generations and to mitigate the risk and liability to the council against health and safety infringements or issues.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 14. None

CORPORATE PRIORITIES

- 15. 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

- 16. Chorley Council is committed to enabling events that contribute to its vibrant communities, attract visitors to the area and help to build a strong local economy by working with event organisers, partners and agencies to offer a variety of safe and enjoyable events.
- 17. Events help to draw visitors to the Chorley borough and encourage residents to come together and get involved in their local community.

18. The aim of the external event policy is to clearly outline the role of Chorley Council (the council) in events that are organised by individuals, groups and organisations external to the council; to give a framework of the event approval process within the council; to define the role and process of the Chorley Event Safety Advisory Group (ESAG) and to give a framework of the processes required of the event organiser.
19. The number of events held in the Chorley borough has grown extensively over the last five years, particularly events held on council land. Events range from small community gatherings, sports races and charity walks to large multi-day carnivals and one day shows.
20. The council may assist events as a facilitator and regulator. When required, the council works alongside the recently established Event Safety Advisory Group (ESAG), which is made up of multiple agencies who work together to review and advise event organisers on safety and welfare at events.
21. Due to the costs associated with processing and facilitating events, the council will aim to introduce charges to pass onto the event organiser. There will be a degree of discretion in applying the charges and all charges will need to be approved by a senior manager or the relevant Executive Cabinet Member.

POLICY OBJECTIVES

22. Chorley Council will support the hosting and organising of events across the Chorley borough that will complement the council's corporate strategy 2015 – 2018 in:
 - a. Enabling and empowering residents to take an active part in their community and have pride in where they live
 - b. Promoting clean, safe and healthy communities by providing a range of recreational activities
 - c. Adding to a strong local economy, increasing Chorley's profile as a visitor destination and promoting a vibrant town centre and villages
 - d. Enabling the council to meet the needs of residents and the local area
23. The policy's objectives are to:
 - a. Outline Chorley Council's role in events across the borough explaining what we want to achieve and how we are going to do it
 - b. Providing a framework for the event application process for running an event and communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging an event on council land
 - c. Providing advice and guidance or signposting organisers to relevant organisations, funding sources, toolkit, training and resources
 - d. Making available information, application forms, template documents and guidance to:
 - enable the organiser to notify the council of an event
 - apply to use council land
 - apply for a road closure
 - plan a safe event

N.B these services will be made available on Chorley Council's website and will also be available in other formats such as paper or email upon request.
24. Guiding how we work with partners through the ESAG. Offer advice to event organisers in respect of their responsibilities to ensure the health and safety of staff, participants and the public attending their event

- 25. Providing information about council-owned event venues for hire and how we make our assets available for the use of public events
- 26. Ensuring that any detrimental effects that the hosting of events in the Chorley borough may have and the disruption to other organisations, residents and businesses are minimised
- 27. Providing a clear charging policy with a defined scale of fees and charges for hire of council land. Explaining where these will be levied and ensuring a consistent approach. Review fees and charges for events annually. Providing advice on possible funding opportunities to assist with the costs associated with organising an event.

ACCOUNTABILITY

- 28. The council has a duty of care and therefore it will ensure that all relevant departments follow the processes to make sure that events are safe.
- 29. Events sit within the portfolio of the Executive Member for Resources and Executive Member for Economic Development and Public Service Reform. Accountability sits with the Director of Business Development and Growth and the Director of Policy and Governance. A number of departments and officers will have certain accountability throughout the event process and officers with responsibility for certain sites will lead on supporting event organisers through the event process.

LEGISLATION AND DEFINING EVENTS

- 30. The council has legal duties and enforcement powers under the Health and Safety at Work Act 1974 and the associated statutory provisions for events held on council-owned land. All events held on council-owned land must conform to relevant legislation, guidance, applicable laws, regulations and Chorley Council’s bye-laws.
- 31. The council’s regulatory services have enforcement powers under the Health and Safety at Work Act 1974 in relation to defined activities which may form part of an event.
- 32. The council coordinates and consults with the local ESAG to assist event organisers in the discharge of these statutory duties. Where an event is considered to have a significant impact on an area, site or residents, these will be considered by the council and ESAG.
- 33. The council considers applications for all types of events. Applications are considered from all sections of the community. When considering events there is a scale by their size:

Event size	Number of participants
Small	0-499
Medium	500-999
Large	1000+
Major	5000+

THE ROLE OF THE CHORLEY EVENT SAFETY ADVISORY GROUP (ESAG)

- 34. The Chorley ESAG is a multi-agency group which works together to provide advice on events across the Chorley borough to ensure that public events can take place safely and successfully. The Chorley ESAG was established in 2014 and comprises of representatives from Chorley Council, Lancashire Police, Lancashire Fire and Rescue Service, North West Ambulance Service and Lancashire County Council Highways.

35. The ESAG Terms of Reference clearly outline the membership, roles and responsibilities of members and the policies and procedures the group follows. As a key landowner in the borough, Chorley Council as the landlord can take note of the advice and recommendations made by the ESAG and may withdraw consent upon advice by the ESAG on safety and public nuisance grounds only.

THE ROLE OF THE EVENT ORGANISER

36. An event organiser is a named individual who holds overall responsibility for the organisation of the event. The event organiser is expected to provide complete and accurate event documentation and information within the required timeframes as well as making sure that the event complies with legislative requirements.
37. The event organiser will need to prove competency in organising events by demonstrating knowledge and understanding of event management processes and requirements; providing evidence of competence of key individuals; confirming they have sufficient resources including time and budget; providing evidence of previous successful events that show they can adopt and develop safe systems of event management.

APPLYING FOR EVENTS

38. All event applications will follow the event journey, a comprehensive application and approval process that ensures that events are only given permission once all steps in the process have been correctly carried out by the applicant. Please refer to appendix 2 for the event journey diagram. The Application process will follow this and will be outlined on the council's website.
39. When putting on an event in the Chorley borough event organisers are requested to inform the council a minimum of 16 weeks prior to the event. This can be done up to 24 months prior to the event. However this does not confirm the booking of the site.
40. Once availability of the site has been checked and the council is happy with the information provided in the event proposal form, the event organiser must submit the following documents as part of the event application and in addition to the event proposal form:
- a. An event management plan
 - b. A site map/plan
 - c. Evidence of a risk assessment
 - d. Evidence of public liability insurance
 - e. If required, a road closure application including a traffic management plan
 - f. If required, a parking management plan

Templates for some of these documents will be made available on Chorley Council's website and event organisers are encouraged to use these templates where possible.

41. The council may, at its discretion or at the request of the ESAG, request further information or documentation not covered by any of the above documents. The council may consider some late submissions; however there may be inadequate time for the ESAG to make an informed assessment of the application and thus advice and comments may not be issued. The council reserves the right to reject an event application where these timescales are not adhered to, or where there is significant information missing from the application. Should the event organiser not comply with timescales resulting in the event not going ahead, the council will not be liable for any costs paid out by the organiser in preparing for the event.

Timescales

Three days for council to respond

Up to 24 months before the event

12 months before the event

Small event (0-499) 4 - 14 weeks

Medium event (500-999) 16 weeks to 6 months

Large event (1000+) 6 months to 12 months

Major event (5000+) 24 months to 12 months

Minimum of 4 weeks after the event

THE EVENT JOURNEY

Desire to hold an event

Request from event organiser

Event proposal form received by Chorley Council

Event organiser to complete an event proposal form, which can be downloaded from chorley.gov.uk or sent by email

Officer(s) responsible for the proposed site to check availability

Chorley Council gives provisional permission to proceed with event organisation (or refuses) and sends out event requirements pack and information on charges

Event organiser returns event documentation with application fee to secure the site for the requested date

Chorley Council sends out hire agreement

Event organiser returns hire agreement

Processing stage

Advice and guidance

Apply for road closure (12 weeks in advance)

Apply for licences

Chorley ESAG review

Revise plans

Chorley Council senior management approval

Invoice for event charges

Chorley Council to issue permission to occupy and event goes ahead

Event review with feedback from Chorley Council, event organiser and ESAG (where applicable)

HOW WE MAKE DECISIONS ON SUITABILITY

42. To ensure fair use of sites, the council will look at the event proposal and take into consideration the nature of the event, suitability of the site and the proposed date.
43. In most circumstances, the council will operate a first come, first serve policy when it comes to reserving and granting permission to occupy for events on council land. However, where restrictions apply to council land, or there are multiple requests for an event location on the same date, then council officers will determine a fair and balanced allocation of events between applicants in line with the aims and objectives of the external events policy.
44. All bookings for events on council land will be held on a provisional basis until all documentation is submitted. Once the event documentation is received along with the application fee, then this reserves the land requested for the event. This can only be for a maximum of twelve months prior to the event and if it is an annual event, then documentation can only be received following the completion of your event and satisfactory evaluation and feedback has been received.
45. Following the submission of all the documents the council will process these documents within three to six months unless it is a very large event. A standard event will take 16 weeks to be processed dependent on the accuracy of the paperwork.

VENUE SUITABILITY FOR EVENTS

46. Chorley Council has a range of parks, open spaces and venues that host a wide range of community and commercial events throughout the year.
47. Each of the sites in the borough offer different facilities and experiences for audiences and information on potentially available sites will be made available on Chorley Council's website including details of the facilities available, the site capacity and access to the site.
48. The event organiser is responsible for maintaining the site in its present condition and shall return the site to the council in the same condition.
49. On certain high usage sites, events will be spaced out with two or three weeks in between enabling the surface to recover.
50. On certain sites, if it is a wet season, an event organiser may be given two weeks' notice from the council that they will not be able to use the site. This condition is included within the hire agreement. Therefore event organisers need to have a contingency plan for relocating their event in the circumstance of adverse weather conditions.
51. This also includes areas of land owned by Lancashire County Council (LCC) but where responsibility for managing events on this land has been passed to the Council. If an event is on a highway then LCC will grant permission on the condition that the event organiser provides the correct documentation to the council to satisfy ESAG that the event is safe.

GRANTING PERMISSION FOR THE USE OF COUNCIL LAND

52. All events require permission from the council in the capacity as the landlord to the area where the event is being located. Permission will only be granted upon receipt of the event proposal form, the completed hire agreement, full payment, risk assessment, event management plan, site map, public liability insurance and all other supporting documents as required.
53. Reservation of the site can only be done 24 to 12 months in advance and once the events team receive the application documentation and application fee. Therefore security of the

land cannot be given before this period. Upon satisfactory receipt of all documentation and with support of the ESAG, where applicable, permission to occupy will be granted.

54. Event organisers will be sent a Hire Agreement with a final quote for the land hire and additional fees and charges. Once the agreement has been signed, the event organiser will receive an invoice for the land hire and additional fees and charges.
55. Formal permission for the use of council land will be given to the event organiser through the Permission to Occupy. Once payment of charges has been received, the permission to occupy will be granted and sent out. It is only at this point that the event is sanctioned to go ahead.
56. The council can give permission as early as 12 months prior to the event or if an annual event, following the completion and evaluation of the event. However, there is a caveat that Chorley Council will be able to cancel this permission if there is unforeseen works on the land or a natural event that affects the usage of the land.
57. The event organiser must ensure that the person or persons signing on behalf of the organisation have the legal entitlement to do so.

REFUSING PERMISSION FOR THE USE OF COUNCIL LAND

58. Where the council is unable to give permission to occupy council land, an alternative date or location may be offered, where appropriate, to enable the event to take place.
59. Where the council is unable to give permission to occupy council land, and there are no suitable alternatives, the event organiser will be informed. In these circumstances, the council is not responsible for any costs that the event organiser may already have incurred in preparing for the event.
60. The following activities are not permitted on council land, and will not be supported by the council on private land in the borough:
 - Lantern releases
 - Balloon releases, except where the materials used are fully biodegradable
 - The use of live animals as prizes as part of an event
 - Circuses or events which include live animal acts, except where sufficient evidence can be provided that animals are respected and cared for to an acceptable standard at all times.
 - Firework displays; unless prior permission is sought and granted, notwithstanding exemption
 - Bonfires, unless prior permission is sought and granted
 - Commercial/promotional purposes.

EVENTS ON PRIVATE LAND

61. The council's primary concern with events held on private land is public safety. Event organisers are encouraged to adopt good practice and to submit documentation and the council will circulate the information to the ESAG in order to get it out to the agencies for feedback. The application would comprise, as a minimum of the event proposal form and then where necessary an event management plan, risk assessment, site plan and evidence of public liability insurance.

FEES AND CHARGES

62. Chorley Council is very supportive of events within the borough and recognises the positive impact they bring boosting the local economy, attracting visitors and involving local people

in their communities. However, there are costs and additional services that may be required for processing events and the use of council land. The fees and charges are based upon everything that the council will need to charge to cover its costs for providing additional services and resources ensuring that they are not detracting from other services being provided.

- 63. An application fee will be introduced to give applicants support from our officers and covers administration time for processing an event throughout its event journey. The application fee will need to be paid once the event proposal form and the event application documents have been returned. The fee is non-refundable.
- 64. Charges for the use of council land shall be payable in accordance with the council’s fees and charges for hire which are in force at the time. As part of this events policy, the council will charge for the hire of Chorley Council land for the purpose of an event, based on the nature of the event being held. This charge is to cover the cost of officer time in facilitating the event. Guidance on how the fees and charges are calculated and what the fees cover will be sent out to the event organiser with the event requirements pack. The event hire fee will be requested when the event organiser has completed the paperwork and signed the memorandum of agreement and they will be asked for payment being made in full, in advance of the event.
- 65. Example event fees:

Venue	Description	Fees
Astley Park	Community	<ul style="list-style-type: none"> • Application fee = £75 (non-refundable) • Bond (if applicable) = To be negotiated • Daily hire rate = £75 • Set up and take down days = 25% of daily rate
	Active recreation sessions	<ul style="list-style-type: none"> • Application fee = £75 (non-refundable) • Bond (if applicable) = To be negotiated • Daily hire rate = n/a
	Charity	<ul style="list-style-type: none"> • Application fee = £75 (non-refundable) • Bond (if applicable) = To be negotiated • Daily hire rate <ul style="list-style-type: none"> ○ National charity = £150 ○ Regional charity = £100 • Set up and take down days = 25% of daily rate
	Commercial	<ul style="list-style-type: none"> • Application fee = £75 (non-refundable) • Bond (if applicable) = To be negotiated • Daily hire rate = £300 • Set up and take down days = 25% of daily rate
Jubilee Recreation Ground	Community	<ul style="list-style-type: none"> • Application fee = £75 (non-refundable) • Bond (if applicable) = To be negotiated • Daily hire rate = £50 • Set up and take down days = 25% of daily rate
	Active recreation sessions	<ul style="list-style-type: none"> • Application fee = £75 (non-refundable) • Bond (if applicable) = To be negotiated • Daily hire rate = n/a
	Charity	<ul style="list-style-type: none"> • Application fee = £75 (non-refundable) • Bond (if applicable) = To be negotiated • Daily hire rate <ul style="list-style-type: none"> ○ National charity = £100

		<ul style="list-style-type: none"> ○ Regional charity = £50 ● Set up and take down days = 25% of daily rate
	Commercial	<ul style="list-style-type: none"> ● Application fee = £75 (non-refundable) ● Bond (if applicable) = To be negotiated ● Daily hire rate = £200 ● Set up and take down days = 25% of daily rate

66. A reinstatement bond is required in relation to certain types of events and relates to potential risk of damage to council land and assets. The bond covers the cost of the inspection of assets immediately prior to and immediately after events in order to identify any damage caused in addition to covering or contributing to the costs of reinstatement of the premises. Prior to the event, the council and the event organiser will undertake a condition survey to agree upon the condition of the premises and note any defects.
67. At the end of the event period, the event organiser must remove all of their goods, waste and other materials and hand back the premises cleared and in such condition as agreed by the condition survey.
68. The event organiser is liable for all reinstatement costs such reinstatement to be undertaken by an approved specialist contractor agreed by the council and the event organiser to the satisfaction of the council. In default the council shall retain the bond or part thereof to cover the costs of reinstatement and event organiser shall indemnify the council against any costs, damages or liability incurred by the council or by any subsequent company. Should the damage result in repairs costing more than the bond obtained, then the organiser will be invoiced for the difference.
69. Lancashire County Council highways may issue a charge for a temporary traffic regulation order in instances where the council is unable to issue a road closure order in accordance with its statutory powers.
70. The council will introduce fees and charges for additional resources which are outlined as follows:

Resources	Cost	Please tick if required	Contact details
Electricity	Price on application		
Water	Price on application		
Temporary Events Notice	£21.00		
Premises Licence	Based on rateable value of premises. Price on application.		
Street Collection Permits	Nil		
Delivery of bins (regardless of size)	£5.00 per bin		
Collection of waste (price per collection)	£10.00 per 240 litre bin per collection		
Provision of street cleaning for events	Hourly rate per operative Mon-Fri- £14.00 Hourly rate per operative Sat - £18.50 Hourly rate per operative Sun - £25.00		

Hiring of barriers and fencing	Price on application		
Hiring of Chorley Markets gazebo	Up to 14 gazebos – 3m - £15.00 6m - £20.00 Additional gazebos – 3m - £12.00 6m £15.00 Hourly rate per team leader/operative Mid-week – £8.75 to £12.75 Saturday – £13.13 to £19.13 Sunday – 17.50 to £25.50		
Additional opening hours outside schedule for public toilets	Price on application Indicative cost £40.84 materials per day		
Inspection of temporary demountable structures e.g. tiered seating, stage or marquees	£48.40 per hour		
Road closure	£50 including making the order legal by getting it sealed. Liaising with emergency services, traffic management contractors and various members of the public.		
Road Closure by a Traffic Order under Section 16a of Road Traffic Regulation Act 1984	£1200		
Implementation of parking management plan including cones and signs	From £250, price on application		

CANCELATIONS AND REFUNDS

- 71. The council reserves the right, at its sole discretion, to cancel any event booked on council land due to poor weather, unsuitable ground conditions, non-receipt of the required paperwork or exceptional unforeseen circumstances. In these circumstances, the council is not responsible for any costs that the organiser may already have incurred in preparing for the event.
- 72. Where an event is cancelled by the event organiser, the council requires 14 days’ notice and the event organiser must have a strategy in place to communicate this through a variety of channels. In the situation of an event being cancelled the application fee is non-refundable.
- 73. If we are notified prior to the event, where an event is cancelled due to circumstances beyond the event organiser’s control, for example adverse weather conditions and natural disasters the council may offer a refund of the hire fees, additional service costs and any deposit at its sole discretion but this will only be paid if the costs the council has incurred are covered. The council will be covering their full costs that they may have to incur to date or things they have had to put in place to assist cancelling the event.

LICENSING PERMISSIONS AND INSURANCE

- 74. Event organisers need to ensure that all required licenses are acquired in the relevant time scales. Chorley Council has responsibility for licensing the sale of alcohol, late

night refreshment and regulated entertainment. Please note that depending on what you are applying for it may require up to two months' notice. More information can be found on Chorley Council's website.

75. Public Liability Insurance provides cover for legal liability of the insured party in respect of a claim from a third party for property damage, death, injury and illness. It is the organiser's responsibility to ensure that the public liability insurance obtained is sufficient to cover every aspect of the event.
76. The event organiser must provide the council with evidence of public liability insurance of not less than £5million covering the event. Subject to the event risk assessment, the council may request that the event organiser must have public liability insurance of not less than £10million covering the event.
77. It is the responsibility of the event organiser to ensure that they obtain evidence of public liability insurance policies from any other site users, additional participants/parties to the same value prior to the event date.

ROAD CLOSURES

78. Some events may take place, partially or fully, on the highway, or pedestrians may use the highway to access or spectate at an event. In these circumstances, it may be necessary to close part or all of a road. Closing roads can have a significant impact on local people, and should therefore only be considered where absolutely necessary for an event to go ahead safely. An application for a road closure can be submitted to the council as part of an event application.
79. If you are planning an event such as a street party, a parade, a procession, a carnival or other festival Chorley Council can temporarily close the roads using its powers under the Town and Police Clauses Act 1847. Some other types of events such as sporting events or large scale events may require a Road Closure Order from Lancashire County Council under the Road Traffic Regulation Act so please contact the council early if you are unsure.
80. It is the responsibility of the event organiser to ensure they have the permission of LCC Highways Authority, and appropriate closure documentation where applicable, for any events on the highway.
81. Closing a public road, footway, footpath or verge without a lawful closure order is illegal.
82. An application for a road closure will need to be made 16 weeks prior to the event.

ENFORCEMENT

83. The council reserves the right to check that an event organiser is managing an event in accordance with the event plans submitted and hire agreement or permission to occupy, where the event is held on council land.
84. Any breach of these agreements based on a council inspection or a substantiated complaint from a third party will provide grounds for the council to be able to refuse permission for an event organiser to hold the same event in subsequent years or other events on council land.
85. Where there is a breach of the hire agreement, or the permission to occupy, the council may choose to take legal action to enforce their contractual rights. The council has statutory powers that can enable it to immediately stop any events on its land where there is an imminent or substantial risk to public safety.

MARKETING AND PROMOTION

86. The marketing and promotion of the event is the responsibility of the event organiser. Unless permission is given from Chorley Council’s communications team, the event organiser must not use or display the Chorley Council or any other associated council logos and/or mention support. Event organisers are not available to advertise their event by flyposting or erecting banners or posters on council land. However, your event can be advertised on Chorley Council’s website at chorley.gov.uk/whatson and may be advertised in the What’s Happening in Chorley magazine.

MONITORING AND REVIEW

87. A vital part of any event is to carry out an evaluation, reviewing the planning, organisation, delivery and success of the event. The council will monitor some events to ensure compliance with the policy and the event hire agreement.
88. Event debriefs may be carried out in a variety of ways including verbally at a site visit; with a telephone conversation; through written feedback or at a formal debrief meeting with officers from relevant council departments and in some instances relevant members of the ESAG to review how the event went, give feedback and raise any concerns, offering the opportunity to discuss improvements for any future events

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

90. ***

COMMENTS OF THE MONITORING OFFICER

91. ***

CHRIS SINNOTT
DIRECTOR OF POLICY AND GOVERNANCE

Report Author	Ext	Date	Doc ID
Louise Finch	5062	1 November 2016	***

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