

COUNCIL

TUESDAY, 10TH APRIL 2018, 6.30 PM

COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

- | | | |
|------|---|-----------------|
| 1 | MINUTES OF MEETING TUESDAY, 27 FEBRUARY 2018 OF COUNCIL | (Pages 5 - 14) |
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 | | |
| 2 | DECLARATIONS OF ANY INTERESTS | |
| | <p>Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.</p> <p>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.</p> | |
| 3 | MAYORAL ANNOUNCEMENTS | |
| 4 | PUBLIC QUESTIONS | |
| | <p>Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question.</p> | |
| 5 | EXECUTIVE CABINET | (Pages 15 - 22) |
| | <p>To consider the general report of the Executive Cabinet held on 18 January, 15 February and 15 March.</p> | |
| 6 | REVENUE AND CAPITAL BUDGET MONITORING 2017/18 REPORT 3 (END OF DECEMBER 2017) | (Pages 23 - 48) |
| | <p>To consider the report of the Director (Policy and Governance).</p> | |

7	OVERVIEW AND SCRUTINY COMMITTEE AND TASK AND FINISH GROUPS	(Pages 49 - 56)
	To consider the general report of the Overview and Scrutiny Committee held on 25 January and 22 March, the Overview and Scrutiny Performance Panel held on 8 March and Task Group update.	
8	GOVERNANCE COMMITTEE	(Pages 57 - 62)
	To consider the general report of the Governance Committee held on 24 January and 21 March.	
9	ELECTORAL REVIEW OF CHORLEY COUNCIL - DRAFT COUNCIL SIZE SUBMISSION	(Pages 63 - 108)
	To consider the draft report of the Director (Policy and Governance).	
10	COUNCIL APPOINTMENTS	
	To appoint the Executive Member (Early Intervention and Support) to a new outside body: Chorley Football Club Community Trust.	
11	QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8 (IF ANY)	
12	TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10	
13	TO CONSIDER PETITIONS (IF ANY) PRESENTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 23	

14 **EXCLUSION OF THE PUBLIC AND PRESS**

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

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).

15 **ACQUISITION OF FORMER HYATT RESTAURANT, DOLE LANE
AND PROPOSED LEASE TO CHORLEY LITTLE THEATRE**

(Pages 109 -
116)

Report of the Director (Business, Development and Growth)

16 **ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE
MAYOR**

GARY HALL
CHIEF EXECUTIVE

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To view the procedure for public questions/ speaking click here

<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%2016.pdf> and scroll to page 46

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MINUTES OF COUNCIL

MEETING DATE **Tuesday, 27 February 2018**

MEMBERS PRESENT: Councillor Mark Perks (Mayor), Councillor Margaret Lees (Deputy Mayor) and Councillors Aaron Beaver, Eric Bell, Martin Boardman, Alistair Bradley, Charlie Bromilow, Terry Brown, Henry Counce, Paul Clark, Jean Cronshaw, Alan Cullens, John Dalton, Doreen Dickinson, Graham Dunn, Christopher France, Gordon France, Margaret France, Jane Fitzsimons, Anthony Gee, Danny Gee, Tom Gray, Keith Iddon, Mark Jarnell, Hasina Khan, Zara Khan, Paul Leadbetter, Roy Lees, Sheila Long, Adrian Lowe, Marion Lowe, Matthew Lynch, June Molyneaux, Greg Morgan, Mick Muncaster, Steve Murfitt, Beverley Murray, Debra Platt, Joyce Snape, Kim Snape, Richard Toon, John Walker, Paul Walmsley, Alan Whittaker and Peter Wilson

OFFICERS: Gary Hall (Chief Executive), Chris Sinnott (Director (Early Intervention and Support)), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Business, Development and Growth)), Rebecca Huddleston (Director (Policy and Governance)), Chris Moister (Head of Legal, Democratic & HR Services) and Ruth Rimmington (Democratic and Member Services Team Leader)

APOLOGIES: Councillors Alistair Morwood and Ralph Snape

18.C.494 Minutes of meeting Tuesday, 23 January 2018 of Council

Decision: That the minutes of the last Council meeting held on 23 January 2018 be approved as a correct record for signature by the Mayor.

18.C.495 Declarations of Any Interests

There were no declarations of interests received.

18.C.496 Mayoral Announcements

The Mayor advised that up to 30 children from Parklands High School and Albany Academy have now successfully completed the Mayor's Award Programme.

As it is 100 years since women were given the right to vote a series of events have been planned. 8 March is International Women's Day and a banner will be installed at the Town Hall at 10am. The Mayor invited all female Councillors to attend.

18.C.497 Public Questions

There were no public questions for consideration.

18.C.498 General Fund Revenue and Capital Budget and Council Tax 2018/19

Councillor Peter Wilson, Executive Member (Resources) presented the Executive's General Fund Revenue and Capital Budget and Council Tax proposals for 2018/19 and item 7. Fees and Charges Policy and a Review of Fees and Charges. He explained that both items would be considered at the same time.

Councillor Wilson thanked the officers and the Labour Group for their hard work and input into the proposed budget. He referred to the achievements of the Council in recent years, investing significant sums in the provision of services, both in the town centre and rural areas, noting this was achieved during a period of austerity and the requirement to make £3 1/2 million in savings.

Councillor Wilson explained that the budget had resilience for the future. Chorley Council has experienced, and will continue to experience in the coming three years, large reductions in its major funding sources, including Revenue Support Grant, Retained Business Rates, New Homes Bonus and income from LCC. The forecast budget deficit for 2019/20 is £1.6m and £2.2 in 2020/21.

Through savings achieved to date, additional income identified, a review of net financing, the use of unutilised reserves and increases in council tax the Council is able to set a balanced budget in 2018/19 with some resources available to invest.

The proposed budget is consistent with the Medium Term Financial Strategy and safeguards the financial resilience of the Council's maintaining the level of working balances at £4.0m.

Councillor Wilson explained that, in addition to a balanced budget, there are proposals for investment to support the Corporate Strategy. This includes the delivery of the Digital Office Park, Primrose Gardens extra care facility and the delivery of the Market Walk extension. The Council is working with partners to deliver some of these projects.

Councillor Bradley, Executive Leader of the Council, noted that the majority of Lancashire Districts are increasing their council tax. The proposed budget is in line with an agreed plan to become self-sufficient and to invest in the services that residents want.

In summary, the report set out proposals that will:

- Mitigate the reduction in Central Government funding by increasing Council Tax by 2.99% in 2018/19 and including a forecast 2.99% increase in Council Tax in 2019/20 and a forecast 2% increase in 2020/21 as part of the medium term budget strategy.
- Deliver budget efficiency savings and increased income in 2018/19 onwards
- Continue to deliver investment in strategic priorities including £0.897m in 2018/19 and £0.673m in 2019/20

- Seek to bridge the forecasted budget gap, in particular through the procurement of its contracts, through sharing services with other councils and investing in projects that generate net income streams for the Council.
- Is consistent with the Medium Term Financial Strategy.
- Minimise the revenue impact of the Council's borrowing commitment to fund the capital programme.
- Safeguard the financial resilience of the Council's budget by maintaining the level of working balances at £4.0m.

The following appendices were attached to the main report on the General Fund Revenue and Capital Budget and Council Tax for 2018/19, providing supporting information to the budget proposals:

Appendix A: Formal Council Tax Resolution 2018/19

Appendix B: Special Expenses & Parish Precepts 2018/19

Appendix C: Delivering Our Priorities - Chorley Council Medium Term Financial Strategy 2018/19 to 2020/21

Appendix D: Cumulative Budget Deficit & Budget Strategy 2018-19 to 2020-21

Appendix E: Variance Analysis - Movements from 2017-18 Original Estimates

Appendix F: General Fund Forecast Assumptions

Appendix G1 to G3: Capital Programme 2017/18 to 2020/21, Capital Financing, Developer Contributions

Appendix H: Treasury Strategy 2018/19 to 2020/21

Appendix H1: Advice of Treasury Management Consultants

Appendix I: Pay Policy 2018-19

Appendix J: Report of the Chief Finance Officer

Appendix K: Budget Consultation 2018/19

Appendix L: Assessing the impact of 2018/19 Budget proposals

There were no questions raised on the Administration's Budget Proposal.

Before moving to the vote, the Mayor asked the Conservative Group to present their Alternative Budget.

18.C.499 ALTERNATIVE BUDGET 2018/19

Councillor Martin Boardman, Shadow Executive Member for Resources presented the Conservative Group's Alternative Budget. The focus of the proposals was in line with the Alternative Corporate Strategy:

- A place where people will 'start well, live well and age well';
- A better place to shop and do business;
- A better place for learning and earning;
- A better place to visit; and
- A better place to call home.

The proposed budget includes revenue investment totalling £1,030,000 in 2018/19, savings and additional income totalling £803,000 in 2018/19 as well as achieving a balanced budget.

Councillor Boardman noted that there are similarities in the two budgets, but there are key differences, including the introduction of a borough wide partnership grants fund, which will make available £300,000 per year to support a wide range of third sector projects across the borough. In addition, there is no support for Crime Reduction &

Social Disorder Prevention, Neighbourhood Preferred Projects and the LCC Transition Fund and a reduction in support for Core Funding Grants and the Chorley Council Events Programme.

Councillor Boardman advised that the proposed budget will stop the market walk extension, reinstate the Flat Iron car park and propose to develop a smaller leisure and restaurant scheme on the Oak House and Gala Bingo site. Once developed and opened the scheme could deliver a net rental income, after borrowing costs, of approximately £150,000 per annum.

Councillor Alan Cullens, Leader of the Conservative Group, noted that the alternative budget develops the town centre, but with a reduced risk, developing the markets and investing in rural areas.

In debating the proposals put forward by the opposition, Members raised issues around investment in rural areas, investment in PSCO's, the proposed grants fund, reduction in Neighbourhood Preferred Projects and the impact on community centres and bus routes, the proposed sixth form college, staffing reductions and housing plans.

AMENDMENT

The adoption of the Alternative Budget as set out in the report, was moved as an amendment by Councillor Martin Boardman, Shadow Executive Member (Resources) and seconded by Councillor Alan Cullens, Leader of the Conservative Group.

In line with the legal requirement for all budget decisions to be recorded, this proposal was put to the vote and recorded as follows:

FOR: Councillors E Bell, M Boardman, H Caunce, A Cullens, J Dalton, D Dickinson, K Iddon, P Leadbetter, S Long, G Morgan, M Muncaster, D Platt, J Walker.

AGAINST: Councillors A Beaver, A Bradley, C Bromilow, T Brown, P Clark, J Cronshaw, G Dunn, J Fitzsimons, C France, G France, M France, A Gee, D Gee, T Gray, M Janell, H Khan, Z Khan, M Lees, R Lees, A Lowe, M Lowe, M Lynch, J Molyneaux, S Murfitt, B Murray, J Snape, K Snape, R Toon, P Walmsley, A Whittaker, P Wilson.

ABSTAIN: Councillor Mark Perks.

The vote was **LOST**.

SUBSTANTIVE MOTION

The substantive motion, as indicated in Agenda Item 5 and 7, and proposed by Councillor P Wilson, Executive Member (Resources) and seconded by Councillor Alistair Bradley, Executive Leader was then put to the vote and recorded as follows:

FOR: Councillors A Beaver, A Bradley, C Bromilow, T Brown, P Clark, J Cronshaw, G Dunn, J Fitzsimons, C France, G France, M France, A Gee, D Gee, T Gray, M Janell, H Khan, Z Khan, M Lees, R Lees, A Lowe, M Lowe, M Lynch, J Molyneaux, S Murfitt, B Murray, J Snape, K Snape, R Toon, P Walmsley, A Whittaker, P Wilson.

AGAINST: Councillors E Bell, M Boardman, H Caunce, A Cullens, J Dalton, D Dickinson, K Iddon, P Leadbetter, S Long, G Morgan, M Muncaster, D Platt, J Walker.

ABSTAIN: Councillor Mark Perks.

The vote was **CARRIED** and it was therefore a **DECISION** –

1. That the budget and proposals as set out in the report in item 5 and supporting appendices be approved to include:
 - a) The budget and proposals set out in this report including the Council Tax set out in the resolutions (at Appendix A).
 - b) To note the Special Expenses and Parish Precepts (at Appendix B)
 - c) The Council's Medium Term Financial Strategy (MTFS) (Appendix C)
 - d) To note the Council's cumulative budget deficit & budget strategy 2018-19 to 2020-21 (Appendix D)
 - e) To note significant budget movements from the 2017/18 budget (at Appendix E)
 - f) To note the general fund forecast assumptions (at Appendix F)
 - g) The capital programme for 2018/19 and note the indicative programme to 2020/21 (Appendices G1, G2 & G3)
 - h) The Treasury Management Strategy (Appendix H) and note the advice of the treasury management consultants (Appendix H1)
 - i) The Council's Pay Policy (at Appendix I) and publication on the Council's website from April 2018
 - j) To note the advice of the Statutory Finance Officer in relation to the robustness of the budget and the risks contained within it as set out in the Statutory Report (Appendix J).
 - k) To note the Budget Consultation 2018/19 Report (at Appendix K)
 - l) To note the Assessing the Impact of Budget Proposals 2018/19 Report (at Appendix L)
2. Approval granted to
 - The fees and charges policy (attached as appendix 1) for the Council's discretionary fees and charges
 - Amendments to the Council's current fees and charges to be implemented as at 1 April 2018
 - Increases in the Council's 2018/19 income budgets
3. To note the full list of fees and charges given in Appendix 3 of the report. This will be adjusted with any approved changes to the schedule of fees agreed in this report.

The Council Tax set out in Appendix A1 be approved as follows:

1. It be noted that on 8 December 2017 the Chief Executive as Statutory Finance Officer calculated the Council Tax Base 2018/19
 - (a) for the whole Council area as 36,614.18 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
 - (b) for dwellings in those parts of its area to which a Parish precept relates (as in the attached Table 2).
2. Calculate that the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) is £6,823,780
3. That the following amounts be calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Act:

(a) £55,965,660 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

(b) £48,470,420 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £7,495,240 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

(d) £204.71 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

(e) £1,403,011 being the aggregate amount of all special items (Special Expenses and Parish precepts) referred to in Section 34(1) of the Act (as in the attached Table 1).

(f) £166.39 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2018/19 for each part of its area and for each of the categories of dwellings.

VALUATION BANDS							
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CHORLEY BOROUGH COUNCIL

A	B	C	D	E	F	G	H
110.93	129.41	147.90	166.39	203.37	240.34	277.32	332.78

LANCASHIRE COUNTY COUNCIL

A	B	C	D	E	F	G	H
863.28	1,007.16	1,151.04	1,294.92	1,582.68	1,870.44	2,158.20	2,589.84

POLICE & CRIME COMMISSIONER FOR LANCASHIRE

A	B	C	D	E	F	G	H
118.30	138.02	157.73	177.45	216.88	256.32	295.75	354.90

LANCASHIRE COMBINED FIRE AUTHORITY

A	B	C	D	E	F	G	H
44.97	52.47	59.96	67.46	82.45	97.44	112.43	134.92

AGGREGATE OF COUNCIL TAX REQUIREMENTS

A	B	C	D	E	F	G	H
1,137.48	1,327.06	1,516.63	1,706.22	2,085.38	2,464.54	2,843.70	3,412.44

6. That the Statutory Finance Officer and his officers be authorised to take any action necessary to ensure collection and recovery of the Council Tax and Non-Domestic Rates.

7. As the Council's basic amount of Council Tax for 2018/19 has increased by 2.99% and is in line with the permitted increase for 2018/19, it is considered not excessive in

accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

EXPLANATION OF COUNCIL TAX SETTING RESOLUTION	
RESOLUTION 1	
(a)	Before we can calculate the Council Tax to be charged, we first have to calculate the Council Tax base. The Council Tax base is the amount which a Band D Council Tax of £1.00 would raise. For 2018/19 we estimate that a £1.00 Council Tax at Band D would raise £36,614.18 in the Chorley area.
(b)	This shows the "base" figure for each Parish in the area. For example, a £1.00 Band D Council Tax in Adlington would raise £2,016.68.
RESOLUTION 2	
	This shows the Council's net spending for 2018/19 excluding the cost of Parish precepts.
RESOLUTION 3	
(a)	This is the grand total of money which the Council estimates it will spend on all services in 2018/19. It also includes £709,757 which Parish Councils need to run their services.
(b)	This is the grand total of money which the Council estimates it will receive from various sources in the year. This includes Central Government and business rates, car park charges, investment income, government grants in respect of benefits, etc.
(c)	This is the difference between 2(a) and 2(b) and is in effect the Council's and Parishes net spending on services.
(d)	The difference between 2(a) and 2(b) is £7,495,240 and this is the amount we need to charge Council Taxpayers. This is divided by the base (see 1(a) above) and the resulting figure of £204.71 is the average Band D Council Tax for all Borough and Parish services.
(e)	The total of all the amounts needed from Council Taxpayers by the Parish Councils in the area and for Chorley Borough Special Expenses.
(f)	This is the Band D Council Tax for Chorley Borough Council's own services, ie. excluding Parish Council spending and Special Expenses
RESOLUTION 4	
	Lancashire County Council, Lancashire Fire Authority and the Police & Crime Commissioner for Lancashire are separate bodies who have worked out their own estimates of spending and income for 2018/19 and have set taxes in a similar way to Chorley Borough Council. This resolution notes their final decision.

RESOLUTION 5

This pulls together the Council Taxes for Chorley Borough Council, Lancashire County Council, the Police & Crime Commissioner for Lancashire and Lancashire Fire Authority. For example, the aggregate amount for Band D is £1,706.22 made up as follows:

	£
Chorley Borough Council	166.39
Lancashire County Council	1,294.92
Lancashire Police Authority	177.45
Lancashire Fire Authority	67.46

The rate for each property Band is calculated by reference to the Band D charge. The following ratios apply:

Band A	$\frac{6}{9}$ ths of Band D
Band B	$\frac{7}{9}$ ths of Band D
Band C	$\frac{8}{9}$ ths of Band D
Band D	$\frac{9}{9}$ ths of Band D
Band E	$\frac{11}{9}$ ths of Band D
Band F	$\frac{13}{9}$ ths of Band D
Band G	$\frac{15}{9}$ ths of Band D
Band H	$\frac{18}{9}$ ths of Band D

The aggregate charge for Band A, for example, the charge is £1,706.22 x $\frac{6}{9}$ = £1,137.48; for Band B it is £1,706.22 x $\frac{7}{9}$ = £1,327.06.

RESOLUTION 6

Formally authorise the necessary staff to take legal action to collect arrears as and when this is necessary. **For the vast majority of taxpayers, this is not needed**

18.C.500 Fees and Charges Policy and a Review of Fees and Charges

This item was considered at item 5 on the agenda.

18.C.501 Electoral Review Committee

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director (Policy and Governance) which corrected the political proportionality to the Electoral Review of Chorley Council Committee, and to consider a formal request to the Secretary of State for Housing, Communities and Local Government to defer the 2019 local borough elections.

Councillor Peter Wilson, Executive Member (Resources) proposed, Councillor Alistair Bradley, Executive Leader, seconded the **DECISION:**

1. To approve the amendments to the membership of the Electoral Review of Chorley Council Committee, with the political proportionality of 5 Labour (and 2 substitutes), 3 Conservative (and 2 substitutes) and 1 seat to be allocated to the smaller groups within the Council. Councillor Alan Whittaker was appointed as the fifth Labour member.
2. To approve a formal request being made to the Secretary of State for Housing, Communities and Local Government to defer the 2019 local borough elections due to the whole of Council election in 2020. This would result in a cost saving to the Council of approximately £120,000.

18.C.502 Any urgent business previously agreed with the Mayor

The Mayor accepted the following item of urgent business, as requested by the Executive Leader of the Council, as the ongoing issue in question affects many residents within Chorley.

Members considered the urgent item, which was circulated just prior to the meeting and supported the proposals and to write to the Secretary of State if the situation is not resolved imminently. A suggestion was made that a managed process is needed to close the tip and to also contact the Public Health England to request information about the other gasses from the site.

Decision: That the Executive Leader redraft the proposal and circulate it to all Members before implementing it.

Mayor

Date

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EXECUTIVE CABINET

1. Any Cabinet recommendations on the reports that require Council decisions appear as separate items on the agenda.

GENERAL REPORT OF MEETING HELD ON 18 JANUARY 2018**Draft budget and summary position over the medium term 2017/18**

2. The Executive Member (Resources) presented the report of the Chief Finance Officer which set out the budget position for 2018/19 including the forecast for the following two years to 2020/21, the relevant proposals in respect of the use of forecast resources identified in 2018/19 and budget consultation.
3. The budget forecasts over the next three years have been updated to take account of council tax to be increased by 2.99% in 2018/19, the equivalent of £5 increase per year for an average band D property or about 10p per week. In addition, the council will bring into its budget forecasts a 2.99% increase in 2019/20 and 3% increase in 2020/21. The final decisions on Council Tax increases will be made as part of the annual budget setting process.
4. A key influencing factor on the forthcoming budget is the effective management of the budget in the preceding financial year. The council recognised that reductions in funding and ongoing expenditure budget pressures have resulted in a gap of £0.87m in 2018/19. To bridge this immediate budget gap the Executive Cabinet has achieved and identified proposals for immediate budget savings in preparation and the report set out that through achieved savings to date, additional income identified, a review of net financing, the use of unutilised reserves and increases in council tax the council is able to set a balanced budget in 2018/19 with some resources available to invest.
5. Consideration was given to the estimated Medium Term Financial Strategy cumulative budget deficit and cumulative savings, which included the renegotiation of contracts, productivity gains and shared services, and income generation, via delivery of the Market walk extension, council owned housing stock and employment land.
6. Members discussed that the council is exploring the strategy of delivering and managing its own housing stock with a view to increasing and improving the quality of housing within Chorley Borough whilst generating a sustainable net income stream for the Council.
7. Approval was granted to start the budget consultation process on the proposals contained within the report, noting in particular, the increases in Council Tax, the resourcing of corporate priorities, the forecasted budget and budget position for 2018/19.

Allocation of Community Infrastructure Levy Funds

8. The Executive Leader presented the report of the Director (Business, Development and Growth) that sought approval for the allocation of main CIL monies to highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at the Digital Health Park, Euxton Lane, Chorley was is on the Regulation 123 List.
9. A report approved by Executive Cabinet in November 2017 had allocated £365,000 community infrastructure monies to the Digital Health Park project for spend in 2017/18 and 2018/19 in accordance with the methodology for assessing projects. This project had now been superseded by a wider infrastructure scheme which would service the whole allocated Euxton Lane site including the Digital Health Park; with the wider village site now being sold on and being progressed to completion.
10. The project meets the criteria as set out in the policy for the Allocation of CIL Infrastructure as is it strategic, deliverable and has match funding. Members noted that there were issues with the topography of the land and that the provision of CIL will enable match funding. Approval was granted for the allocation of £900,000 capital infrastructure monies to the Digital Health Park project for spend in 2017/18 and 2018/19

Water Safety Policy Adoption

11. The Executive Member (Customer, Advice and Streetscene Services) presented the report of the Director (Customer and Digital) which formalised the Council's procedures for risk management and water safety at council-owned water features (reservoirs, lodges and ponds).
12. At the request of Chorley Council, in September 2013 Zurich Risk Engineering UK presented an independent external assessment of pre-agreed water and open space site, with the purpose of providing risk management recommendations with regards to the Council's responsibilities under public and occupier's liability and relevant associated statutory duties.
13. The Council has undertaken the recommended improvement actions, which have been recorded on the internal audit system. This includes the creation of a water safety policy document based upon a detailed risk assessment process and sound risk management practices.
14. Members suggested that information be included on the noticeboards relating to the location and provision of first aid equipment and defibrillator at Birkacre Reservoir. Approval was granted of the new Water Safety Policy and would be circulated to Town and Parish Councils for their information.

Central Lancashire Local Plan Review Resourcing and Programme Proposals

15. The Executive Leader presented the confidential report of the Director (Business, Development and Growth) which sought approval for a review of the Central

Lancashire Local Development Plan (currently known as the 'Core Strategy' of the Local Development Framework) including the allocation of a budget and commitment to continue to work as part of Central Lancashire partnership.

16. Approval was granted to work in collaboration as Central Lancashire (Preston, Chorley and South Ribble) to develop and submit for approval to Secretary of State, a shared Central Lancashire Local Development Plan (or 'Local Plan'). Approval of the £234,000 budget for Chorley Council's share of the total anticipated costs was also granted along with Chorley being the lead of the three councils on the project including recruitment and management of temporary staff and coordination of overall programme and examination in public.

GENERAL REPORT OF MEETING HELD ON 15 FEBRUARY 2018

Report of the Overview and Scrutiny Task Group – Council's Leisure Contract

17. The Chair of the Task Group, Councillor Alistair Morwood presented the report on the review that had been undertaken on the Council's Leisure Contract. The Task Group had agreed that the existing management contract was no longer fit for purpose and that for the Council to realise its ambition to maximise its early intervention and prevention agenda, changes to managerial arrangements need to be made.
18. The Task Group had considered five options and discussed the pros and cons for each. Options three and five were favoured; however, members felt that a more detailed exercise needed to be undertaken before a decision is made. Councillor Morwood thanked the members of the Task Group and officers involved within the inquiry.
19. The Executive Cabinet granted approval to conduct a more detailed analysis to determine the feasibility of contracting out or bringing back in house the Council's Leisure contract, by specifically focusing on the analysis and understanding of active Nation central costs, conducting a detailed actives market financial appraisal, determining

Yarrow Meadows – River Corridor Enhancement

20. The Executive Leader presented the report of the Director of Business, Development and Growth that provided an update on the delivery of the Yarrow Meadows Masterplan. The River Yarrow Floodplain project seeks to deliver an aspirational 10 year vision focussing on Social, Economic and Environmental benefits.
21. A scoping exercise was carried out in partnership with Lancashire Wildlife Trust and a master plan produced that provides the vision for the site to deliver multiple benefits for people and wildlife. External funding has been awarded to the project which will aid delivery of the masterplan over a three year period.
22. It is extremely important for the Council to continue to work with partner agencies to secure additional funding so that initiatives such as balsam bashing, reed growing

and banking edging schemes can continue across the borough. It was agreed that there needed to be more of a coordinated approach by those organisations with a responsibility to protect our rivers and prevent future flooding, rather than a reliance on voluntary groups and as such was deemed useful to produce an action plan to demonstrate how this issue is being tackled.

23. The approval of the Yarrow Meadows Master Plan was granted along with proposals for public and landowner engagement, planned works and budget and support for further funding bids to be submitted.

Chorley Council Performance Monitoring Report – Quarter Three 2017/18

24. The Deputy Leader and Executive Member (Resources) presented the report of the Director (Policy and Governance) setting out performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2017/18, 1 October to 31 December 2017.
25. Overall performance of key projects was good with eleven (78%) of projects rated as green, completed or closed. Only two (14%) projects were rated as amber and one (8%) red; action plans for each of these projects were outlined within the report.
26. Performance of the Corporate Strategy indicators and key service delivery measures was also good with 835 of corporate strategy measures performing on or above target or within the 5% threshold and 80% of key service delivery measures performing on or above target or within the 5% threshold. Those indicators performing below target had action plans outlined with measures allocated to improve performance.
27. Members discussed the difficulties in attaining target set for number of projected jobs through targeted interventions or creation through inward investment as despite extensive promotion of the grants available, take up was poor. There still appeared to be some confusion by residents over bin collection days and actions have been put in place to improve communications. Sickness absence levels amongst the staff continued to be monitored, although Members were confident that the authority was doing all it could to improve on performance. The report was noted.

Approval for the Contract Award Procedure and Evaluation Criteria for Chorley Cemetery Paths and Associated Works

28. The Executive Member (Customer, Advice and Streetscene Services) presented the report of the Director (Customer and Digital) informing of further capital works required at Chorley Cemetery to improve and standardise footpaths and drainage. The report also advised of tender procedures being used to procure contracts for the work and sought authority for use of the criteria intended to award the contract.
29. The Council has facilitated a request by the Muslim community for the construction of a prayer shelter and burial chambers by agreeing to contribute £20k towards its cost

and a draft Memorandum of Understanding (MOU) has been agreed with the Muslim community. Delegated authority to the Executive Member (Resources) was also approved for the awarding of the contracts.

Restructure of the Housing Options and Support Team

30. The Executive Member (Homes and Housing) presented the report of the Director (Early Intervention and Support) that proposed the creation of a new structure for Housing Options and Support to implement and deliver the Homelessness Reduction Act 2017 (HRA) and to refocus and maximise the offer of housing related support following the ending of the Supported People funding arrangement with Lancashire County Council.
31. The proposed structure also sought to create a customer focussed, seamless pathway for providing a personalised housing plan (PHP) for all applicants approaching the Council for advice and support, which is a legal requirement of the HRA. Members noted that the Council's practice has already consistently gone above and beyond that of what was expected in the past and that the new structure would reinforce those good practices and build on the successful delivery of the service.
32. Approval of the proposed structure for formal consultation was approved along with delegated authority being granted to the Executive Member (Homes and Housing) for approval of the final structure, subject to there being no significant changes to what was proposed within the report.

GENERAL REPORT OF MEETING HELD ON 15 MARCH 2018

Coronation Recreation Ground Phase 2 approval and Phase 1 Update

33. The Executive Leader presented the report of the Director (Business, Development and Growth) seeking approval for the tender process for phase 2 works at Coronation and Harpers Recreation Grounds. The report also provided an update on the phase 1 tender process.
34. As the total value for phase 2 procurement was unknown owing to the tendering of phase 1, the procurement approach of phase 2 was agreed to be determined once grant funding had been confirmed and the total cost of phase 1 was fixed.
35. Funding bids have been successful, providing £88,000 towards the project at Coronation Recreation Ground and the pre-tender estimate for delivery of phase 1 on both sites was £150,000 which will carry out essential maintenance works that have been agreed through member engagement. The appointed contractor following tender evaluation quoted £162,000 (including contingency) resulting in budgets needing to be realigned.
36. Phase 2 works at Coronation Recreation Ground will consist of a play area for 2-8 ages to the value of £150,000 an a MUGA, fitness zone and play equipment for 8+ to

a contract value of £170,000. It was proposed to tender the two Design and Build contracts separately that would run concurrently. The Council's procurement team have been engaged in this decision and endorsed the approach being taken.

37. It was noted that the provision of CCTV was planned for the next phase, although the Leader informed the meeting that they would try to bring his forward to afford protection of the newly installed equipment.
38. Approval was granted for the procurement approach for phase 2 at Coronation Recreation Ground and Delegated Authority given to the Executive Leader for the awarding of the phase 2 contract. Approval was also granted for the submission of a funding bid to Fields in Trust for £5k Active Spaces Funding for the provision of financing to deliver structured sessions to engage the community to use the new facilities at Harpers Lane Recreation Ground.

Neighbourhood Priorities 2018/19

39. The Executive Member (Early Intervention) presented the report of the Director (Early Intervention and Support) that provided a summary of the decision making processes that had taken place to determine the neighbourhood priorities for 2018/19. The proposed priorities had been agreed at each of the eight Neighbourhood Area Meetings. Once agreed, a Lead Officer will be appointed to each of the priorities who will then liaise with the relevant members to scope out the project.
40. It was noted that the Electoral Review currently taking place may alter some of the Neighbourhood boundaries and that the Council need to work more closely with the Parish Councils and other organisations regarding project funding.
41. Approval of the neighbourhood priorities was granted and delegated authority given to the Executive Member (Early Intervention) for the approval of any additional funding for those projects subsequently scoped out as requiring increased financial resources beyond 2K, to be phased, or developed further as an individual corporate project. It was also agreed that when scoping out the detail and financial resources required for each priority, financial and in kind contributions would be sought from partners within each of the neighbourhoods.

Streetscene Modernisation Strategy 2018-2020

42. The Executive Member (Customer, Advice and Streetscene Services) presented the report of the Director (Customer and Digital) that informed of progress made during the implementation of the Streetscene Modernisation Strategy and to present an updated Strategy for 2018-20. The Strategy included, six key areas of focus for 2018/19, key performance measures, a high level action plan and updated information in respect of Council related assets.
43. Key areas of focus for 2018/19 were the Corporate Strategy project, Key operational procedures. Quality control. Phase 2 technology, budget and staffing resources and internal and external asset management. The report was noted and the Streetscene Modernisation Strategy 2018/20 approved.

Restructure of the Health and wellbeing Team

44. The Executive Member (Early Intervention) presented the report of the Director (Early Intervention and Support) that sought approval to make changes to the Health and wellbeing team.
45. The overarching principle of future working for the Health and Wellbeing Team will be to guide and support communities to become more resilient by; being better connected and informed, being encouraged and given permission to be take the lead in their communities and to contribute more broadly to the shaping of future services, with those closest to the issues faced in communities properly involved throughout all stages of redesign and delivery.
46. Approval of the proposed restructure for consultation was granted along with delegated authority for the Executive Member (Early Intervention) to approve the final structure subject to there being no significant changes to what is proposed within the report.
47. The Executive Leader accepted the following item of urgent business as the award of the contract is necessary for the continuing operation of the Council. Under the Special Urgency procedure this needs to be reported to Council.

Approval for procurement for Microsoft licensing

51. The Executive Member (Customer, Advice and Streetscene Services) presented the report of the Director (Customer and Digital) that sought approval for the procurement of a new three year Microsoft Enterprise Service Agreement (ESA) via the Crown Commercial Services (CCS) Framework.
52. The Council's current ESA is due to expire at the end of April and agreement of a new three year ESA would avoid a price increase that is expected to be introduced by Microsoft in May 2018, thus enabling the Council to benefit from a significant (circa 40%) discount in pricing. All costs for the initial licensing requirements will be contained within existing budget provision.
53. Approval to procure the Microsoft ESA for a three year term via the CCS framework was granted along with agreement of the scoring criteria of 90% cost and 10% quality for the procurement. Delegated authority was also granted to the Executive Member (Resources) for the award of the contract and agreement to seek to waive the mandatory 5 day call-in for the Executive Member Decision.

Recommendation

54. To note the report.

COUNCILLOR ALISTAIR BRADLEY

EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM)

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Report of	Meeting	Date
Chief Finance Officer (Introduced by the Executive Member for Resources)	Executive Cabinet	15 February 2018

REVENUE AND CAPITAL BUDGET MONITORING 2017/18 REPORT 3 (END OF DECEMBER 2017)

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 2017/18.

RECOMMENDATION(S)

2. Note the full year forecast position for the 2017/18 revenue budget and capital investment programme.
3. Note the forecast position on the Council's reserves.
4. Budget virements over £50,000 require the approval of full Council. Request Council approval for the contribution of £60,000 from in-year revenue underspends to the Buildings Maintenance Reserve to finance one-off costs relating to the Council's maintenance of offices and buildings.
5. Request Council approval for the contribution of £100,000 from in-year revenue underspends to the Change Management Reserve to finance one-off redundancy and pension strain costs arising from transformation and shared service strategies.
6. Request Executive Cabinet approval for the contribution of £40,000 from in-year revenue underspends to fund the revenue implications of future planning appeals.
7. Request Executive Cabinet approval for the use of £40,000 from in-year revenue underspends to provide the council with external expertise for the furthering of income generation.
8. Request Council approval for the contribution of £130,000 from in-year revenue underspends to enable the modernisation of the Council's ICT and Streetscene services.
9. Request Council approve the budget changes to the capital programme outlined in paragraph 70.

EXECUTIVE SUMMARY OF REPORT

10. The projected revenue outturn currently shows a forecast underspend of £431,000 against budget. No action is required at this stage in the year.

11. The latest forecast excludes any variation to projected expenditure on investment items added to the budget in 2017/18. These projects are forecast to fully expend in 2017/18 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.
12. In the 2017/18 budget the expected net income from Market Walk after deducting financing costs is £0.998m. The latest projection shows an overspend of £17k that includes £117k of revenue expenditure relating to the Market Walk Extension project including £70k cost of the temporary parking arrangements at the Flat Iron Car Park. These costs will be mostly met from underspends in the Market Walk revenue expenditure budget.
13. The forecast of capital expenditure in 2017/18 is £18.715m.
14. 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 budget for 2017/18. The current forecast to the end of December shows that the General Fund balance will be £4.008m by the end of the financial year and be on target to achieve £4m a year early.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

15. To ensure the Council's budgetary targets are achieved. Ensuring cash targets are met maintains the Council's financial standing.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

16. None

CORPORATE PRIORITIES

17. 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 homes and communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

18. The latest net revenue budget is £17.446m. This has been amended to include approved slippage from 2016/17 and any transfers to/from reserves.
19. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2017/18.
20. A full schedule of the investment budgets carried forward from 2016/17 and the new (non-recurrent) investment budgets introduced in the 2017/18 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 2017/18 included target savings of £150,000 from management of the staffing establishment. The full savings of £150k have been achieved for the year.
22. Following the recommendation made in the June 2017 budget monitoring report, a contribution of £259,000 from 2017/18 in-year revenue underspends has been made to General Balances. This will replace the budgeted contribution to balances in 2018/19 and will put the Council on target to achieving the goal of increasing general fund balances to £4m, achieving this one year earlier than set out in the Medium Term Financial Strategy.
23. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first nine 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 2017/18 is £18.715m. The latest capital forecast is detailed in Appendix 4 based upon actual and committed expenditure during the first nine months of the financial year and adjusted for future spending based upon the latest timescales for project delivery.

SECTION A: CURRENT FORECAST POSITION – REVENUE

25. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £431k. The quarter 2 monitoring report forecast an underspend, net of £335k use of in-year underspends for specific projects, of £57k. The forecast underspend has increased by £374k since the last monitoring report to Executive Cabinet, the reasons for these changes are shown in the table 1 below.

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

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

	£'000	£'000
Expenditure:		
Staffing Costs	237	
Chorley Youth Zone	25	
Council Events Programme	(20)	
Efficiency Savings - Streetscene	17	
Westway Playing Fields	(10)	
		249
Income:		
Planning Application Fees	(49)	
Building Control Fees	21	
Market Trader Rent Rebates	(28)	
		(56)
Market Walk		
Market Walk Expenditure Budgets	60	
Market Walk Extension Revenue Expenditure	(77)	
		(17)
Other:		
Housing Benefits	38	
Financing	130	
Other minor variances	30	
		198
Net Movement		374
Quarter 2 Net Forecast Underspend		57
Total Forecast Underspend at Quarter 3		431

Expenditure

26. The additional savings on staffing costs of £237,000 shown in table 1 above reflects the changes made from the position reported to the end of September in the last monitoring report. The main changes are as a result of vacant posts, predominantly in the Customer and Digital, Early Intervention and Business Development & Growth directorates (£133k, £57k and £66k respectively) resulting from delayed recruitment to a number of posts pending the implementation of new departmental structures this year as a result of the Council's transformation strategy.
27. The Council's revenue budget for 2017/18 included a sum of £50,000 for contributions to the new Chorley Youth Zone, made up as a £25,000 contribution towards pre-opening costs and £25,000 for running costs for the period January to March 2018. This was based on the initial estimate that the Youth Zone would open from 1 January but as the official opening date has recently been announced to be April 2018 there will be no contribution to make towards running costs in 2017/18.

28. The events budget is forecast to be overspent by £20,000 due to the addition of a Christmas attraction to support trade in the run up to Christmas. The extra cost was due to the lack of availability of space in the town centre that would have been able to host an attraction that could have covered its cost as has happened previously with the ice rink.
29. One area where the Council has managed to reduce its costs over recent months is in the use of external contractors for various Streetscene and grounds maintenance works. As a result of streamlining procedures and improving efficiency, the Streetscene team has carried out more of these works in-house therefore reducing the need to use external contractors. This has helped to contribute to an estimated saving of around £17,000 for 2017/18.
30. In December 2017, a report outlining the Westway Playing Fields Scheme Development requested Executive Member approval to appoint consultants to produce a Football Development Plan for the facility and support the submission of a £500,000 Football Foundation Bid for the scheme. Approval was granted to commit £10k of revenue expenditure to fund the development of the Football Foundation grant bid to be funded from in-year revenue underspends. Approval was also granted for £78k of design work for the delivery of changing facilities, car parking, artificial grass pitch (AGP), 600m cycle / running track, events car parking and improved grass pitches. S106 monies will be used to fund the design & construction management costs as these will be capitalised to the scheme.

Income

31. One area where income levels have fallen in recent months is for planning application fees. Income received for the third quarter was £105k and is significantly lower than figures for the previous quarters (£207k in quarter 1 and £217k in quarter 2). This has resulted in a revised income forecast of around £601,000 for the year, £49,000 below budget. One possible reason for this downturn is that developers have submitted early applications to avoid the proposed increase in planning fees which has now been implemented from 17 January 2018.
32. Income levels from Building Control Inspection Fees have increased over the third quarter of 2017/18 compared to budgeted levels. The Building Control Team has been actively promoting the service to developers and other local organisations and this has helped to generate additional income of around £21,000 over recent months.
33. The development of the Town Centre has led to temporary disruption, in particular to the main Flat Iron car park and as a result some of the market traders have complained to the Council that takings have fallen during this period. To compensate for this loss of income and as a gesture of the Council's commitments to its traders, it was agreed that a 4 week rent free period commencing January 2018 be offered to the traders. In return for this credit the Council asked that all market traders are fully supportive of the efforts to maximise trading potential across the town centre, particularly in the run up to Christmas. To that effect the concessional rent free period was conditional upon Covered Market traders being open during specific days in December and Flat Iron Market Traders attending each available Tuesday in January and February. The total cost of these one-off concessions is estimated to be around £28,000.

Other Items

34. The housing benefits payments budget is one area that historically has a significant impact on the Council's year-end financial position due to the nature of the costs being demand driven and the uncertainty over the level of overpayments recovered and their associated bad debts. The level of housing benefit overpayments recovered has increased over the third quarter to £221k (compared to £155k in quarter 1 and £172k in quarter 2) whilst the demand for benefit payments has remained broadly the same. The forecast net effect of the latest figures is a further reduction in costs of around £38,000 for 2017/18.
35. The Council's budget for 2017/18 was prepared on the assumption that additional PWLB borrowing would be taken to replace the use of internal cash balances used to finance previous capital investment, and to finance major capital projects in the year. The reason being to secure cash at a lower interest rate than might be available in the future. The extra borrowing was likely to be taken later in 2017/18 than originally estimated, and so a saving of £150k was included in the September budget monitoring report. With the increase in interest rates announced by the Bank of England it was probable that interest rates on loans from PWLB would also increase. As such, in December 2017 the council borrowed £5m from the PWLB to ensure the best rate available could be secured. It is forecast that there will be no further borrowing taken before year-end resulting in an additional saving of £130k against the financing budget.

Requests from Underspends

36. At the start of the 2017/18 financial year, the balance remaining in the Buildings Maintenance Reserve was £72k, the majority of which was already committed for the Worksmart programme and other scheduled maintenance works. This was increased by a budgeted contribution of £100k towards the maintenance of Council assets, with up to £70k of the reserve to be spent commissioning a review of the Council's reservoirs in line with changes to the UK reservoir safety legislation. A further contribution of £50k was made to continue funding the Worksmart programme to improve the working environment and improve efficiency, increasing the total funding available to £222k. This funding is now fully committed and with no budgeted contribution in 2018/19 it is now prudent to increase the reserve to allow the Council the flexibility to maintain and improve its assets. It is proposed therefore that an additional £60k is set aside from this year's revenue underspends to contribute to these costs.
37. The Council's 2017/18 budget also included a contribution of £200k towards the Change Management Reserve, increasing the balance available to around £253k. Over £200k of this is now fully committed as a result of the restructures already implemented. Further staffing changes will take place as part of the transformation and shared services strategies and so this reserve will need to be resourced correctly for the Council to fund these changes. It is therefore proposed that a sum of £100k is set aside from in-year revenue underspends to contribute towards these one-off costs.
38. The Council has created a specific earmarked reserve set up to cover the revenue cost implications of local planning appeals. The balance held in this reserve was increased to £61k in September to cover the costs relating to the recent Pear Tree Lane appeal. The cost of professional and legal fees in respect of this appeal totalled £57k leaving a balance of just £4k in the reserve. It is therefore proposed that an additional £40k is set aside from this year's revenue underspends to mitigate the cost of future planning appeals.

39. The Council's draft budget presented to Executive Cabinet on 18th January 2018 outlined the strategies the council will pursue to balance the budget over the medium term. One of these strategies is to use borrowing to invest in projects that will benefit the borough's residents whilst also generating a net income to Chorley Council. Delivering these projects may involve alternative models of delivery. It is likely that specialist expertise, external to the council such as legal and financial advice, will be required to fully model the benefits and risks of these new approaches to service delivery. It is therefore proposed that £40k is set aside from this year's revenue underspends to meet the cost of such external advice.
40. As the Customer & Digital Directorate continues to deliver its Streetscene modernisation and Digital ICT strategy programmes, service underspends achieved during 2017/18 will be used to finance new equipment to comply with employee health & safety requirements, training and development and new software to enable improvements in service delivery. It is therefore proposed that an additional contribution of £130,000 from in-year revenue underspends is made to facilitate the modernisation of the Council's digital and Streetscene services. Some of these costs relate to the purchase of assets with short lives (less than 10 years), by financing these through revenue contributions it removes the need for additional future borrowing costs.

MARKET WALK

41. The budgeted net rental income from Market Walk after taking account of financing costs in 2017/18 is £0.998m. The budget in 2017/18 includes an increase in the income budget of £50k due to the full occupancy of the shopping centre. The latest projection shows an overspend of £17k that includes £117k of revenue expenditure relating to the Market Walk Extension project including £70k cost of the temporary parking arrangements at the Flat Iron Car Park.

Table 2: Market Walk Income Forecast (Dec 2017)

	2017/18 Budget £	2017/18 Forecast £	2017/18 Variance £
Rental & Insurance Income	1,774,100	1,774,100	0
Operational Costs (excluding financing)	147,200	47,200	100,000
Market Walk Extension Revenue Expenditure	0	47,000	(47,000)
Temporary Car Park – Flat Iron		70,000	(70,000)
Net Income (excluding financing)	1,626,900	1,609,900	(17,000)
Financing Costs	628,830	628,830	0
Net Income (including financing)	998,070	981,070	(17,000)
Income Equalisation Reserve (Annual Contribution)	50,000	50,000	0
Asset Management Reserve (Market Walk)	50,000	50,000	0
Net Income	898,070	881,070	(17,000)

42. The operational expenditure is forecast to underspend by at least £100k in 2017/18. This underspend comes from a number of budgets including general maintenance and professional fees. The Council has budgeted for a number of letting agent fees relating to rent reviews and lease agreements. These reviews have not been finalised and as such the budget has underspent in 2017/18, these costs will be met by the 2018/19 budget allocation.
43. It is forecast that there will be £47k of revenue expenditure relating to the Market Walk Extension project. This relates to a town centre car park feasibility study, a demographic data report and town centre improvement project support. This will be funded through underspends from Market Walk operating expenditure budgets described in the previous paragraph.
44. In addition to these costs there is an estimated cost of £70,000 that relates to the temporary resurfacing of the Flat Iron Car Park. The majority of this cost is for materials, labour and machinery with some additional costs for temporary lighting and drainage. The works were included in the Market Walk Extension Pre-Construction Service Agreement. As a result of the decision taken by Full Council on 23rd January 2018 the temporarily resurfaced car park will now be developed for the construction of the extension to Market Walk Shopping Centre. The £70k of expenditure was originally charged to the Market Walk Extension capital project, however as the temporary car park will be removed, these costs must now be charged to the Council's revenue budgets. The underspend from Market Walk identified above will be used to mostly meet this charge to revenue.
45. The approved budget makes a 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 2017/18, including the use of reserves approved in the previous monitoring report, are as follows:

	Income Equalisation £	Asset Maintenance Market Walk £
Opening Balance 2017/18	250,366	135,860
In year budgeted contributions	50,000	50,000
Renewal of the walkway at the covered market	0	(50,000)
Upgrading of covered market lighting	0	(24,000)
Forecast Closing Balance 2017/18	300,366	111,860

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 £3.188m. 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 December shows that the initial General Fund closing balance could be around £4.378m. Should the recommendations in this report be approved, the forecast balance would reduce to £4.008m as detailed in table 3 below and would be in line to achieve £4.0m by 2018/19.

Table 3 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2017/18	3.188
Budgeted contribution to General Balances	0.500
Additional in-year contribution to General Balances	0.259
Forecast revenue budget underspend	0.431
Initial General Fund Closing Balance 2017/18	4.378
Use of in-year underspends:	
Buildings Maintenance Fund	(0.060)
Change Management Reserve	(0.100)
Planning Appeals	(0.040)
Income Generation – Alternative Delivery Models	(0.040)
Delivery of Streetscene Modernisation and ICT Strategy	(0.130)
Forecast General Fund Closing Balance 2017/18	4.008

47. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2017/18.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

Update on the capital programme to be presented to informal cabinet

48. Table 4 below summarises:

- Capital budget (1) – the capital budget agreed by Special Council in February 2017 including amendments as per the 2016/17 outturn report agreed by Council in June 2017 and amendments as per the quarter 1 monitoring report to Executive Cabinet on 3rd Aug 2017 and the quarter 2 monitoring report on 16th November 2017.
- Capital budget (2) - the 3 year capital budget following adjustments and re-profiling as described below

Table 4: Profiling of the Capital Budget 2017/18 to 2019/20

Year	Capital Budget (1) £'000	Capital Budget (2) £'000	Changes £'000
2017/18	22,925	18,715	(4,210)
2018/19	22,406	23,800	1,394
2019/20	1,096	4,441	3,345
Total	46,428	46,956	529

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

Customer & Digital

50. A new budget of £44k has been included in the capital programme for the purchase of a **new tractor** that is required to replace the current leased vehicle. An options appraisal will be undertaken as to whether the purchase is best financed through borrowing or through the sale and lease of the vehicle. The option chosen will be the one that has the least impact on the Council's revenue budget and the revenue budget is already in place to fund the purchase either through borrowing or sale and leaseback.
51. Chorley Council continues to act as the accountable body for delivering the **Bankhall Restoration** project. The Council submits grants claims to the HLF on behalf of the grant claimants and pass the funds on when they are received. To date the Council has claimed and passed on £350k of grant monies.

Policy & Governance

52. On 17th November 2016 the Council approved that Chorley Council would underwrite £200k of the additional £500k increase in costs of the **Chorley Youth Zone**. The final required figure is £145k and so the total contribution from Chorley Council is forecast to be £2.1m, of which £1.1m will be received from LCC. The revised profile is given below:

Expenditure	2015/16 £000s	2016/17 £000s	2017/18 £000s	Total £000s
Demolition (CBC Contribution)	0	55	0	55
Chorley Contribution	150	450	200	800
CBC Underwrite			145	145
LCC Contribution via CBC	0	0	1,100	1,100
Total Contributions from CBC	150	505	1,445	2,100

53. Chorley Council has not yet received LCC's contribution to the scheme however the final grant agreement is in the final stages and should be signed by both Councils in the coming weeks. It is forecast that Chorley Council will receive the £1.1m from LCC by the end of the 2017/18 financial year. The Youth Zone will formally open to the public in May 2018.
54. The £1.8m grant funding bid to the HLF towards the renovation of **Astley Hall** was unfortunately unsuccessful at its first attempt. The Council will resubmit a bid to the HLF that will still include the Council's £200k match funding commitment, the outcome of this resubmission will not be known until later in 2018. As a result, this £200k match funding has been re-profiled into 2018/19 along with the budget for footpath lighting. The proposed changes to the Astley 2020 budget are outlined in the table below.

	Current 2017/18 Budget £	2017/18 Revised Budget £	New 2018/19 Budget £
Astley Hall	25,000	25,000	
Astley Hall HLF Bid	200,000		200,000
Events Infrastructure	50,000	50,000	
Footpath Lighting	140,000		140,000
Hallgate Car Park	60,000	82,000	
Total	475,000	157,000	340,000

55. In 2017/18 £25k has been spent on the renovation of Astley Hall's Morning Room. In addition, it is forecast that approximately £30k of expenditure relating to events infrastructure will be completed in 2017/18 including works to the field where the drainage works have taken place.
56. Finally, the estimated costs of the enhancement of Hallgate car park have been established at £82k. It is proposed that the existing £60k budget is supplemented with the unspent £22k Community Action Plan budget that was originally earmarked for car parking at Astley Village. The works to the car park will create an additional 21 spaces and improve the walkways and links to the community centre and parade of shops in Astley Village.

Early Intervention

57. The extension and extensive refurbishment of **Cotswold House** were completed in June 2017. This included the extension to the property, the refurbishment of rooms as well as works to improve CCTV and car parking. The total budget was £858k including £658k funding from the Homes and Communities Agency (renamed Homes England) and £200k match funding from Chorley Borough Council. Some of the Council's contribution to the project was 'in-kind' including the design, quantity surveying and project management that was all delivered in house, the value of this work was estimated at £74k using equivalent market rates and was approved by the HCA. The in-kind contribution also included £2k for building control and planning costs.

	Expenditure Incurred £	In Kind Expenditure £	Total Expenditure £
Costs of Works	744,000		744,000
Professional Fees	8,000	2,000	10,000
CBC In-Kind Charges		74,000	74,000
TOTAL	752,000	76,000	828,000
		Budget	858,000
		Underspend	30,000

58. As outlined above the project has underspent by £30k. Homes England have been notified of this underspend and the Council awaits a response as to whether the £30k, currently sitting in reserves, should be repaid to Homes England or reinvested further in more enhancements to **Cotswold House**. The 2017/18 budget in the capital programme has been adjusted to reflect the total £752k of expenditure incurred.
59. The forecast expenditure on **Leisure Centre Improvements** in 2017/18 is £90k. This includes £47k to improve the outdoor pitches and £30k for internal lighting at Clayton Green.

Development, Regeneration & Growth

60. The Council's **Asset Improvement** budget in 2017/18 includes works to council offices, Market Walk and the covered market. The budget has been increased in 2017/18 by £28k, this is the net result of:
- a. Re-profiling £120k of works to the Council Chamber from 2017/18 to 2018/19 as the design of the scheme will depend on the outcome of the electoral boundary review.
 - b. Including £74k of works for the enhancement of the covered market in 2017/18, this was approved in the quarter two revenue and capital monitoring report to Executive Cabinet on 16th November 2017. This is to be funded through the Market Walk maintenance reserve.
 - c. Including £74k of works for the redecoration of the existing Market Walk Shopping Centre. This work is to be funded through the service charge that is paid by the shopping centre's tenants.
61. The continuation of the Market Walk Extension project was agreed by Full Council on 23rd January 2018. The total budget remains the same at £16.3m however there are some changes to the project with more priority being placed on delivering parking solutions including a proposed decked car park. An estimated profile of project spend is outlined below however this will be developed further once the final design work is completed.

	Prior Years £	17/18	18/19	19/20
Parking	42,000	284,750	2,213,000	0
Development & Main Build	984,000	2,713,350	6,618,000	3,345,000
Fazakerley Street		164,900		
Total	1,026,000	3,163,000	8,831,000	3,345,000
				16,365,000

62. A report is to be taken on this Executive Cabinet agenda to approve additional enhancements to **Yarrow Meadows** river corridor. The additional works are forecast to be funded through s106 and external grant funding. The project will replace the project currently designated in the capital programme as Big Wood Access Improvements. The 2018/19 budget has been increased by £88k to reflect the changes proposed in the Yarrow Meadows report.
63. There have been a number of changes to the Council's **Play, Recreation and Open Space** projects. Most notably are the changes to the Harpers Lane and Coronation Recreation Grounds that were approved by Executive Cabinet on 14th December 2017. Details of all the agreed and proposed budget changes are outlined below.

Project	Committed Spend 2017/18 £	Current Budget 2017/18 £	Budget Increase/ (Decrease) £	Revised Budget 2017/18 £
---------	---------------------------------	--------------------------------	-------------------------------------	--------------------------------

Recreation Grounds

Harpers Lane Rec, Chorley	0	50,000	147,000	197,000
King George V Play & Pitches	17,850	429,457		429,157
Coronation Recreation Ground	0	264,650	179,350	444,000
Tatton Recreation Ground	7,934	126,764		126,764

Smaller Projects

Gough Lane, Clayton Brook	14,345	15,200		15,200
Grafton St, Adlington	34,871	34,400	471	34,871
Osborne Drive Play Area	53,579	53,579		53,579
Tansley Avenue, Coppull	40,000	40,638	(638)	40,000
Mossie Close, Charnock	47,286	44,079	3,207	47,286
Station Rd, Croston	24,632	24,632	(0)	24,632
Drapers Ave/Langton Close, Eccleston	262	21,580	(754)	20,826
Greenside Bowling Green	44,000	0	44,000	44,000
TOTAL BUDGET	260,807	1,105,492	372,636	1,478,128

64. The Council are seeking to undertake an open tender process to appoint a contractor to deliver the first phase of improvements to Coronation and Harpers Lane Recreation Grounds, this ensures value for money and economies of scale due to much of the work being a similar spec at both sites. The contract is scheduled to be issued in March and work should begin in April 2018. The budget profiles will be adjusted when this information becomes available. Phase 2 is proposed to be tendered in May and be on site for mid-way through 2018/19.
65. There is the opportunity to develop a comprehensive masterplan for **Tatton Recreation Ground** and the surrounding area. As such, as this masterplan is drawn up, only short-term remedial works to enhance the safety of the park and eradicate any antisocial behaviour will be undertaken. The delivery of the initial stages of the King George V works is scheduled for 2018/19 including improvements to play provision and drainage works.
66. Many of the smaller projects are now complete and require small budget adjustments to match to the final expenditure. These smaller projects are all funded through s106 contributions. This includes a £44k grant contribution to Euxton Parish Council for the improvement to the **Greenside area** including the addition of a bowling green and associated facilities. This funding is s106 funded and approval for this grant was given on 7th August 2017 by an Executive Member Decision.
67. An Executive Member Decision was approved on 23rd November 2017 to appoint consultants to develop the design for the delivery of changing facilities, car parking, artificial grass pitch (AGP), 600m cycle / running track, events car parking and improved grass pitches at **Westway Playing Fields**. This work will be undertaken in 2017/18 to support the submission of a £500,000 Football Foundation Bid. The current budget of £950k is likely to be revised once the design work is complete, for now the budget has been re-phased to £55k (17/18) and £495k (18/19).

68. A report was approved by Full Council on 19th September 2017 for the addition of a £910k budget relating to the design and delivery of **enabling works** (site levelling, drainage, provision of services and access arrangements) for the **Digital Office Park**. An additional report was approved by Executive Cabinet on 18th January 2018 to request that the project budget be adjusted to £900k and that this is fully funded through the CIL. The funding for this project has been adjusted to reflect this request for CIL resources. Work is being carried out by the developer of the site. The full £900k budget is currently included in 2017/18 however this will be re-profiled when a profile of the works is finalised.
69. The main **Digital Office Park** budget remains at £8.1m funded 50% from ERDF grant funding and 50% from prudential borrowing. On 9th November 2017 a General Purposes Committee approved the award of the contractor for the main build. The contracts are in the process of being signed with a start on site forecast in 2017/18.

Requested approvals to changes to the Capital Programme

70. It is requested that Council approve the following changes to the capital programme

Budget Increases

- It is requested that a £44k budget increase is approved to fund the purchase of a new tractor to replace the current leased vehicle. This will be funded either through borrowing or sold and leaseback to the authority. In either outcome the Council has sufficient revenue budget in place to fund the purchase.
- It is requested that a £22k budget increase is approved to the Astley 2020 – Hallgate car park budget to enable works to the car park to be completed. It is proposed this budget increase is funded through a virement from the unspent Community Action Plan budget for car parking at Astley Village
- It is requested that a £74k budget increase in the asset improvement budget is approved to fund redecoration works to the existing Market Walk Shopping Centre. These works are to be funded through the charges made to the Market Walk tenants.
- It is requested that a £88k budget increase for 2018/19 relating to enhancements to Yarrow Meadows river corridor is approved. The additional works are forecast to be funded through s106 and external grant funding.

Budget Reductions

- It is requested that a £55k reduction in the Chorley Youth Zone budget is approved. This will align the final budget with the Council's contribution to the scheme including the underwriting of some of the additional costs the project has experienced.
- It is requested that a £117k budget reduction for Cotswold House is approved. The project is complete and this reduction will bring the budget in line with final expenditure.

Capital Financing

71. 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 2017/18. This is in line with budget and will be reviewed at year-end to best manage the Council's own resources.

Table 5: Forecast Capital Financing 2017/18

Fund	Original Budget 2017/18 £'000	Quarter 1 2017/18 £'000	Quarter 2 2017/18 £'000	Quarter 3 2017/18 £'000	Variance
External Contributions	7,217	7,259	6,695	3,499	(3,196)
Grants	7,794	8,046	6,823	8,038	1,215
New Homes Bonus	326	326	326	306	(20)
Earmarked Reserves	2,247	2,250	1,318	1,029	(289)
Revenue	20	20	20	157	137
Capital Receipts	1,226	1,226	1,231	775	(456)
Borrowing	12,730	12,478	6,513	4,912	(1,601)
Capital Financing 2017/18	31,560	31,605	22,925	18,715	(4,211)

72. The major changes in funding profile in quarter 3 for 2017/18 are as follows:
- The large decrease in funding from **external contributions** is due to the re-profiling of many s106 funded projects. In addition the £1.1m expected contribution from LCC for the Youth Zone is now designated a grant rather than a contribution as the contribution will be made with a grant agreement.
 - The increased **revenue contribution** to the capital programme is the result of the allocating the budgeted contributions from investment budgets for Steeley Lane and Hallgate Car Park. These approved budgets currently sit on revenue cost centres but will be moved to fund the capital expenditure.
 - The reduction in expected borrowing is due to the re-profiling of Market Walk Extension expenditure into 2018/19 and 2019/20.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

74. The financial implications are contained within this report

COMMENTS OF THE MONITORING OFFICER

75. No Comment

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
David Bond/James Thomson	5025	31/01/18	***

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	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2017/18 Forecast to end of December 2017	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	5,981,210	-	121,070	(186,460)	5,915,820	(70,000)		5,845,820	5,579,310	266,510	4.6%
Policy & Governance	3,985,140	-	45,450	614,870	4,645,460	(10,000)		4,635,460	4,666,590	(31,130)	-0.7%
Early Intervention	2,450,660	-	(129,240)	172,380	2,493,800	(10,000)		2,483,800	2,310,030	173,770	7.0%
Business Development & Growth	1,291,130	-	(37,280)	432,510	1,686,360	(56,010)		1,630,350	1,749,490	(119,140)	-7.3%
Directorate Total	13,708,140	-	-	1,033,300	14,741,440	(146,010)	-	14,595,430	14,305,420	290,010	2.0%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	230,300	-	-	(10,000)	220,300	-		220,300	216,260	4,040	1.8%
Pensions Deficit Recovery (Fixed Rate)	790,500	-	-	-	790,500	-		790,500	790,500	-	-
Benefit Payments	28,550	-	-	(107,570)	(79,020)	-		(79,020)	(102,490)	23,470	-29.7%
Market Walk	(1,752,200)	-	-	-	(1,752,200)	-		(1,752,200)	(1,735,200)	(17,000)	1.0%
Transition Fund	100,000	-	-	292,680	392,680	-		392,680	392,680	-	-
Primrose Gardens Retirement Living	30,300	-	-	-	30,300	-		30,300	30,300	-	-
Corporate Savings Targets											
Management of Establishment	-	-	-	(146,010)	(146,010)	146,010		-	-	-	-
Total Service Expenditure	13,135,590	-	-	1,062,400	14,197,990	-	-	14,197,990	13,897,470	300,520	2.1%
Non Service Expenditure											
Contingency - Management of Establishment	(150,000)	-	-	150,000	-	-		-	-	-	-
Investment Properties	(67,490)	-	-	-	(67,490)	-		(67,490)	(67,493)	3	
Revenue Contribution to Capital	400,000	-	-	1,159,455	1,559,455	-		1,559,455	1,559,455	-	-
Net Financing Transactions (general capital expenditure)	392,100	-	-	-	392,100	-		392,100	392,100	-	-
Net Financing Transactions (Market Walk)	870,480	-	-	(150,000)	720,480	-		720,480	590,480	130,000	
Parish Precepts	642,990	-	-	-	642,990	-		642,990	642,990	-	-
Total Non Service Expenditure/Income	2,088,080	-	-	1,159,455	3,247,535	-	-	3,247,535	3,117,532	130,003	
Total Expenditure	15,223,670	-	-	2,221,855	17,445,525	-	-	17,445,525	17,015,002	430,523	2.5%
Financed By											
Council Tax	(7,145,540)	-	-	-	(7,145,540)	-		(7,145,540)	(7,145,537)	(3)	
Revenue Support Grant	(734,340)	-	-	-	(734,340)	-		(734,340)	(734,340)	-	
Retained Business Rates	(2,929,530)	-	-	-	(2,929,530)	-		(2,929,530)	(2,929,530)	-	
Business Rates Pooling	(716,610)	-	-	-	(716,610)	-		(716,610)	(716,610)	-	
Government S31 Grants (Small Business Rate Relief)	(676,140)	-	-	-	(676,140)	-		(676,140)	(676,140)	-	
Government S31 Grants (Other Grants)	(7,700)	-	-	-	(7,700)	-		(7,700)	(7,700)	-	
Business Rates Retention Reserve	(538,510)	-	-	-	(538,510)	-		(538,510)	(538,510)	-	
New Homes Bonus	(4,006,650)	-	-	-	(4,006,650)	-		(4,006,650)	(4,006,521)	(129)	
New Burdens Grant	-	-	-	(12,000)	(12,000)	-		(12,000)	(12,000)	-	
Collection Fund (Surplus)/Deficit	405,740	-	-	-	405,740	-		405,740	405,720	20	
Use of Earmarked Reserves - capital financing	-	-	-	(1,109,455)	(1,109,455)	-		(1,109,455)	(1,109,455)	-	
Use of Earmarked Reserves - revenue expenditure	625,610	-	-	(1,359,400)	(733,790)	-		(733,790)	(734,435)	645	
Conts in CGUA Reclassified as Revenue	-	-	-	-	-	-		-	-	-	
Budgeted Contribution to General Balances	500,000	-	-	-	500,000	-		500,000	500,000	-	
In-Year Contribution to General Balances	-	-	-	259,000	259,000	-		259,000	259,000	-	
Total Financing	(15,223,670)	-	-	(2,221,855)	(17,445,525)	-		(17,445,525)	(17,446,058)	533	0.0%
Net Expenditure	-	-	-	-	-	-		-	(431,056)	431,056	
General Balances Summary Position				Target	Forecast						
				£	£			Buildings Maintenance Reserve	60,000		
General Fund Balance at 1 April 2017				3,740,000	3,187,536			Change Management Reserve	100,000		
Budgeted contribution to General Balances					500,000			Planning Appeals	40,000		
In-year contribution to General Balances					259,000			Income Generation	40,000		
Provisional (Over)/Under Spend					61,056			Deliver Streetscene Modernisation and ICT Strategy	130,000		
Forecast General Fund Balance at 31 March 2018				3,740,000	4,007,592			Forecast Underspend	61,056		

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Investment Projects 2017/18

Investment Area (Revenue)	Investment Budgets c/fwd to 2017/18	Investment Agreed 2016/17	Investment Agreed 2017/18	In-Year Changes 2017/18	Total Budget 2017/18	2017/18 Spend to Date	Committed to Date	2017/18 Balance	Forecast Outturn 2017/18	Forecast Balance Remaining
North West in Bloom	-		20,000		20,000	11,547	1,160	7,293	16,267	3,733
Support to the VCFS Network	-		15,000		15,000	-	-	15,000	15,000	-
Support the food bank	-		15,000		15,000	7,500	7,500	-	15,000	-
Supporting communities to access grant funding	5,300				5,300	5,300	-	-	5,300	-
Chorley Public Service Reform Board work plan	21,900		15,000		36,900	9,416	-	27,484	36,900	-
Disabled and dementia online venue access guides	9,700				9,700	5,077	-	4,623	9,700	-
Develop Chorley's town and rural tourism economy	22,310				22,310	9,835	5,840	6,635	22,310	-
Empty Homes Officer	9,540				9,540	-	-	9,540	-	9,540
Mediation service for Anti-Social Behaviour disputes	16,750				16,750	1,717	-	15,033	16,750	-
Development and delivery of community action plans	190,580			(5,720)	184,860	9,489	-	175,371	184,860	-
Replacement of CBC's Control Orders with Public Space Protection Orders	20,000				20,000	-	1,063	18,937	20,000	-
Connecting Communities through food	6,340				6,340	-	-	6,340	6,340	-
Community development and volunteering (Spice)	-	40,000			40,000	-	40,000	-	40,000	-
Free Swimming	-		7,000		7,000	-	-	7,000	-	7,000
16/17 year old drop in scheme	-		15,000		15,000	11,250	-	3,750	15,000	-
Investigate opportunities to expand Chorley Markets	3,620				3,620	-	-	3,620	3,620	-
Town Centre & Steeley Lane Pilot Action Plans	126,210				126,210	119,246	-	6,964	126,210	-
Support the expansion of local businesses (BIG grant)	96,420		30,000		126,420	18,949	41,949	65,522	126,420	-
Business Start-up (Grant and Loan)	15,880		15,000		30,880	14,777	1,903	14,200	30,880	-
Choose Chorley Grants	179,400		37,000		216,400	25,250	61,645	129,505	216,400	-
Joint employment initiative with Runshaw College	15,000				15,000	(4,578)	-	19,578	15,000	-
Inward Investment delivery (Euxton Lane - Digital Health)	24,000				24,000	2,000	-	22,000	24,000	-
Deliver the Skills Framework	30,000		15,000		45,000	-	-	45,000	45,000	-
Vulnerable families employment project	3,250				3,250	-		3,250	3,250	-
Furthering Key Employment Sites	57,940				57,940	15,092	12,593	30,255	57,940	-
Choose Chorley Campaign	34,680				34,680	3,004	184	31,492	34,680	-
TOTALS	888,820	40,000	184,000	(5,720)	1,107,100	264,871	173,837	668,392	1,086,827	20,273

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 2017/18

Reserves

General Fund Balance

Change Management Reserve
VAT Shelter Income - Capital/revenue financing
Non-Recurring Expenditure - Revenue resources for capital financing
Market Walk - Income Equalisation Reserve
Market Walk - Asset Management
Market Walk - Project Work funded through Service Charge
Section 31 Grant - Empty property/small business rate relief
Business Rates Retention - Surplus on levy payment
Investment Fund - Invest-to-earn Projects
LCC Transition Fund
Chorley Employment Inclusion Programme

Non-Directorate Reserves

Policy & Governance

Investment Projects
British Army Civil Engagement Grant

Communications & Events

Slippage from 2016/17
Transformation Challenge funding
Public Service Reform funding
Funding for Graduate Policy Officer post 2017/18

Performance & Partnerships

Slippage from 2016/17
Elections
Corporate/Professional Training
Apprenticeship Levy
GDPR Staffing Reserve
Boundary Commission Electoral Review
Legal Case Mgt System

Legal, Democratic & H.R.

Slippage from 2016/17

Shared Financial Services

Policy & Governance

Business Development & Growth

Community Infrastructure Levy (CIL Admin)
Government Grants - Single Homeless Initiative
Local Development Framework
Slippage from 2016/17
Funding for new Project Director post

Development & Regeneration

Retail Grants Programme
Investment Projects

Employment Skills & Business Support

Investment Projects

Markets & Town Centre

Buildings Maintenance Fund
Redevelopment Fund - Oak House Site
Slippage from 2016/17

Property Services

Business Development & Growth

Customer & Digital Services

New Investment Projects 2016/17
Single Front Office Apprentices 2016/17 to 2017/18
Council Tax Summons/Liability Order Bad Debts
Land Charges litigation - legal costs
Funding for Debt Recovery Officer post (April to Oct 2017)
Slippage from 2016/17

Customer Transformation

	Opening Balance 01/04/17 £	Other Transfers 2017/18 £	Forecast Use in 2017/18 £	Forecast Balance 31/03/18 £	Notes
General Fund Balance	3,187,536	820,056		4,007,592	(1)
Change Management Reserve	53,512	200,000	(200,040)	53,472	
VAT Shelter Income - Capital/revenue financing	9,281		0	9,281	
Non-Recurring Expenditure - Revenue resources for capital financing	1,904,842		(591,894)	1,312,948	(2)
Market Walk - Income Equalisation Reserve	250,366	50,000		300,366	
Market Walk - Asset Management	135,860	50,000	(74,000)	111,860	(8)
Market Walk - Project Work funded through Service Charge	154,430	38,600	(74,000)	119,030	(8)
Section 31 Grant - Empty property/small business rate relief	32,495		(5,246)	27,249	
Business Rates Retention - Surplus on levy payment	627,138		(538,510)	88,628	(3)
Investment Fund - Invest-to-earn Projects	401,990	300,000		701,990	
LCC Transition Fund	358,590	100,000	(458,590)	0	
Chorley Employment Inclusion Programme	0	295,390		295,390	
Non-Directorate Reserves	3,928,503	1,033,990	(1,942,280)	3,020,214	
<u>Policy & Governance</u>					
Investment Projects	56,810		(56,810)	0	(4)
British Army Civil Engagement Grant	16,902		(16,902)	0	
<i>Communications & Events</i>	73,712	0	(73,712)	0	
Slippage from 2016/17	5,880		(5,880)	0	(5)
Transformation Challenge funding	135,000		(135,000)	0	
Public Service Reform funding	21,900		(21,900)	0	(4)
Funding for Graduate Policy Officer post 2017/18	32,220		(32,220)	0	
<i>Performance & Partnerships</i>	195,000	0	(195,000)	0	
Slippage from 2016/17	80,730		(54,410)	26,320	(5)
Elections	0	90,000		90,000	
Corporate/Professional Training	26,300	9,000	(3,000)	32,300	
Apprenticeship Levy	0	27,000	(27,000)	0	
GDPR Staffing Reserve	0	25,000	(15,960)	9,040	
Boundary Commission Electoral Review	0	50,000		50,000	
Legal Case Mgt System	1,522		(1,522)	0	
<i>Legal, Democratic & H.R.</i>	108,552	201,000	(101,892)	207,660	
Slippage from 2016/17	69,030		(53,030)	16,000	(5)
<i>Shared Financial Services</i>	69,030	0	(53,030)	16,000	
Policy & Governance	446,294	201,000	(423,634)	223,660	
<u>Business Development & Growth</u>					
Community Infrastructure Levy (CIL Admin)	22,898		(22,898)	(0)	(6)
Government Grants - Single Homeless Initiative	20,250		(20,250)	0	
Local Development Framework	50,000		(50,000)	0	
Slippage from 2016/17	26,000		(26,000)	0	(5)
Funding for new Project Director post	0	60,000		60,000	
<i>Development & Regeneration</i>	119,148	60,000	(119,148)	60,000	
Retail Grants Programme	111,498		(111,498)	0	(4)
Investment Projects	456,570		(456,570)	0	(4)
<i>Employment Skills & Business Support</i>	568,068	0	(568,068)	0	
Investment Projects	129,830		(129,830)	0	(4)
<i>Markets & Town Centre</i>	129,830	0	(129,830)	0	
Buildings Maintenance Fund	72,352	150,000	(222,352)	0	
Redevelopment Fund - Oak House Site	615,850		(30,000)	585,850	(7)
Slippage from 2016/17	4,000		(4,000)	0	(5)
<i>Property Services</i>	692,202	150,000	(256,352)	585,850	
Business Development & Growth	1,509,248	210,000	(1,073,398)	645,850	
<u>Customer & Digital Services</u>					
New Investment Projects 2016/17	17,440		(17,440)	0	(4)
Single Front Office Apprentices 2016/17 to 2017/18	64,450		(12,050)	52,400	
Council Tax Summons/Liability Order Bad Debts	89,020			89,020	
Land Charges litigation - legal costs	15,820			15,820	
Funding for Debt Recovery Officer post (April to Oct 2017)	13,460		(13,460)	0	
Slippage from 2016/17	1,400		(1,400)	0	(5)
<i>Customer Transformation</i>	201,590	0	(44,350)	157,240	

Analysis of Reserves and Provisions 2017/18

Reserves

Slippage from earlier years
Slippage from 2016/17
ICT Projects
ICT Infrastructure Reserve
Capital financing

ICT Services

Maintenance of Grounds
Yarrow Meadows Project, Environment Agency grant

Waste & Streetscene Services

Planning Appeal Costs
New Burdens Grants - S31 Government Grants

Planning Services

Customer & Digital Services

Early Intervention

Investment Budgets
External Funding
Home Improvements - Housing Affordable Warmth Grant
Home Improvements - Handyperson Scheme
Home Improvements - Disabled Facility Contribution
Buckshaw Youth Development Grants
Slippage from 2016/17

Health and Wellbeing

Investment Budgets - Empty Homes Officer

Regulatory Services

Neighbourhood Working (pump priming)
Investment Budgets
Dog Fouling Campaign
Chorley Youth Zone

Neighbourhoods

Investment Budgets
New Burdens Grant - Right to Move

Housing Options and Support

Early Intervention

Directorate Reserves

Earmarked Reserves

Total Reserves - General and Earmarked

Provisions

Insurance Provision - Potential MMI clawback
Other Provisions - Asda re: land at Bolton Street

Total Provisions

	Opening Balance 01/04/17 £	Other Transfers 2017/18 £	Forecast Use in 2017/18 £	Forecast Balance 31/03/18 £	Notes
	46,860		0	46,860	
	30,000		(30,000)	0	(5)
	108,190		0	108,190	
	300,170		(300,170)	0	
	8,450		(8,450)	0	
	493,670	0	(338,620)	155,050	
	29,017	10,000	(35,940)	3,077	
	10,000		(10,000)	0	
	39,017	10,000	(45,940)	3,077	
	31,089	30,000	(57,430)	3,659	
	29,645		(29,645)	0	
	60,734	30,000	(87,075)	3,659	
	795,011	40,000	(515,985)	319,026	
	86,340		(46,340)	40,000	(4)
	23,530		(23,530)	0	
	41,176			41,176	
	41,390			41,390	
	24,660			24,660	
	1,367			1,367	
	5,000		(5,000)	0	(5)
	223,463	0	(74,870)	148,593	
	81,540		(45,540)	36,000	(4)
	81,540	0	(45,540)	36,000	
	63,090		(63,090)	0	
	227,330		(227,330)	0	(4)
	5,300		(5,300)	0	
	0		0	0	
	295,720	0	(295,720)	0	
	0			0	
	0			0	
	0	0	0	0	
	600,723	0	(416,130)	184,593	
	3,351,275	451,000	(2,429,147)	1,373,128	
	7,279,778	1,484,990	(4,371,426)	4,393,342	
	10,467,314	2,305,046	(4,371,426)	8,400,933	
	13,116		(13,116)	0	
	0			0	
	13,116	0	(13,116)	0	

Notes

- (1) Forecast Outturn as at 31 March 2018.
- (2) Capital Financing - £192k to part-fund the ICT Refresh, £164k towards play and open space, £200k asset improvements
- (3) Equalisation reserve is used to smooth the impact of fluctuations in the level of business rates retained year-on-year
- (4) Investment projects are often budgeted over a number of years and therefore carried forward in reserves. Full details are given in appendix 3
- (5) Slippage from 2016/17 total £222,040.
- (6) The Council is permitted to set aside 5% of the CIL income charged to developers. This income covers expenditure the Council incurs in administering the CIL charges.
- (7) Premium received relating to Royal Oak Public House from the former tenant, reserve to be utilised to fund Market Walk Extension Public Realm
- (8) £74k of costs have been identified for the renewal of the path ways and lighting at the covered market
Another £74k is committed against the Market Walk service charge for painting of the Market Walk Shopping Centre

Appendix 4 - Capital Monitoring 2017/18

	Actual	Commitment	Total	17/18 Budget	Qtr 1 Adjustments	Qtr 2 Adjustments	Qtr 3 Adjustments	Current 17/18 Budget	2017/18 Forecast	2017/18 (Under)/ Over	18/19 Budget	Qtr 1 Adjustments	Qtr 2 Adjustments	Qtr 3 Adjustments	18/19 Budget	19/20 Budget	TOTAL BUDGET
Customer & Digital																	
Recycling receptacles	49,978	5,433	55,411	55,000				55,000	55,000	0.00	45,000				45,000	30,000	130,000
Recycling receptacles - Garden Waste	157,661	0	157,661	244,731				244,731	244,731	0.00					0	0	244,731
Puffin Crossing Collingwood Rd	0	0	0	47,820				47,820	47,820	0.00					0	0	47,820
People & Places Vehicles & Plant		44,914	44,914	0			44,914	44,914	44,914	0.00					0	0	44,914
ICT Modernisation	0	0	0	750,000				750,000	750,000	0.00					0	0	750,000
Bank Hall Restoration	348,302	6,500	354,802	2,200,000				2,200,000	2,200,000	0.00					0	0	2,200,000
Path Works to Cemeteries	48,057	1,000	49,057	140,576				140,576	140,576	0.00	77,000				77,000	0	229,500
	603,998	57,847	661,845	3,438,128	0	0	44,914	3,483,042	3,483,042	0	122,000	0	0	0	122,000	30,000	3,646,965
Policy & Governance																	
Chorley Youth Zone	900,186	1,675,000	2,575,186	1,500,000			(55,000)	1,445,000	1,445,000	0.00					0	0	1,950,000
Astley 2020	36,432	4,181	40,614	474,175			(317,960)	156,216	156,216	0.00				340,784	340,784	0	677,395
	936,618	1,679,181	2,615,800	1,974,175	0	0	(372,960)	1,601,216	1,601,216	0	0	0	0	340,784	340,784	0	2,627,395
Early Intervention																	
Chorley Adaptation Grant (Formerly DFG)	376,646	3,300	379,946	824,404				824,404	824,404	0.00	665,945				665,945	665,945	2,156,294
Cotswold House Improvements Final Phase	142,019	233	142,251	259,797			(117,545)	142,251	142,251	0.00					0	0	752,000
Leisure Centres Improvements	49,972	0	49,972	90,000				90,000	90,000	0.00	30,000				30,000	100,000	220,000
Delivery of CCTV 15/16 - 17/18	0	4,410	4,410	26,768				26,768	26,768	0.00					0	0	355,000
	568,637	7,943	576,579	1,200,969	0	0	(117,545)	1,083,424	1,083,424	0	695,945	0	0	0	695,945	765,945	3,483,294
Regeneration & Inward Investment																	
Asset Improvements	166,070	90,211	256,281	355,207			28,000	383,207	383,207	0.00	280,000			120,000	400,000	300,000	1,083,207
Market Walk Extension & Public Realm Works	2,744,148	142,794	2,886,942	11,617,227		(6,039,643)	(2,414,584)	3,163,000	3,163,000	0.00			9,707,239	(876,239)	8,831,000	3,345,000	16,364,999
Regeneration Projects - Public Realm Works Phase	0	0	0	956,984		(956,984)		0	0	0.00					0	0	43,015
Steeley Lane Gateway	119,246	0	119,246	114,000			5,246	119,246	119,246	0.00	160,000				160,000	0	279,246
Car Parks Pay & Display Ticket Machines	42,983	0	42,983	38,412			4,571	42,983	42,983	0.00					0	0	42,983
Yarrow Meadows	53,413	5,604	59,017	83,102			(24,085)	59,017	59,017	0.00				112,085	112,085	0	171,102
Buckshaw Village Rail Station	0	0	0	726,000			(726,000)	0	0	0.00				695,907	695,907	0	695,907
Eaves Green Play Development	0	0	0	53,195				53,195	53,195	0.00					0	0	56,172
Play, Recreation and Open Space Projects	260,807	23,952	284,759	1,105,492			372,636	1,478,128	1,478,128	0.00				0	0	0	1,478,128
Rangleetts Recreation Ground	86,647	352	86,999	92,592	5,000			97,592	97,592	0.00					0	0	102,447
Yarrow Valley Car Park	206,432	1,545	207,978	212,555			0	212,555	212,555	0.00					0	0	212,555
Recreation Strategy	0	0	0	105,000			(105,000)	0	0	0.00				105,000	105,000	0	105,000
Primrose Retirement Village	2,546,268	7,401,847	9,948,114	3,572,278		(145,942)		3,426,336	3,426,336	0.00	5,553,427	844,531	145,942		6,543,900	0	10,591,531
Westway Playing Fields Sports Campus	1,977	56,065	58,042	950,517			(895,702)	54,815	54,815	0.00				895,702	895,702	0	950,517
Digital Office Park	137,643	123,246	260,889	4,964,527		(2,447,395)		2,517,132	2,517,132	0.00	2,450,000		2,447,395		4,897,395	0	8,120,250
Digital Office Park Enabling	0	0	0	0		910,000	(10,000)	900,000	900,000	0.00					0	0	900,000
Buckshaw Bus Stops	0	0	0		40,000			40,000	40,000	0.00					0	0	40,000
	6,365,634	7,845,616	14,211,249	24,947,089	45,000	(8,679,964)	(3,764,918)	12,547,207	12,547,207	0	8,443,427	844,531	12,300,575	1,052,455	22,640,988	3,645,000	41,237,066
TOTAL	8,474,887	9,590,587	18,065,474	31,560,360	45,000	(8,679,964)	(4,210,509)	18,714,888	18,714,888	0	9,261,372	844,531	12,300,575	1,393,239	23,799,717	4,440,945	50,994,720

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REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

This report summarises the business considered at the meeting of the Overview and Scrutiny Committee the Overview and Scrutiny Committee held on 25 January and 22 March, the Overview and Scrutiny Performance Panel held on 8 March and includes as update on the task group review.

OVERVIEW AND SCRUTINY COMMITTEE – 25 JANUARY 2018

Update on the integrated community wellbeing service

The Committee received an update on progress made in implementing the integrated community wellbeing service in partnership with Lancashire Care Foundation Trust (LCFT).

In April last year staff from Chorley Council and LCFT co located at the council's Union Street offices to focus on prevention and early intervention. Ensuring that teams and individuals are content and confident in their jobs, and in the new arrangements has been an important focus of the past six months. A series of service-wide events have been held to encourage interaction and establish the culture and focus of the service.

The Integrated Referral Hub has achieved some positive outcomes for residents. 78 cases have been considered, with the main reasons for referral being emotion/wellbeing support, requests for adaptations, moderate mental health issues and housing/homelessness issues. Some key learning points from the referral hub were set out in the report. It has recently been agreed to focus on mental health, homelessness and employability for service improvements.

Services within LCFT are commissioned and this is the biggest risk facing the integrated service. The 0-19 contract has recently been awarded to Virgin Healthcare, but this is the subject of a current legal challenge.

Members raised several queries, including the direct supervision of Chorley Council and LCFT staff and how referrals are made into the service, including GP's. Some residents did not wish to receive assistance, although the response from the service will depend on the severity of the case. Improvements have been made with the implementation of disabled facilities grants, through the use of occupation therapists from LCFHT, rather than LCC. Further negotiation with the CCG is needed in this area.

Budget Scrutiny

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Chief Finance Officer which set out the budget position for 2018/19 including the forecast for the following two years to 2020/21 and also presented the relevant proposals in respect of the use of forecast resources identified in 2018/19 and budget consultation.

Chorley Council has experienced, and will continue to experience in the coming three years, large reductions in its major funding sources, including Revenue Support Grant, Retained Business Rates, New Homes Bonus and income from LCC. The forecast budget deficit for 2019/20 is £1.6m and £2.2 in 2020/21.

Councillor Wilson explained that, in addition to a balanced budget, there are proposals for investment to support the Corporate Strategy. This includes the delivery of the Digital Office Park, Primrose Gardens extra care facility and the delivery of the Market Walk extension. The Council is working with partners to deliver some of these projects.

It is proposed that council tax be increased by 2.99%. There are areas for investment and one off spends within the proposed budget. There are a range of methods by which the financial challenge will be met, including a review of contracts, implementation of shared services, productivity reviews, income generation, the development of employment land and options relating to creating a housing company.

The proposed budget was out for consultation and Councillor Wilson encouraged the submission of feedback by Councillors and residents of Chorley. Consultation received is reviewed and changes can be made, and the feedback will be used to inform the priorities for the budget in future years.

Members clarified that the Chorley Council claims only a portion of the council tax bill, with the rest being claimed by Lancashire County Council (LCC), the Police and Lancashire Combined Fire Authority. LCC had indicated that their portion will increase by up to 6%.

Councillor Wilson clarified that a large risk associated with business rates income relates to two applications for mandatory charitable relief received from Lancashire Teaching Hospitals NHS Foundation Trust. If successful, the application would be back dated to 2010 and therefore have a significant impact on the Council's revenue budget. The LGA is representing affected councils nationwide and retain the view that NHS trusts and foundation trusts are not charities, and therefore, not eligible for mandatory non domestic rate reliefs.

Councillor Wilson advised that a figure is within the budget to address crime and disorder within the borough and that it could be used to fund PCSO's, but this can be reviewed if a more effective means of reducing crime is proposed.

OVERVIEW AND SCRUTINY COMMITTEE – 22 March 2018

Health and Safety presentation

Denise Fisher, Health and Safety Advisor, attended the meeting and delivered a short presentation on health and safety.

Members raised several points and noted that if a task took longer, but it was being done safely, this would be accepted by management and supported.

Asim Khan, Director (Customer and Digital) noted that Chorley Council has a responsibility to keep staff safe, and that, as the new approach has been implemented alongside the modernisation strategy overall efficiencies have been gained.

Members noted that a pilot had been undertaken on the A674 in Wheelton to cut the edgings, in addition to the grass. Due to health and safety there had been a need to engage a traffic management company. The pilot will be evaluated and the findings and recommendations presented back to Members.

Review of communication with Councillors

Rebecca Huddleston, Director (Policy and Governance), presented a report which reviewed communications with Councillors, as requested at the meeting in October.

Members receive information in different ways, including intheknow (fortnightly), intheboro (monthly), Member Learning Sessions, agenda papers, undertaking overview and scrutiny inquiries, briefings (for Committee Chairs and Vice-Chairs, Executive Member and portfolio briefings, Opposition briefing etc), press releases and social media.

Member Support Working Group had reviewed intheknow as a communication tool in September 2017 and discussed the effectiveness of the publication, which they felt continued to be a useful tool. It was agreed that no changes to the publication were required. However, Democratic Services will promote the use of intheknow with officers, especially in relation to ward information and neighbourhood preferred project updates.

Members noted that the document detailing officer contact telephone numbers and the officer management structure in the Members' Room will be updated. Asim Khan advised that ICT are looking to create a dynamic application on the iPads to provide officer contact information and will consult the Member Support Working Group on the development of this.

Flooding position statement

The Committee received a report which informed Members of the current position of the Chorley Council Flood Relief Scheme, including volumes of applications, amounts of monies pending and already paid out. The report gave an overview of wider flooding issues in the borough and the action taken to address these.

A total of 426 properties in the borough were confirmed as flooded as a result of Storm Eva on 26 December 2015. Chorley Council's flood relief scheme was made up of a number of different elements based upon guidance.

There were other funds and schemes available, including a local discretionary relief fund, the Lancashire Flood Appeal and Property Level Resilience Grants (PLRG). Details of claims were set out in the report.

Members noted that the council closed its scheme to new applications on 30 November 2017. There are currently 28 outstanding applications. There have been some lengthy delays in work being completed due to the fact that many flood doors and barriers are bespoke and as such have a long lead time for manufacture.

Recent information has indicated that the MHCLG are intending to close the scheme on 31 March 2018 with final payments for reimbursement to the council being made in June 2018. The council are seeking confirmation that any grants paid out after this time will still be reimbursed.

The report set out totals, including unclaimed grants for properties in Croston where a grant application has not been made by homeowners despite a number of reminders being issued. The council made a significant financial contribution of £1M to the Croston Flood Risk Management Scheme which is vital in reducing the risk of flooding to the community.

The council is endeavouring to secure grant funding which the government has already earmarked for the protection of the community of Croston and has been in correspondence with ministers over a number of months regarding this.

Since the extensive flooding in December, there has been work taking place in a number of specific areas where flooding is a known issue, including The Common (Adlington), Town Lane and Waterhouse Green (Whittle-le-Woods), Hurst Brook (Coppull), Clematis Close (Euxton) and Weldbank Lane (Chorley).

The Croston Flood Risk Management Scheme is now complete. This scheme decreases the river level through Croston during a flood event by restricting the amount of water flowing through the new structure and embankment, holding back the water in a flood storage basin upstream. The defences were put into operation for the first time over the weekend of 21 and 22 October 2017, successfully protecting the residents and the community.

It is expected the likelihood and severity of flooding will be significantly reduced. There may still be some issues with surface water flooding which will be duly considered and investigated once we have a heavy rainfall event.

The report set out other work the council is undertaking in this area, including the Making Space For Water multi-agency group, input into the Lancashire County Council Section 19 Investigation, Community Resilience and the Chorley Council Flood Plan.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 21 SEPTEMBER 2017

Performance focus - Business, Development and Growth

The Panel received a report from Mark Lester, Director (Business, Development and Growth), which outlined performance at quarter three 2017/18.

The services within the Directorate are

- Land and Property Services

- Development and Regeneration
- Market Walk, Markets and Town Centre
- Employment, Skills and Business Support

The Panel noted some of the corporate projects are being delivered by the Directorate, including the delivery of Primrose Gardens, the Market Walk extension and the Digital Office Park, amongst Directorate other projects.

Two of the Corporate Strategy indicators are performing off target at quarter three – the number of jobs created by council interventions and the number of jobs created through inward investment. The number of empty shops has reduced, resulting in lack of grant applications for the councils grant schemes and less than anticipated number of jobs created. Discussions are ongoing to change the nature of this indicator for next year.

Councillor Alistair Bradley, Executive Leader, explained that there is an under supply of commercial premises in Chorley and that the new focus is on bringing forward major sites. Work has started on site at Strawberry Fields, master planning is underway for Cowling and will start shortly on Shady Lane. An access road is now being constructed adjacent to the Digital Office Park which will accelerate the progress on the Alker Lane site.

The Primrose Gardens project is one week behind schedule - this is due to the recent inclement weather and there are no cost implications to this.

The Steeley Lane Gateway project has an amber rating as other projects have an impact on the timescales for delivery, including the Youth Zone. The Market Walk extension project has a red rating. However, this project was considered at Full Council in January 2018 and the decision was taken to progress the option to commission a partial redesign of the layout to increase flexibility in lettings and then to continue the build at the earliest opportunity.

Councillor Bradley explained that the project is a complex one, and to assist with this some of the interdependencies and risks have been re-evaluated. As part of this a parking solution to deliver more spaces in the short term is being implemented on Friday Street car park. In addition, there is now flexibility in terms of unit sizes. He noted there are always lessons to learn when undertaken projects of this nature.

Progress is being made on the demolition of Oak House in terms of stripping the building and a planning application is in progress to approve the change of use of the site. The number of car parking spaces on the Flat Iron will also be maximised. Members noted that discussions are ongoing with the United Reform Church, but at this stage, the outcome of the discussions is not known.

A restructure is underway within the Directorate, with a proposal having been considered at the Executive Cabinet in December 2017. There is a target date of 1 April for the new structure to be in place.

A new Economic Development Strategy is being commissioned by South Ribble on behalf of Central Lancashire authorities to build the evidence base. The Chorley

section of the Strategy will be drafted by Chorley Council, but there are strong reasons to share the evidence base with Central Lancashire authorities, including the City deal and existing work relating to the Local Plan. A grant has been received towards this work on the strength of the Strategy being delivered together.

Members discussed the performance indicators and noted that these are reviewed each year, in fact, the local indicators are currently under review. New indicators will reflect the new corporate priorities. It was suggested that indicators be grouped into, those that the council can have an impact on and indicators which are collected for information, but the council cannot influence.

Members noted that the Westway Integrated sports facility is closed in its current format due to complex interdependencies within the project and conditions linked to planning, funding and partnership arrangements. However, the Football Foundation has assisted the Council to re-scope the project and delivery of the facility will now be re-scoped and will be a project next year.

Chorley Council Performance Monitoring Report - Quarter Three 2017/18

The Panel considered a monitoring report from the Director (Policy and Governance) which was presented at the Executive Cabinet on 15 February. The report set out performance against the Corporate Strategy and key service delivery measures for the third quarter of 2017/18, 1 October – 31 December 2017.

Overall, performance of key projects is good, with eleven (78%) of the projects rated as green, complete or closed. Two (14%) projects are currently rated amber and one (8%) is currently rated red; actions plans for each of these projects are contained within the report.

Performance of the Corporate Strategy indicators and key service delivery measures is also good. 83% of Corporate Strategy measures are performing on or above target or within the 5% threshold and 80% of key service delivery measures are performing on or above target or within the 5% threshold. Those indicators performing below target have action plans outlined with measures to improve performance.

Members queried whether the Council contracts with Eric Wright Group required that a percentage of local people are employed to deliver the contract. The details of this will be reported back to Members.

In response to a query, it was noted that there have been performance issues with Veolia and the missed collection indicator. Veolia are being monitored, although Members noted that residents sometimes presented the wrong bin.

Members highlighted the indicator relating to sickness absence, but noted that performance was during the October to December period when sickness absence tends to be higher.

OVERVIEW AND SCRUTINY TASK GROUPS**Executive Cabinet Response to the Overview and Scrutiny Task Group on the Rollout of Superfast Broadband**

The Committee noted that the Executive Cabinet had agreed to implement the recommendations of the Task Group and to forward the recommendations made for LCC and BT.

A report giving an update on the implementation of the recommendations will be presented in the new municipal year.

Overview and Scrutiny Task Group - Council's Leisure Contract

Councillor Morwood presented the final report and gave a summary of the recommendations.

Overview and Scrutiny Task Group - Quality of housing provided by social landlords

The Task Group have scoped the inquiry and set out the information they would like to review and witnesses to interview.

A draft survey has been considered and should be sent out to a random sample of tenants in April.

COUNCILLOR JOHN WALKER
CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE

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REPORT OF GOVERNANCE COMMITTEE

1. This report summarises the business transacted at the Governance Committee meeting held on 24 January 2018.

GOVERNANCE COMMITTEE – 24 JANUARY 2018**HCA Audit of Cotswold House Project**

2. The Committee received a report of the Chief Finance Officer updating on the Homes and Communities Agency (HCA) audit of the Cotswold House project, as well as lessons learnt and future actions. This would include those actions for the presumed audit of the Primrose Gardens project.
3. The Council had received a £658k allocation from the HCA towards the £858k refurbishment and extension of Cotswold House, with work beginning in August 2016. The initial tender for work came in £200k under budget and in February 2017 the council received telephone confirmation that the project could carry out further works to the building using the grant allocation. This second phase of work was carried out in June 2017.
4. The Council received notification in June 2017 that it had been selected from a list of projects in the North West of England to be subject to an audit. Grant Thornton were appointed as the auditors. The audit findings gave 'No' answers to eight questions that had different severity ratings. Although the Council had the opportunity to respond, the likelihood is that the project will receive a red rating for its audit. It was however, pointed out that red grades are common for a Local Authority undergoing its first audit.
5. The Council will receive confirmation of the audit in May 2018 and it is proposed for it to be signed off by the Governance Committee. Although the assumed red rating will result in a guaranteed audit of the Primrose Gardens development in September 2018, there is no indication that it will result in funds being returned to the HCA. Lessons learned from the audit were provided within the report and details of improvements to be made for the audit of Primrose Gardens and Members were confident that officer had done everything possible to meet the audits requirements.

Implications of revised CIPFA Prudential Code and Treasury Management Code

6. The Chief Finance Officer submitted a report that updated members on CIPFA's changes to the treasury Management Code and the proposals from CDLG to change the Prudential Framework of Capital Finance. The increasing trend by councils to invest in assets for the purpose of income generation has resulted in potential risks to a Council's revenue budget that may not be currently picked up by current arrangements.
7. The new Code seeks to address this deficiency and introduces a new Capital Strategy report to be approved by full Council in 2019/20. This report will replace the treasury management treasury management and investment strategy report and will include, a policy statement for borrowing and investments, new treasury management practices for non-treasury investments and a schedule of existing material investments, subsidiaries, joint ventures and liabilities including financial guarantees and contingent liabilities and the authority's risk

exposure. The Governance Committee will approve the detail and ongoing monitoring of the Capital Strategy.

8. Proposed changes to the Local Authorities Investment Code will mean the provision of additional disclosures in the Capital Strategy report which the authority agrees to as long as they do not compromise commercial sensitivity or jeopardise accruing higher returns from the Council's investments. It was noted that the consultation alluded to a restriction on council's investing in assets purely for generating returns which would seemingly inhibit investment in assets outside the Council's boundaries.
9. Minimum Revenue Provision guidance changes will align the calculation more closely with the capital financing requirement, a change that Chorley Council fully supports. However, reducing the maximum useful economic life for assets (other than freehold land) to 40 years would affect this authority as it is currently financing some of its assets beyond that period. The report was noted.

Update of the Closure of accounts 2017/18

10. The Committee received a report of the Chief Finance Officer that updated on progress of the preparation for the closure of accounts 2017/18 as requested by the Committee in September 2017. The Accounts and Audit Regulations 2015 set out new deadlines for the publication of the 2017/18 statement of accounts. The draft accounts must be completed and signed by 31 May 2018 with the final audited accounts uploaded by July.
11. The 2016/17 closedown process made a lot of progress in closing the accounts by 31 May; however, the draft accounts were only submitted on 15 Jun 2017. Building on lessons learnt, preparation of the 2017/18 closure is already underway with some tasks like the reconciling of the debtor system to the financial ledger already underway. A project plan and closure timetable has been created with tasks allocated across the whole of the finance team.
12. The External Auditors are also undertaking regular meetings with the Finance Team and Interim work has commenced earlier so that it is finished before closedown. Both the External Auditor and Chorley's Finance team were confident that they would meet the closedown deadline for 2017/18. The report was noted.

Internal Audit Interim Report as at 29 December 2017

13. The Head of Shared Assurance Services presented a report advising of the work undertaken on the Internal Audit Plans for Chorley Council and Shared Services for the period August to December 2017. The report also made comment on any outcomes and gave an appraisal of the Internal Audit services performance to date.

All Audit Plans were on target to be achieved, with the majority of performance indicators having either achieved or exceeded.

14. A snapshot of the overall progress made in relation to the 2017/18 Internal Audit Plans was appended to the report along with an indication on which audits had been completed and their assurance rating, those that were in progress and those yet to start. Details of the planned time and actual time taken were also provided.

15. The main pieces of work undertaken were highlighted, together with any control issues identified, where applicable. The Committee was pleased to note that all ratings were adequate or above.
16. The implementation of GRACE had been continuing and over 92 Chorley Council, Shared Services officers and external consultants had now received training with 350 risks at both corporate and system level reports being routinely produced. Members asked if the comments column on the performance table could be amended to better reflect the actual status at that point in time

Chorley annual Audit Letter 2016/17

17. The External Auditor presented their Annual Audit Letter that summarising the key findings arising from their work carried out at the Council for the year ended 31 March 2017. The letter provided the Committee with results of their work to the Council and its external stakeholder's and highlighted any issues that the authority. The External Auditors had reported their detailed findings to Committee in September 17 and had given an unqualified opinion on the Council's financial statements. The report was noted.

Chorley Certification Letter 2016/17

18. The External Auditors were required to certify the Housing Benefit subsidy claim for 2016/17 relating to expenditure of £5.3 million submitted by Chorley Council. Details of the claim certified was appended to the report and confirmed that only minor issues had been highlighted for attention. Both the External Auditor and the Chief Finance Officer commended the excellent work of the Council's Benefit's team. The report was noted.

Chorley Governance Committee Update Report

19. The Committee received a report that showed the progress made by our External Auditors in delivering their responsibilities. The report also provided a summary of emerging national issues and developments that may be relevant to the Council and included a number of challenge questions in relation to these issues that the Committee may wish to consider.
20. Several points were highlighted within the report, that included, the provision of a range of support workshops and network events available for both officers and members to attend and articles relating to 'Meeting the deadlines'; 'Commercial Healthcheck: Commercial investments and governance' and 'Setting up a successful social enterprise'. Bearing in mind, the fact that local authorities are changing their approach to commercialisation; it was considered appropriate to bring a report to a future meeting of the Committee that would summarise some of the issues raised in this report. The report was noted.

Annual Governance Statement – Progress on Management Actions

21. The Monitoring Officer presented a report advising members of the progress made against the recommendations in the Annual Governance Statement. The Annual Governance Statement had identified that overall the Council complied with its governance framework but advised of four thematic areas for improvement along with five management actions, the details of which were contained within the report.
22. All but one of the management actions had been completed. A review and update of all Health and Safety risks assessments under the Risk Management theme would continue into 2018/19.

23. As a starting point as an area highlighted to have the potential of most risk, work was undertaken with the team leaders in Streetscene to assess current risk assessments. This review highlighted a number of inconsistencies. Group learning was undertaken to identify areas of best practice and teams were encouraged to develop new risk assessments against a more standardised template.
24. Training was highlighted as a key factor and there was an apparent need for change in the culture whereby a risk assessment was not just seen as a document that was reviewed every 6 or 12 months. The Health and Safety Advisor has embarked on a new Health and Safety approach where risks are to be assessed every time an activity is undertaken with any learning being recorded on the Risk Assessment. Communication has been encouraged for all staff to speak up if they identify a risk or witness poor practice.
25. The approach of staff to Health and Safety is now more productive and by ensuring the teams take ownership of the risk assessments personally not only have the documents improved but staff approaches to risk have improved too. A programme has been set up which will be implemented over the course of the next two years which will realise the same benefits of embedding this approach across all areas of the Council. Members discussed the importance of health and safety for all staff and asked if information on accidents (including near misses) could be provided for all Members. The report was noted.

GOVERNANCE COMMITTEE – 21 MARCH 2018

External Audit Plan 2017/18

26. The External Auditors, Grant Thornton, gave an overview of the planned scope and timing of the audit for the year ending 31 March 2018, allowing Members to understand the key requirements in bringing the plan together and the risks and consequences of the work being carried out.
27. The audit would focus on risks and the Committee's attention was drawn to the following significant risks that required specific audit consideration and procedures to address the likelihood of a material financial statement error:
 - Management override controls
 - Valuation of pension fund net liability
 - Valuation of property, plant and equipment (PPE)
 -

Their risk assessment regarding the Council arrangements to secure value for money had identified the following VFM may be a significant risk:

 - Financial management and the Council's medium term financial planning arrangements.

Interim work had started in January 2018 and was still underway with final visits scheduled to take place in June and July. The report was noted.

Audit Progress and Sector Update Report

28. The Committee received a report that showed the progress made by our External Auditors in delivering their responsibilities. The report also provided a summary of emerging national issues and developments that may be relevant to the Council and included a number of challenge questions in relation to these issues that the Committee may wish to consider.

29. Several points were highlighted within the report, which included, the Financial Statements Audit, Value for Money work, Changes to the prudential framework of capital finance, The Prudential Code and Treasury Management Code, Certification of claims and returns and Supply Change Insights. Regular meetings with the Finance team and Chief Executive to discuss emerging issues were also taking place on a regular basis. The report was noted.

Internal Audit Plan 2018-19 & Internal Audit Charter

30. The Head of Shared Assurance Services submitted a report that reminded Members of the respective roles of managers and Internal Audit to maintain a sound system of governance and internal control within the Council. The report also sought Committee's approval of the 2018/19 Internal Audit Plan.
31. The 2018/19 Internal Audit Plan had been compiled in consultation with Directors following detailed risk assessments. The Audit Plan contained the programme of reviews for the next financial year and was appended to the report. The Plan is based on a resource of 340 audit days for Chorley Council and 140 days for Shared Services and comprised of a mix of in-house and bought-in resources from Lancashire Audit Services (Lancashire County Council).
32. The Committee were also informed that the Internal audit Charter had been reviewed against the requirements of the new UK Public Sector Internal Audit Standards (PSIAS) in readiness for its Peer Review in April 2018. The Internal Audit Plan and Audit Charter for signing by the Chair of Governance were approved.

Risk Management Framework

33. The Head of Shared Assurance Services presented a report that informed of progress made in embedding risk management disciplines throughout the Council against the Council's Risk Management Framework. The report also updated on recent improvements that had been made and demonstrated how the Council is ensuring that the management of risk remains at the centre of its day-to-day work.
34. During 2017/18 the Shared Assurance Services procured and implemented the GRACE (Governance, Risk Assessment and Control Evaluation) system for use within both Chorley and South Ribble Councils. Its main purpose was to facilitate a modern risk based approach to internal auditing by engaging service departments in self-assessment of their own process/system risks.
35. Following extensive officer training, the scope of the GRACE system has been expanded to enable completion of risk registers at all levels within each organisation including the Strategic Risk Register, Service Risk Registers and those in relation to key projects, procurements and partnerships.
36. Benefits of using GRACE included a consistent approach to risk assessment across the Council, an increased focus for staff and ownership of risk within the teams. In response to members concerns about local authorities having to be more entrepreneurial in their attempts to develop sustainable income streams, proactively encouraged by Central Government. The Chief Executive explained that the Director (Governance and Policy) was currently undertaking a detailed piece of work that would outline the Council's future approach to commercialism. The report was noted.

RIPA Applications Update

37. The Monitoring Officer reports at both meetings that there had been no RIPA applications made.

Recommendation

38. To note the report.

COUNCILLOR PAUL LEADBETTER
CHAIR OF GOVERNANCE COMMITTEE

DS



Report of	Meeting	Date
Director of Policy and Governance	Council	10 April 2018

ELECTORAL REVIEW OF CHORLEY COUNCIL – DRAFT COUNCIL SIZE SUBMISSION

PURPOSE OF REPORT

1. To consider the council's response to the Local Government Boundary Commission for England's (LGBCE) invitation to submit the preferred size of Chorley Council (number of councillors) and frequency of elections held (appendix A).

RECOMMENDATION(S)

2. To approve the council's submission on the future size and electoral cycle of Chorley Council, namely that Chorley Council should –
 - comprise of 42 councillors, and
 - continue to undertake its elections by thirds

EXECUTIVE SUMMARY OF REPORT

3. In response to the LGBCE's announcement that it was to conduct an electoral review of Chorley Council which is due to commence in June 2018, a committee was formed to oversee the review process, make recommendations to council for consideration and implement the decisions made by the LGBCE.
4. The first meeting of the Electoral Review of Chorley Council Committee took place on 7 March 2018. At that meeting, the committee considered evidence that is to be presented as part of the council's submission to the LGBCE. Following due consideration the committee identified the preferred council size to be 42 members, with the frequency of elections continuing by thirds.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

5. 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 homes and communities		An ambitious council that does more to meet the needs of residents and the local area	X

BACKGROUND

6. Members will be aware of the LGBCE's intention to conduct an electoral review of Chorley Council which is due to commence in June 2018. The review is a two stage process: -
- **Stage 1 - Council size;** before the LGBCE re-draws ward boundaries, it will come to a view on the total number of councillors to be elected to the council in future. A conclusion on council size will be drawn after hearing the council's (and/or councillors') views during the preliminary phase.
 - **Stage 2 - Ward boundaries;** the LGBCE will re-draw ward boundaries so that they meet their statutory criteria. The council will have the opportunity to put forward its ideas in two phases of public consultation.
7. A timetable for the review is detailed below:

Stage Starts	Description
Current stage until May 2018	Council to gather information for LGBCE included electoral forecast
June 2018	Number of councillors decided by LGBCE.
June 2018	Start consultation seeking views on new wards
September 2018	End of consultation; LGBCE analyse submission and form draft Recommendations
November 2018	Publication of draft recommendations, start of second consultation
January 2019	End of consultation; LGBCE begin analysing submissions and forming final recommendations
March 2019	Publication of final recommendations
Ordinary day of elections 2020	Whole of council election on new electoral arrangement

8. In preparation for this review a committee was formed with cross party membership to oversee the review process, put forward recommendation to full council and implement decisions made by the LGBCE.
9. At its first meeting on the 7 March 2018, the Electoral Review of Chorley Council Committee received the council's draft submission to the LGBCE, not including the council size and frequency of elections. The draft submission addresses key points raised in the LGBCE's technical guidance which stresses the importance of submitting 'well-reasoned proposals that are based on the individual characteristics and needs of each local authority area and its communities.'
10. Furthermore, the council's submission satisfies the LGBCE's aims of being able to 'recommend a council size that allows:
- The council to take decisions effectively;
 - Manage the business and responsibility of the council successfully;
 - Provide effective community leadership and representation.'

COUNCIL SIZE AND FREQUENCY OF ELECTIONS

11. The LGBCE will use the electorate data from the 1st month in which the review commences (June 2018) to base its review. They will also take into account the projected forecasting figure for 2024 which has been calculated at 90,148. This figure has been reached using approved methodology based on the electoral register at the 1 December 2017 which had the total electorate at 85,575.

12. When considering the council size, the figure agreed may also have an impact on the frequency of its local government elections. The maximum number of councillors per ward the LGBCE would agree too is three. However, if the council wished to continue to elect by thirds (the fourth year being a fallow year for local government elections) the figure agreed must be divisible by 3 (ie 3 councillors per ward). Should the council wish to change its election pattern to whole-council elections every four years the LGBCE is able to propose any pattern of wards that it believes best meets its statutory criteria. This is usually a mixture of single, two and three member wards. Biennial elections would require an even number of councillors, two member wards.
13. When deciding on the council size and frequency of elections, the committee considered the council's draft submission and data comparison with Chorley Council's nearest neighbours, both geographically and those identified by CiPFA. The committee also considered the results of a recent councillor survey relating to their council duties, the time spent on those duties and support available.
14. After due consideration of the evidence provided and following debate, the committee concluded that the council size could be reduced from 47 to 42 councillors. This proposed reduction in council size is not considered a reflection of reduced activity, but rather an acknowledgement that the council does need to look to reduce the number of councillors to improve democratic accountability. This is balanced against consideration of the need to effectively discharge the regulatory functions of the council, the role and time placed upon councillors and also allows for a good level of democratic accountability to the residents of the borough.
15. The proposed figure of 42 councillors meets the LGBCE criteria for three member wards and a continuation of holding elections by thirds. Based on the 2024 forecasting figures this would equate to 14 wards with an average of 2,146 electors per councillor.
16. On the proviso members approve the council's draft submission at its meeting on the 10 April it will become the formal submission to the LGBCE on the council size. If accepted by the LGBCE it will become the base for their consultation on ward patterning the consultation for which commences in June 2018.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. Assuming there are no changes to individual allowances, a reduction from 47 to 42 members should result in a reduction in member's allowances of approximately £20k. Any other financial implications (staffing, elections, etc.) are likely to be minimal.

COMMENTS OF THE MONITORING OFFICER

19. The reasoning used to support the conclusion is cogent and in accordance with considerations and methodologies approved by the LGBCE.

REBECCA HUDDLESTON
DIRECTOR OF POLICY AND GOVERNANCE

Background Papers			
Document	Date	File	Place of Inspection
Electoral Review	5 October 2017	https://democracy.chorley.gov.uk/documents/s79211/Electoral%20Review.pdf	Executive Cabinet agenda
Electoral Review Update	23 January 2018	https://democracy.chorley.gov.uk/documents/s82429/Report.pdf	Council agenda
The Electoral Review of Chorley Council Committee	27 February 2017	https://democracy.chorley.gov.uk/documents/s83882/Electoral%20Review%20Committee.pdf	Council agenda

Report Author	Ext	Date	Doc ID
Cathryn Filbin	5123	21 March 2018	***



Electoral Review of Chorley Council

Draft Council Size Submission



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SUPPORTING DOCUMENTATION

- Appendix 1 – Chorley Council's outside bodies list 2017/18
- Appendix 2 - Chorley Council's calendar of meetings 2017/18
- Appendix 3 - Executive Member Portfolios 2017/18
- Appendix 4 - Overview and Scrutiny Work Programme 2017/18
- Appendix 5 - Members Allowance Scheme
- Appendix 6 - Member Development Programme 2017/18

INTRODUCTION

The last periodic electoral review of Chorley Council was conducted in 1999/2000 by the Local Government Commission for England under the Local Government Act 1992. The final recommendations were published September 2000. The outcome of the review resulted in a reduction in the number of councillors from 48 to 47, and the number of wards from 22 to 20.

Chorley Council was informed by the Local Government Boundary Commission for England (LGBCE) that it would be conducting an electoral review intervention within its 2018/2019 work programme to improve electoral equality of the borough.

By law, the LGBCE have to take account of three main considerations when conducting an electoral review as set out in Schedule 2 of the Act:

- Improve electoral equality by equalising the number of electors each councillor represents
- Reflect community identity
- Provide for effective and convenient local government

Electoral reviews are initiated primarily to improve electoral equality. This means ensuring as far as is reasonable, that for any principal authority the ratio of electors to councillors in each electoral ward or division is approximately the same.

Under the criteria adopted by the LGBCE, there are two conditions considered to warrant a review, if the imbalance is unlikely to be corrected by foreseeable changes to the electorate within a reasonable period:

- Any local authority with an electoral division or ward that has an electoral variance of 30% or over. This means a division or ward having 30% more or fewer electors per councillor than in average for the council as a whole, and;
- Any local authority where more than 30% of divisions or wards have an electoral variance of over 10% from the average for that authority.

Based on the electoral date given to the LGBCE by this authority, both of the above conditions have been met:

- 6 of the electoral wards have a variance greater than 10%
- 1 of the electoral wards (Astley and Buckshaw) has a variance of over 30%

This submission sets out the council's response to the LGBC invitation to put forward a case for council size. The council recognises the importance of electoral equality to a fair democratic process by ensuring that each vote carries the same value, whilst at the same time ensuring that governance of the council is maintained at a level which can best serve the electorate.

PROPOSAL

The approach in this submission has been to follow the LGBCE's guiding principles and address them both in terms of current arrangements and likely future trends and plans.

The council's submission has been developed by a cross party committee of 9 councillors. The Council's submission was approved ***** at a meeting of full council held on 10 April 2018.

After considering the evidence, at its meeting on the 10 April 2018, the Council resolved to reduce the council size to 42 on the grounds that: -

- The council wishes to retain its current practice of elections by thirds;
- As a consequence of the above, each borough ward should be represented by three councillors, to ensure a full and equitable representation of the electorate across the borough;
- The borough be divided into 14 electoral wards as this reflects both of the above, and also the community cohesion in the borough

- All out elections on these new proposals be held in May 2020, with the continuing cycle of borough elections by thirds commencing 2022;
- This reduction will ensure the council has the capacity to deliver effective arrangements for the management and delivery of its business and responsibilities;
- It will ensure that the council retains significant capacity to deliver and enhance its performance in these areas, whilst at the same time being able to respond to challenges facing local government in general and in particular the borough of Chorley.

CHORLEY PROFILE

The borough of Chorley is situated in central Lancashire and covers around 80 square miles. Its eastern border lies on sparsely populated upland rising towards the West Pennine Moors; the central spine is more urban, containing the market town of Chorley and settlements close to the M6, M61 and A6 that run north-south through the borough. In the West, the land merges into the Lancashire plain and is dotted with villages and hamlets. The borough is attractive with a large amount of green space.

Chorley borough is well placed for access to the major cities of the North West of England with good connections to the major motorway and good railway links to Manchester and Preston. Liverpool and Manchester International Airports are easily accessed by motorway and rail. These good links make it an attractive area to live in for people working across the North West, and this is reflected in its population, which is steadily increasing.

There are 114,400 people living in 49,900 households and this figure is expected to increase by a substantial 24.6% between 2014 and 2039. 17% of Chorley's population are aged under 15 years, 66% are aged 15 to 64 years and 17% are aged 64 years or over. The percentage of the population belonging to a black or minority ethnic community is 3.1 per cent.

Unemployment as a percentage of the working age population is below the Lancashire and regional average. A higher proportion of Chorley's population has a level four qualification which is higher than the regional and national averages, and local schools and colleges have a good record of achievement.

Chorley is a borough that does not have inner urban areas that have experienced significant depopulation or new immigration. It does not have a university and is not subject to changing populations of students or armed forces. Historical data is not readily available on a ward basis. However, it is a borough that has experienced significant housing development in recent years. More homes have been built in Chorley than anywhere else in Lancashire in recent years and the council receives the highest new homes bonus in the county. The borough has exceeded its housing requirements every year for the past eight years and has consistently successfully defended its deliverable five year housing supply.

OVERVIEW OF COUNCIL SIZE SUBMISSION

The council's submission addresses the key points raised in the LGBCE's technical guidance which stresses the importance of submitting 'well-reasoned proposals that are based on the individual characteristics and needs of each local authority area and its communities.'

Furthermore, the council's submission satisfies the LGBC's aims of being able to:

"Recommend a council size that allows:

- The council to take decisions effectively;
- Manage the business and responsibility of the council successfully;
- Provide effective community leadership and representation."

Near neighbour comparison data

As part of the council's submission, a comparison exercise was undertaken to compare the electorate, with the number of councillors.

The table below compares the authority equally with our CIPFA nearest neighbours for comparable size across the county and the council's geographical neighbours.

Authorities	Electors	Number of Councillors	Number of Wards	Average Electors per Councillor
Chorley Borough Council	85,575	47	20	1,821
Nearest Neighbours				
Amber Valley Borough Council	98,225	45	15	2,150
Bassetlaw District Council	86,523	48	25	1,782
Broxtowe Borough Council *	84,632	44	20	1,742
East Northamptonshire Council	70,200	40	22	1,708
East Staffordshire Borough Council	86,335	38	23	2,272
Erewash Borough Council *	86,632	47	19	1,864
Gedling Borough Council *	89,887	41	19	2,192
High Peak Borough Council*	71,880	48	28	1,497
Kettering Borough Council	73,810	36	17	1,960
North Warwickshire Borough Council	49,446	35	17	1,423
Nuneaton and Bedworth Borough Council	93,978 (tbc)	34	17	2,764
South Kesteven District Council	108,320	56	30	1,883
Local Neighbours				
Preston City Council *	95,764	48	16	2,084
South Ribble Borough Council	85,032	50	23	1,700
West Lancashire Borough Council	86,468	54	25	1,601

Key: * an electoral review has taken place in the last 5 years.
(tbc) figure to be confirmed

PART 1: GOVERNANCE AND DECISION MAKING

LEADERSHIP

<p>1.1 What kind of governance arrangements are in place for the authority?</p>	<p>Under the Local Government Act 2000, Chorley Council adopted a Cabinet style system with a Leader and Executive. The council operates a 'strong Leader' model whereby the Executive is appointed by the elected Leader.</p> <p>All of the Council's functions are exercised by the Executive arm of the Council unless the law makes specific provision to the contrary. Where the law provides the Council with a choice, the council's constitution determines whether a function may be exercised by the Executive.</p> <p>The Executive Cabinet consists of an Executive Leader and a Deputy Executive Leader together with four other Councillors appointed as members of the Executive by the Executive Leader. The Executive Leader is also Leader of the Executive Cabinet. The Mayor and the Deputy Mayor may not be appointed as Executive Members.</p> <p>In the event of the Executive Leader being unable to discharge his/her duties as Leader due to absence, the Deputy Executive Leader shall assume those duties until the Leader is able to resume his/her duties or full Council appoints a new Executive Leader. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members each of whom hold a portfolio.</p> <p>There are 8 formal meetings of the Executive per year and 8 informal briefings.</p>
<p>1.2 How many portfolios are there?</p>	<p>There are 6 portfolios, one held by each member of the Executive as follows:</p> <ul style="list-style-type: none"> • Economic Development and Public Service Reform (Leader of the Council) • Resources (Deputy Leader of the Council) • Early Intervention • Homes and Housing • Public Protection • Customer, Advice and Streetscene Services
<p>1.3 To what extent are decisions delegated to portfolio holders or are most decisions taken by the full Executive?</p>	<p>The Executive Cabinet may exercise any Executive Function.</p> <p>A Portfolio holder may take any Executive decision which relates to his or her Portfolio.</p> <p>The Executive Leader may take any decision which an individual Portfolio holder could take where the relevant Portfolio holder is unable or unwilling to take that decision. The Executive Leader may alter the allocation of responsibilities within any Portfolio. Chief Officers may take any Executive decision which relates to the services</p>

under their control except where the relevant Portfolio holder has instructed them not to make such a decision. Chief officers may nominate other officers to take decisions which they have the power to take.

All decisions must be made in accordance with the provisions of this Constitution and any policies of the council.

The following principles shall be observed by decision makers exercising Executive functions:

- Key decisions should normally be made by the Cabinet as a whole
- Decisions which significantly affect more than one Portfolio should normally be made by the Cabinet as a whole
- Decisions of an operational or managerial nature should normally be made by Chief Officers
- Decisions of a strategic nature would normally be made by Members.

No decision shall be open to legal challenge on the basis that these principles have been breached.

Functions of the support roles to Executive Members

Member Responsible

In relation to a Portfolio of functions and/or matters assigned to them by the Executive Leader, Member Responsible, where they are appointed are assigned special responsibilities to the Council for:

1. Maintaining knowledge and awareness of those functions or matters and of current activities and developments in relation to them;
2. Liaising with the corresponding Executive Member and the responsible Chief Officer;
3. Communicating and representing to the Executive, the views of non-Executive Councillors on all matters relating to the Portfolio;
4. Assisting the Executive Member in promoting the efficient and effective delivery of the relevant services and the achievement of all relevant Council policy objectives in compliance with the approved budgets and providing all such other assistance, advice and support as the Executive Member may from time to time require;
5. Responding to and assisting the Overview and Scrutiny Committee or task groups as required;
6. In the absence of the Executive Member, deputising for him or her at meetings of the Council and responding to questions; and
7. In the absence of the Executive Member, or when otherwise requested by the Executive Member, representing the Executive Member and leading for the Council politically and publicly in external dealings and relationships, including the media.

	<p>8. Reporting to portfolio Exchange meetings on specific agreed projects undertaken and delivered by them as directed by the Executive Leader/Executive Member.</p> <p><u>Council Champions</u></p> <p>Whilst a reduced role from that of a Member Responsible, a Council Champion will still be assigned a portfolio of functions and/or particular projects by the Executive Leader.</p> <p>A Council Champion will be responsible for:</p> <ol style="list-style-type: none"> 1. Maintaining knowledge and awareness of those functions or matters and of current activities and developments in relation to them; 2. Liaising with the corresponding Executive Member/Member Responsible and the responsible Chief Officer; 3. Communicating and representing to the Executive, the views of non-Executive Councillors on all matters relating to the Portfolio; 4. Assisting the Executive Member in promoting the efficient and effective delivery of the relevant services and the achievement of all relevant Council policy objectives in compliance with the approved budgets and providing all such other assistance, advice and support as the Executive Member may from time to time require; 5. Responding to and assisting the Overview and Scrutiny Committee or task groups as required; 6. In the absence of the Executive Member/Member Responsible, deputising for him or her at meetings of the Council and responding to questions.
1.4	<p>Do Executive (or other) members serve on other decision making partnerships, sub-regional, regional or national bodies?</p> <p>The Leader represents the council in the community and on important public bodies e.g. Local Government Association and acts as the council's primary spokesperson (see the Outside Bodies list attached for more information).</p>
1.5	<p>In general, are leadership and/or portfolio roles considered to be full time roles?</p> <p>Chorley Council is an ambitious local authority, and as such requires a significant time commitment of its Leader and Executive Members.</p> <p>The finding of a recent survey that asked about members time commitments indicated that the Leader spent over 30 hours per week on council business with Executive Members spending an average of 25 to 30+ hours.</p>
REGULATORY	
1.6	<p>In relation to licensing, planning and other regulatory responsibilities, to what extent are decisions delegated to officers?</p> <p>The council's constitution sets out the delegation arrangements in respect of regulatory functions.</p> <p>The majority of planning applications are determined by officers, unless a ward councillor has concerns or disagrees with the case officer's recommendations, or thinks that an application maybe particularly contentious.</p>

		The council's Scheme of Delegation for licensing matters authorises the Director (Public Protection, Streetscene and Community) to decide specific categories of license applications. These are typically non-contentious and/or uncontested applications, which the council has no legal option but to grant.
1.7	How many members are involved in committees?	<p>Apart from the meetings of annual council, ordinary council meetings and special council meetings which all 47 members attend – the membership of the committees consist of the following:</p> <ul style="list-style-type: none"> • Development Control Committee - 15 (plus 6 substitutes (3 substitutes split between the two major parties)); • Governance Committee - 8 • Licensing and Public Safety Committee - 15 (plus 4 substitutes (2 split between the two major parties), • General Licensing Sub Committee - 5 • Licensing Act 2003 Sub Committee – 3
1.8	Is committee membership standing or rotating?	At the annual council meeting the membership of the various committees for the municipal year are agreed. Minor changes can be made through the year when necessary by approval of the full council.
1.10	What level of attendance is achieved? Are meetings always quorate?	<p>Level of attendance is generally good and meetings are always quorate. This in part may be due to the majority of meetings being held in the evening. There is also provision in the council's constitution for the appointment of named substitute members for certain committees' which include Development Control Committee, Licensing and Public Safety Committee and the Central Lancashire Strategic Planning Joint Advisory Committee.</p> <p>On average, members are expected to attend 15 meetings per year (were attendance is record). Collectively, that figure represents 703 meetings, of which members have actually attended 630 meetings. This equates to an attendance rate of 89.61%.</p>
1.11	Does the council believe that changes to legislation, national or local policy will have an influence on the workload of committees and their members which would have an impact on council size?	No, to date while changes to legislation, national or local policy can and have impacted on the how services are delivered and therefore have an impact on council staff capacity, they have not had impacted greatly on the workload of committees and or their members. Based on this we do not see further changes impacting on committee workload or council size.
DEMANDS ON TIME		
1.12	Is there a formal role description for councillors in your authority?	<p>The council's constitution lists the roles and functions of all councillors as detailed below.</p> <p>All councillors will:</p> <ol style="list-style-type: none"> 1. collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions; 2. contribute to the good governance of the Borough and actively encourage community participation and citizen contributions to decision-making;

	<ul style="list-style-type: none"> 3. represent their communities and act as the advocates of those communities in the Council's decision-making processes; 4. deal with individual casework and assist constituents in resolving particular concerns or problems; 5. respond to constituents' enquiries and representations, fairly and impartially; 6. participate in the governance and management of the Council; 7. be available to represent the Council on other bodies; and 8. maintain the highest standards of conduct and ethics. 9. have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
1.13 Do councillors receive formal training for all or any roles of the council?	<p>Each year the council delivers a comprehensive training programme which includes both skills and knowledge based training.</p> <p>All members are required to undergo Code of Conduct training at a minimum every two years.</p> <p>When a member is newly elected they are enrolled on to an induction programme which consists of a day's induction and the receipt of an induction pack containing relevant information they need as a new councillor. Two special training sessions are scheduled soon after their election which covers topics about common ward issues, and common planning issues. The aim of both sessions is to provide practical knowledge of how to handle concerns raised in their wards. The new councillor is also invited to take the option of having individual training with officers on a topic they are interested in (ie licensing, planning etc).</p> <p>In addition, those members who are new to either the Development Control Committee or the Licensing a Public Safety Committee, or have not sat on that committee for over 2 years, have to undertake mandatory training.</p> <p>Members of Development Control Committee also receive technical briefings. The purpose of the briefings are to explain complex technical information prior to a meeting in which they are expected to understand very technical information so that they can make an informed decision.</p> <p>Governance Committee members are also expected to undertake a variety of training prior to meetings in which they will be expected to make informed decisions ie Statement of Accounts.</p>
1.14 Do councillors generally find that the time they spend on council business is what they expected?	A recent survey asked about members' time commitments over 90% of the 22 respondents indicated that they did find that the time they spent on council business is as expected.
1.15 How much time do members generally spend on the business of	On the same survey as the above, 32% of members (not including the Leader and Executive Members) worked between 10-15 hours per week, 32% of members worked between 15-20 hours per week, 9% of members worked

	the council?	between 20-25 hours per week, and 27% worked 10 hours per week or less.
1.16	Does the council appoint members to outside bodies? If so, how many councillors are involved in this activity and what is their expected workload?	<p>The council appoints to 43 outside bodies in total, some of which have multiple vacancies. The total number of appointments made to the outside bodies is 64.</p> <p>The total number of councillors involved on outside bodies is 33, of which some serve on multiple bodies.</p>
1.17	Does the council attract and retain members?	<p>The council does not play an overly active role in attracting and retaining members, although historically it has provided information for prospective new members.</p> <p>As the majority of members are affiliated to a political party Chorley Council cannot become involved in who will be put forward as candidates. In the 2016 local borough elections all wards were contested.</p>
1.18	Have there been any instances where the council had been unable to discharge its duties due to a lack of councillors?	There have been no instances where the council has been unable to discharge its duties due to a lack of councillors.
1.19	Do councillors have an individual or ward budget allocation in their area? If so how is such a system administered?	Councillors are able to apply for a £250 from a Councillor Community Grant for a community or voluntary group working in their ward or across the borough. The purpose of the grant is to increased opportunities for member/resident engagement and allow Councillors to respond more readily to requests for small amount of funding from organisations within their wards.
PART 2: SCRUTINY FUNCTIONS		
2.1	How do scrutiny arrangements operate in the authority? How many committees are there and what is their membership?	<p>Overview and Scrutiny Committee is an overarching committee which leads and co-ordinates the Council's overview and scrutiny functions. The Committee undertakes Scrutiny reviews itself but also appoints task and finish groups to undertake individual scrutiny reviews. There are 4 meetings per year and it has a membership of 14 councillors.</p> <p>The Performance Panel monitors the Council and Local Strategic Partnership performance. Relevant Executive Members attend to answer questions on their service areas. There are 4 meetings per year and the membership consists of 6 members that also sit on the overarching committee including its Chair and Vice Chair.</p> <p>Each "task and finish" group is appointed by the Overview and Scrutiny Committee to undertake a review into a particular matter. The membership of the "task and finish" group will normally include Councillors who are members of the Overview and Scrutiny Committee but all members other than Executive Members are eligible and encouraged to participate in a task and finish group.</p> <p>Once a task and finish group has completed its investigation it will prepare a report which will be submitted to the</p>

	<p>Overview and Scrutiny Committee.</p> <p>There are between 2 and 3 task and finish groups per year lasting between 2 and 6 months. There is no set number for the membership, although they tend to range between 5 and 9 councillors.</p> <p>The Overview and Scrutiny Committee report periodically to the full Council on its workings and its future and ongoing work programmes and working methods and those of the Performance Panel and Task and Finish Groups.</p>
2.2	<p>What is the general workload of scrutiny committees? Has the council ever found that it has had too many active projects for the scrutiny process to function effectively?</p> <p>Within its terms of reference, the Overview and Scrutiny Committee:</p> <ul style="list-style-type: none"> • review and scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions; • make reports and recommendations to the full Council, its Committees or Sub-Committees, the Executive or any Council Officers, in relations to the Council's functions; • consider any matter affecting the borough or its residents; • review decisions made or planned to be made by the Executive before they are implemented; and • undertake the scrutiny of crime and disorder in the Borough through scrutiny of the local Community Safety Partnership. <p>The Council's Scrutiny function has worked very effectively. There is a transparent approach to project delivery, with updates regularly taken to Executive Cabinet for consideration. The council has an open Cabinet system where all members are invited and entitled to speak.</p>
2.3	<p>What activities are scrutiny committee members expected to carry out between formal meetings?</p> <p>All members are expected to consider published Executive Decisions and the Executive Cabinet agenda and reports. In addition they are expected to participate in task and finish groups who then report into the full Committee.</p>
PART 3: REPRESENTATIONAL ROLE OF COUNCILLORS	
3.1	<p>In general terms, how do councillors carry out their representational roles with electors? Do members mainly respond to casework from constituents or do they have a more active role in the community?</p> <p>There is an expectation that Councillors are community leaders. Whilst they do receive and act on case work, they frequently are also involved in local community groups and parish councils.</p>
3.2	<p>How do councillors generally deal</p> <p>There is definitely a mix in approaches which changes with experience. More experienced councillors or those with</p>

	with casework? Do they pass on issues directly to staff or do they take a more in depth approach to resolving issues?	specific responsibilities are often more prepared to take direct action on case work themselves. There is still a significant amount of work that is passed on for action by officers but this is generally an appropriate response to the issue raised.
3.3	What support do councillors receive in discharging their duties in relation to casework and representational role in their ward?	<p>According to the member survey members receive a variety support as detailed below to discharge their duties in relation to casework and representational role in their ward –</p> <ul style="list-style-type: none"> • officer support • ward colleagues • party colleagues • local political party office • MPs • member training
3.4	How do councillors engage with constituents? Do they hold surgeries, distribute newsletters, hold public meetings, write blogs etc?	<p>There are a number of ways which members engage with their constituents. From the recent member survey</p> <ul style="list-style-type: none"> • 90% (20 members) of respondents engage with their constituents via street surgeries/knocking door to door and produce newsletters • 41% use social media • 27% attend public meetings • 14% hold surgeries <p>Other forms of engagement used include</p> <ul style="list-style-type: none"> • Informal/spontaneous conversations • House visits • By telephone, email • Via other agency meetings
3.5	How has the role of councillors changed since the council last considered how many elected members it should have?	<p>The role of a ward councillor has changed dramatically. Technology does and will have a significant role to play in enabling councillors to communicate with their residents and communities. Also many residents who traditionally would have approached their local councillor to access information, can access the information directly from the authority itself.</p> <p>Since the last electoral review in 1999/2000 the use and availability of technology by members in discharging their representational role had increases year on year. This has been particularly accelerated since 2014 since the council's introduction of paperless meetings as part of the council's Digital Strategy, and the use of iPads for members to access their committee papers, emails, and to report casework through MyAccount.</p>
3.6	Has the council put in place any	<ul style="list-style-type: none"> • One members represents the council on the Chorley, South Ribble and West Lancashire Children's trust

<p>mechanisms for councillors to interact with young people, those not on the electoral register or minority groups or their representative bodies?</p>	<p>which engages with the local youth council to consider service needs and provision for young people.</p> <ul style="list-style-type: none"> • On average 12 councillors are involved in an annual democracy day event which engages local primary school children. • There is an annual Q&A session involving the Leader of the council and the main opposition group leader at a Runshaw College. This session is organised by the council and includes MPs from both the Chorley and South Ribble Borough constituencies. • One councillor leads Chorley's Equality Forum which engages with minority groups and their representative bodies in various events and task and finish groups throughout the year, the latest event focusing on community cohesion.
<p>3.7 Are councillors expected to attend meetings of community bodies such as parish councils or residents associations? If so, what is the level of their involvement and what role are they expected to play?</p>	<p>Councillors are certainly encouraged to attend community meetings although this falls short of expected. Councillors who have specific responsibilities are expected to attend meetings such as Town Team and Town Centre Forum, the Equality Forum, Chorley Liaison, Central Lancashire Strategic Planning Joint Advisory Committee, Chorley Public Service Reform Board, Chorley Public Service Reform Executive, Chorley, South Ribble and West Lancashire Children's Partnership Board, Chorley Strategic Housing Partnership Meeting, Neighbourhood Area Meetings which are all council meetings focusing on stakeholder engagement.</p>
<p>PART 4: THE FUTURE</p>	
<p>LOCALISM AND POLICY DEVELOPMENT</p>	
<p>4.1 What impact do you think the localism agenda might have on the scope and conduct of council business and how do you think this might affect the role of councillors?</p>	<p>As a council we have already noticed a change in the role of councillors due to the localism agenda and need to work in a different way in order to provide public sector leadership for the area and to act more commercially than ever before in order to ensure the council can deliver a balanced budget and continue to deliver its services. Councillors increasingly need to develop more skills and look beyond just the council's services and their local wards, working with partners to look at the wider needs of the borough. In some cases this may include taking on additional services where we are in a better place to deliver them, or may also mean passing over some responsibility to another partner who maybe better placed than the council to deliver services to our residents. This change is not instead of the valued work they do as a ward councillor working closely with local communities, it is as well as.</p>
<p>4.2 Does the council have any plans to devolve responsibilities and/or assets to community organisations? Or does the council expect to take on more responsibilities in the medium to long term?</p>	<p>The Council is regularly reviewing its assets and its responsibilities to ensure that they are delivered in the most appropriate way. Over the next 18 months we will be looking at our community centers, leisure contract and Astley Hall to consider whether these assets are best run by the council, the local community or an external service provider. Other assets and services may also be considered.</p> <p>In 2013 we purchased a 35 unit shopping center in the Chorley Town center which we manage ourselves and brings in an additional revenue income stream and also support the town center economy.</p>

	In addition, it should be noted that the Council are developing new assets in the borough which we plan to manage in house. These assets should not only deliver a sustainable income stream for the borough they will support the council to deliver its priorities such as a strong local economy and provision of high quality, affordable and suitable housing. Examples of these ambitious projects include the Market Walk Extension and the Primrose Garden's extra care scheme.
SERVICE DELIVERY	
4.3	<p>Have changes to the arrangements for local delivery of services led to significant changes to councillors' workloads?</p> <p>The council has a shared arrangement with South Ribble Borough Council for its finance and assurance service. This arrangement is due to be extended to include Legal Services and Transactional Human Resources (excluding Organisational Development).</p> <p>The council is also in partnership with the Lancashire Care Foundation Trust to deliver a new Integrated Community Wellbeing Service.</p> <p>With the exception of councillors that are on part of the membership of the committee/meeting that has responsibility for these services, these arrangements at present do not have a significant impact on the workload of members.</p>
4.4	<p>Are there any developments in policy ongoing that might significantly affect the role of elected members in the future?</p> <p>There are currently no ongoing policy developments which we think will significantly affect the role of elected members in the future.</p>
FINANCE	
4.5	<p>What has been the impact of recent financial constraints on the council's activities? Would a reduction in the scope and/or scale of council business warrant a reduction in the number of councillors?</p> <p>Periods of austerity and financial restraint are challenging times for local government in ensuring that they can continue to deliver key services and make the necessary budget cuts.</p> <p>To date, the council has managed to work within the financial constraints whilst still providing its core and discretionary services.</p>
4.6	<p>If you are proposing a reduction in the number of councillors for your authority to what extent is this a reflection of reduced activity of the council overall, an anticipation of efficiency plans or a statement to local people? Or none of these</p> <p>The proposed reduction in council size is not a reflection of reduced activity, but rather an acknowledgement that we do need to look to reduce the number of councillors to improve democratic accountability. This is balanced against consideration of the need to effectively discharge the regulatory functions of the council, the role and time placed upon Members and also allows for a good level of democratic accountability to the residents of the borough.</p> <p>In terms of democratic accountability we have taken into consideration the rate of population growth in the borough which is forecast to increase at one of the highest rates in Lancashire over the next 6 years. Based on a proposed reduction of 5 councillors to 42 the average electors per councillor will be in the region of 2,146 which will be</p>

things?	manageable increase (from 1,821) and be within a similar range of average electorate numbers when compared with other councils of a similar make up and size (nearest neighbours) and also our geographical neighbouring councils.
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APPOINTMENTS TO OUTSIDE BODIES FOR 2017/18

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
1.	Adactus Board	2	Councillors Graham Dunn and Roy Lees	May 2018
2.	Adlington Community Association	2	Councillor June Molyneaux and Mrs Florence Molyneaux (Labour Nominee)	May 2018
3.	Armed Forces Champion (Preston, Chorley and South Ribble CVS)	1	Councillor Aaron Beaver	May 2018
4.	Brindle Village Hall Management Committee (Observer position)	1	Councillor Margaret France	May 2018
5.	Central Lancashire Strategic Planning Joint Advisory Committee	3	Executive Leader – Councillor Alistair Bradley and Councillors Paul Walmsley and Martin Boardman (Substitute Councillors Roy Lees, Chris France and Paul Leadbetter)	May 2018
6.	Chorley and District Neighbourhood Watch Association	1	Executive Member for Early Intervention - Councillor Bev Murray	May 2018
7.	Chorley and South Ribble Citizens Advice Bureau Management Committee	1	Councillor Gordon France	May 2018
8.	Chorley and South Ribble Disability Forum	1	Councillor Hasina Khan	May 2018
9.	Chorley and South Ribble Shopmobility	1	Councillor June Molyneaux	May 2018
10.	Chorley Consolidated Charity and Chorley Relief Fund	3	Councillor Anthony Gee (Appointed May 2015) Councillor Jean Cronshaw (Appointed May 2015) Councillor Doreen Dickinson (Appointed May 2016) (NB Appointments are for a 5 year period and cannot be changed mid-period)	May 2020 May 2020 May 2021

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
11.	Chorley Sports Forum	2	Executive Member for Early Intervention - Councillor Beverley Murray and Councillor John Walker	May 2018
12.	Chorley, South Ribble and West Lancashire Children's Partnership Board	1	Councillor Zara Khan	May 2018
13.	Chorley Women's Centre Committee	1	Councillor Charlie Bromilow	May 2018
14.	Clayton-le-Woods Community Centre Management Committee	1	David Rogerson (Labour nominee)	May 2018
15.	Cuerden Valley Trust	1	Councillor Charlie Bromilow	May 2018
16.	District Councils' Network	1	Executive Leader - Councillor Alistair Bradley	May 2018
17.	Growth Lancashire Ltd Company - Board	1	Executive Leader – Councillor Alistair Bradley	May 2019
18.	Heapey and Wheelton Village Hall Committee	2	Councillors Chris France and Gordon France	May 2018
19.	Heskin Village Hall Management Committee	1	Councillor Paul Leadbetter	May 2018
20.	Hoghton Village Hall Management Committee	1	Councillor Sheila Long	May 2018
21.	Home-Start Chorley and South Ribble	1	Councillor Margaret Lees	May 2018
22.	Lancashire Combined Authority (Shadow)	1	Executive Leader – Councillor Alistair Bradley (Substitute - Councillor Peter Wilson, Deputy Leader)	May 2018
23.	Lancashire County Council – Adult Social Care and Health Scrutiny Committee (Co-opted member)	1	Councillor Hasina Khan (Substitute - Councillor Jean Cronshaw)	May 2018
24.	Lancashire County Council Transport Asset Management Plan (TAMP) Scrutiny Task Group	1	Councillor Richard Toon	May 2018
25.	Lancashire County Council Wellbeing, Prevention and Early Help Advisory Board -	1	Councillor Margaret France	May 2018

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
	Chorley			
26.	Lancashire Neighbourhood Watch Forum	1	Councillor Jean Cronshaw	May 2018
27.	Lancashire Police and Crime Panel	1	Executive Leader - Councillor Alistair Bradley (Substitute, Deputy Executive Leader - Councillor Peter Wilson)	May 2018
28.	Lancashire Teaching Hospital NHS Foundation Trust – Governing Council (3 year appointment)	1	Executive Leader – Councillor Alistair Bradley	May 2019
29.	Lancashire Waste Partnership	1	Executive Member for Customer, Advice and Streetscene Services - Councillor Adrian Lowe	May 2018
30.	Local Government Association General Assembly and associated groups	2	Executive Leader - Councillor Alistair Bradley and Deputy Executive Leader - Councillor Peter Wilson	May 2018
31.	Local Government Association (Lancashire Branch)	1 (2)	Executive Leader - Councillor Alistair Bradley Deputy Executive Leader - Councillor Peter Wilson and Leader of the Opposition - Councillor Alan Cullens (Observers)	May 2018
32.	Mawdesley Millennium Trust	1	Councillor Martin Boardman	May 2018
33.	Mawdesley Village Hall Management Committee	1	Councillor Keith Iddon	May 2018
34.	North Western Local Authorities' Employers Organisation	1	Executive Member for Resources - Councillor Peter Wilson	May 2018
35.	PATROL Adjudication and Bus Lane Adjudication Joint Committee Service	1	Executive Member for Customer, Advice and Streetscene Services - Councillor Adrian Lowe	May 2018
36.	Preston and Western Lancashire Racial Equality Council	1	Councillor Paul Clark	May 2018
37.	Preston Domestic Violence Services – Management Committee	1	Councillor Margaret France	May 2018

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
38.	Rivington and Brinscall Advisory Group	3	Councillors Chris France, Margaret France and Kim Snape	May 2018
39.	Rivington Heritage Trust	1	Councillor Kim Snape	May 2018
40.	Runshaw College Community Liaison Group	4	Councillors John Dalton, Anthony Gee, Danny Gee, Alistair Morwood	May 2018
41.	Rural Services Network	1	Councillor Alan Whittaker	May 2018
42.	Safer Chorley and South Ribble Partnership (Responsible Authorities Group)	1	Councillor Marion Lowe	May 2018
43.	The North West of England and the Isle of Man Reserved Forces and Cadets Association	1	Councillor Aaron Beaver	May 2018
44.	West Pennine Moors Area Management Committee	2	Councillors Gordon France and Kim Snape	May 2018

CHORLEY BOROUGH COUNCIL
CALENDAR OF MEETINGS FROM MAY 2018 TO MAY 2019

Council	6.30pm	Council
Executive Cabinet	6.30pm	EC
Overview & Scrutiny Committee	6.30pm	O&S
Overview & Scrutiny Performance Panel	6.30pm	O&SPP
Overview & Scrutiny Task Group	6.00pm	O&STG
Governance Committee	2.30pm	G
Development Control Committee	6.30pm	DC
Licensing and Public Safety Committee	2.00pm	L
Licensing Sub-Committee	2pm or 10am	LSC
Chorley Liaison	6.30pm	CL
Chorley Public Services Reform Executive	4.00pm	PSRE
Chorley Public Services Reform Board	4.00pm	PSRB
Chorley Integrated Community Wellbeing Service Executive Steering Group	4.00pm	CICWS

PLEASE NOTE: Licensing Sub-Committee will take place at 2pm except when it is Licensing and Public Safety Committee the same day when it will be held at 10am

UPDATE: The political group meetings have been included subject to approval and may change.
There is no Chorley Public Services Reform Board due to take place in 2018/19.
The dates for the Local Development Working Group and the Central Lancashire Strategic Planning Joint Advisory Committee are to be confirmed.
Equality Forum dates to be added at a later date.
Shared Services Joint Committee dates to be included following contact with South Ribble.

Informal Cabinet Briefing	6.30pm	ICB
Conservative Group Meeting	*5.30pm or 6pm	CG
Labour Group Meeting	6.30pm	LG
Local Development Framework Working Group	6.00pm	LDF
Central Lancashire Strategic Planning JAC	5.30pm	SPJAC
Member Learning	6.00pm	ML
Neighbourhood Area Meetings	5pm or *6pm	NM
Shared Services Joint Committee	6.00pm	SSJC
Member Support Working Group	2.00pm	MSWG
Town Centre Team	5.45pm	TCT
Market Walk Steering Group	6.30pm	MWG
Digital Office Park Steering Group	630pm	DOPSG

	May		June		July		August		September		October		November		December		January		February		March		April		May								
MON									1	ML											1												
TUE	1								2						1	New Year's Day					2	DC											
WED	2				1	CG			3	CG					2						3	CG	1										
THU	3	Council Elections			2	EC			4	EC	1				3						4		2	Council Elections									
FRI	4		1		3				5		2				4		1		1		5		3										
SAT	5		2		4		1		6		3		1		5		2		2		6		4										
SUN	6		3		5		2		7		4		2		6		3		3		7		5										
MON	7	Bank Holiday	4	ML	2	ML	6		3	ML	8		5	ICB	3	MSWG	ICB	7	ICB	4	ICB	4	ICB	8	LG	6	Bank Holiday						
TUE	8		5	NM1	3	NM6	7		4		9	DC	6	DC	4			8		5	DC	5	DC	9	Council	7							
WED	9	CG	6		4		8		5		10		7		5	LSC	DOPSG	9	LSC	6	NM6	6		10	LSC	8	CG						
THU	10	New Member Induction	7	NM2	5	O&S	9		6		11	O&S	8	O&STG	6	O&STG	10	NM1	7		7	O&SPP	11		9	New Members Induction							
FRI	11		8		6		10		7		12		9		7			11		8		8		10									
SAT	12		9		7		11		8		13		10		8			12		9		9		13		11							
SUN	13		10		8		12		9		14		11		9			13		10		10		14		12							
MON	14	LG	11	ICB	9	NM7	13		10	MSWG	15	TCT	12	ML	10	TCT	14	ML	11	MSWG	ML	11	ML	15		13	LG						
TUE	15	Annual Council	12	CICWS	NM3	10		14	DC	11	DC	16		11	CICWS	DC	15	DC	12	NM7	12		16		14	Annual Council							
WED	16		13	DOPSG	11		15		12	CG	17	CL	LSC	14	LSC	L	CG	12	CG	16	CG	CL	13	LSC	L	CG	13	LSC	CG	17		15	
THU	17		14	O&SPP	12	NM8	16		13	O&STG	18	O&STG	15	EC	13	EC	17	EC	14	EC	14	EC	18		16								
FRI	18	Civic Dinner	15		13		17		14		19		16		14		18		15		15		19	Good Friday	17	Civic Dinner							
SAT	19		16		14		18		15		20		17		15		19		16		16		20		18								
SUN	20	Civic Sunday	17		15		19		16		21		18		16		20		17		17		21	Easter Sunday	19	Civic Sunday							
MON	21		18	MSWG	TCT	16	LG	20	TCT	17	LG	22		19	LG	17		21	NM2	LG	18	TCT	18	TCT	22	Easter Monday	20						
TUE	22	PSRE	DC	19	DC	17	PRSE	DC	21	CICWS	PRSE	Council	23		20	PRSE	Special Council	18		22	PRSE	Council	19	NM8	19	PRSE	23		21	PRSE	DC		
WED	23	LSC	20	CG	18	LSC	L	CL	CG	22	LSC	19	DOPSG	24		21		19		23	G	NM3	20	CG	20	G	CL	24		22	LSC		
THU	24		21	EC	19		23		20	O&SPP	25		22		20		24	O&S	21	O&STG	21	O&S	25	DC	23								
FRI	25		22		20		24		21		26		23		21		25		22		22		26		24								
SAT	26		23		21		25		22		27		24		22		26		23		23		27		25								
SUN	27		24		22		26		23		28		25		23		27		24		24		28		26								
MON	28	Bank Holiday	25	NM4	23	ICB	27	Bank Holiday	24	ICB	29		26		24		28	NM4	25	LG	25		29		27	Bank Holiday							
TUE	29		26		24	Council	28		25		30		27		25	Christmas Day	29		26	Special Council	26		30		28								
WED	30	G	27	LSC	NM5	25	G	29		26	LSC	31		28		26	Boxing Day	30	NM5	27		27				29							
THU	31		28		26	O&STG	30		27				29	O&SPP	27		31		28		28				30								
FRI			29		27		31		28				30		28						29				31								
SAT			30		28				29						29						30												
SUN					29				30						30						31												
MON					30									31																			
TUE					31																												
WED																																	
	May		June		July		August		September		October		November		December		January		February		March		April		May								

Summer Term 2018 - Re-opens Monday 9 April 2018
May Day closure Monday 7 May 2018
Mid term closure Monday 28 May - Friday 1 June 2018 (inclusive). Closure after school on Friday 20 July 2018
Autumn School Term 2018 - Re-open Monday 3 September 2018
Mid term closure, Monday 22 October - Friday 26 October 2018 (inclusive)
Closure after school on Friday 21 December 2018
(Local Government Association Annual Conference - 3 to 5 July 2018)
Key - Neighbourhood Meeting (NM)

Spring School Term - Re-open on Monday 7 January 2019
Mid term closure Monday 18 February - Friday 22 February 2019 (inclusive).
Closure after school on Friday 5 April 2019

Summer School term 2019 - Re-open on Tuesday 23 April 2019
May Day closure Monday 6 May 2019
Mid term closure Monday 27 May - Friday 31 May 2019 (inclusive).
Closure after school on Tuesday 23 July 2019

1 *Southern Parishes, 2 Chorley Town West, 3 Western Parishes, 4 Clayton and Whittle, 5 *Chorley Town East, 6 Eastern Parishes, 7 *Euxton, Astley and Buckshaw, 8 Southeast Parishes

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REPORT OF THE EXECUTIVE LEADER**EXECUTIVE APPOINTMENTS FOR 2017 - 18**

Portfolio	Executive Member
ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM Lead Director: Mark Lester / Chris Sinnott <ul style="list-style-type: none"> • Business growth and inward investment • Employment and skills • Asset Management • Town Centre (including Market Walk and car parking) • Public Service Reform (including combined authority and shared services) • Parks and Open Spaces development • Planning and housing policy 	Alistair Bradley
RESOURCES Lead Director: Chris Sinnott / Gary Hall <ul style="list-style-type: none"> • Finance • Corporate Strategy and improvement • Transformation • Communications and events • Support services • Astley Hall and Cultural Assets 	Peter Wilson
EARLY INTERVENTION Lead Director: Jamie Carson <ul style="list-style-type: none"> • Integrated community wellbeing service • Volunteering and VCFS • Community Centre Management • Neighbourhood working and community development • Community safety • Environmental Health 	Bev Murray
HOMES AND HOUSING Lead Director: Jamie Carson <ul style="list-style-type: none"> • Housing options, advice and supported housing • Home improvement service • Private sector housing • Primrose Gardens 	Graham Dunn
PUBLIC PROTECTION Lead Director: Asim Khan <ul style="list-style-type: none"> • Development Control • Building Control • Licensing • Enforcement 	Paul Walmsley

CUSTOMER, ADVICE AND STREETSCENE SERVICES Lead Director: Asim Khan <ul style="list-style-type: none"> • Street Cleansing • Grounds Maintenance • Streetscene Improvements • ICT • Customer Services • Revenues and Benefits • Single Front Office • Waste collection 	Adrian Lowe
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Lead Member for Chorley Integrated Community Wellbeing Service:	
To include: <ul style="list-style-type: none"> • Member of the Chorley Integrated Community Wellbeing Service Executive Steering Group • Council Champion for Health and Wellbeing • Observer role on Public Services Reform Board 	Margaret France
Lead Member for Equality and Diversity:	
To include: <ul style="list-style-type: none"> • Chair of the Equality Forum • Council Champion for Equality and Diversity • Lead representative on outside bodies on equality issues 	Hasina Khan
Member Responsible for:	
Town Centre & Assets Customer, Digital & Community Development Enforcement and Adoptions Economic Development and Skills Governance and Audit	Danny Gee Matthew Lynch Kim Snape Alistair Morwood Anthony Gee
Council Champion for:	
Democratic and Member Services Older People Rural Communities Young People Housing Public Protection & Animal Welfare	Margaret Lees Jean Cronshaw Alan Whittaker Zara Khan Jane Fitzsimons Marion Lowe

<u>To be considered:</u>	15 Jun OSPP	6 Jul OSC	21 Sep OSPP	12 Oct OSC	24 Oct OSC	30 Nov OSPP	25 Jan OSC	8 Mar OSPP	22 Mar OSC
Panel Meeting (OSPP) to consider Council and related performance in addition to scrutiny of key service areas	*		*			*		*	
Overview and Scrutiny Performance Panel minutes		*		*			*		*
Executive Cabinet Minutes		*		*			*		*
Notice of Executive Decisions		*		*			*		*
Chorley Integrated Community Wellbeing Communications				*			*		*
Digital Strategy			*						
Flooding									*
Budget Scrutiny							*		
Health Scrutiny		*		*			*		*
Health and Safety									*
Annual Reporting Back Report		*							
Overview and Scrutiny Work Programme		*		*			*		*

Scrutiny Reviews:

Quality of housing provided by social landlords									S
Rollout of Superfast Broadband by BT							R		
Leisure Contract							FR		
Waste Management Contract					*				

Potential topics for future reviews

Communications									
Community Racial Integration									
Flooding									
Market Walk									
Neighbourhood Area Meetings (following the Electoral Review)									

Crime and Disorder Scrutiny:

Community Safety Partnership – Child Sexual Exploitation				R					
Counter Terrorism Act				*					

Key:**Task Group Reviews:**

- S Scoping of the review
 C Collecting and considering evidence
 FR Final report of the review
 R Feedback and response from the Executive Cabinet
 M Monitoring Reports, 1 2 and 3 (if required)
 V Verbal update from the Chair

Acronyms

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

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Appendix 9

Members' Allowances Scheme

Contents

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Chorley Borough Council Members' Allowances Scheme

The Chorley Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991, as amended by the Local Authorities (Members' Allowances) (Amendment) Regulations 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following Scheme:

Citation

1. This scheme may be cited as the Chorley Borough Council Members' Allowances Scheme and shall have effect from 23 September 2008 until amended or revoked.

Interpretation

2. In this scheme,
 - "Councillor" means a member of the Chorley Borough Council who is a Councillor;
 - "year" means the 12 months ending with 31 March;
 - and a reference to a Regulation is a reference to the relevant numbered Regulation of the Local Authorities (Members' Allowances) Regulations 1991 as amended by the Local Authorities (Members' Allowances) (Amendment) Regulations 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2001.

Basic Allowance

3. Subject to paragraph 8, for each year a basic allowance of the amount specified in the Schedule to this scheme shall be paid to each Councillor. The basic allowance contains an element for publicising their availability to constituents.

Special Responsibility Allowances

4. For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council that are specified in the Schedule to this scheme.
5. Subject to paragraph 8, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

Attendance Allowances

6. No payments shall be made to Councillors as attendance allowances under Regulation 10 or in the nature of attendance allowance under Section 175 of the Local Government Act 1972 (conferences etc).

Financial Limits

7. Any payment under this scheme shall be subject to such of the conditions specified in Regulation 12 as may be applicable.

Renunciation

8. A Councillor may by notice in writing given to the Chief Executive of the Council elect to forego any part of his or her entitlement to an allowance under this scheme.

Part-Year Entitlements

9. The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

10. If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
 - a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,
 - c) the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
11. Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
12. Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his or her term of office as a Councillor subsists bears to the number of days in that period.
13. Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
14. Where this scheme is amended as mentioned in sub-paragraph (2), and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

Payments

15. Payments in respect of basic and special responsibility allowances shall, subject to sub-paragraph (2), be made in instalments of one-twelfth of the amount specified in this scheme on the seventeenth day of each month or, if not a working day, on the nearest working day to the seventeenth day of each month.
16. Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 8 he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

17. The amounts payable as part of the Scheme are uprated on an annual basis at the same rate as the officer annual pay increase and will be implemented with effect from 1 April each year.

Record of Allowances

18. It is a legal requirement that the Council shall keep records of payments of allowances to Councillors and that these shall be open to public inspection, and be publicised annually.

Suspension of Allowances

19. The right to basic allowance, special responsibility allowance and travel and subsistence allowance will be removed whilst a Councillor is suspended from the Council for breach of the member code of conduct.
20. Whilst a Councillor is partially suspended from the Council as a result of a breach of the member code of conduct the right to a special responsibility allowance and travel and subsistence will be removed in respect of duties and responsibilities from which the Councillor is suspended.

Equipment and Stationery

21. All Councillors are offered IT equipment and stationery suitable for their needs.

Annual registration with the Information Commissioner

22. The Council pays for the annual registration fee with the information commissioner which is applicable to all Councillors.

Gary Hall
Chief Executive

Appendix A – Basic and Special Responsibility Allowances

1. The basic allowance is £4466.84.
2. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances:

A payment is made for each Special Responsibility position held	Annual Amount of Allowance £
Executive Leader of the Council (assumed to be also a Leader of a large Group (over 12 Members))	13478.90
Leader of Opposition	6918.06
Leader of a Large Group (who is not the Executive Leader or the Leader of the Opposition)	N/A
Leader of a Medium Group (between 6 and 12 Members)	N/A
Leader of a Small Group (between 2 and 5 Members)	973.10
Deputy Leader of a Large Group	1946.20
Deputy Executive Leader	4173.45
Executive Member for any one or more specified portfolios	4466.84
Chair of the Development Control Committee	3023.44
Chair of the Licensing and Safety Committee	3023.44
Lead Member	1489.32
Member Responsible	744.66
Council Champion	327.82
Vice-Chair of the Development Control Committee	1489.32
Vice-Chair of the Licensing and Safety Committee	1489.32
Chair of the Governance Committee	1786.06
Vice-Chair of the Governance Committee (only applicable when chairing the meeting due to the absence of the Chair)	52.13 (½ day)
Independent Member of the Governance Committee	526.48
Chair of the Overview and Scrutiny Committee	4466.22
Vice-Chair of the Overview and Scrutiny Committee	1489.32
Chair of the Overview and Scrutiny Task Groups	327.82

The foregoing Scheme was made by the Council on 3 July 1990 and has been subsequently amended. The most recent amendments were authorised by the Council on 24 November 2015.

Notes: The last annual uplift amendments were completed in May 2017.

Appendix B – Approved Duties

Travel and Subsistence Allowances can be claimed for the following approved duties where a Member is formally appointed as a Member or a Substitute Member of that body:

- a meeting of the Executive Cabinet and Development Control Committee whether the Councillor is a member of the Executive or not,
- a meeting of a committee of the executive,
- a meeting of the authority,
- a meeting of a committee or sub-committee of the authority,
- attendance at briefings for committee and sub-committee meetings if you are chair or vice-chair,
- a meeting of any other body to which the authority makes appointments or nominations, or a meeting of a committee and sub-committee of any other body to which the authority makes appointments or nominations,
- a meeting which has *both* been authorised by the authority, a committee and sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee *and* to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more Councillors have been invited (if the authority is not divided into political groups),
- A meeting of a local authority association of which the authority is a member
- Duties undertaken on behalf of the authority in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises

Notes: As you can see from the above, you cannot claim travelling or subsistence allowance for ward duties (unless covered by the above) or for unofficial visits or meetings at Council Offices. If you are at any time unclear about whether you are entitled to claim travel and subsistence, then contact the Head of Governance

Appendix C – Travel and Subsistence Allowances

Policy Objective

1. All Chorley Borough Council Elected Members are entitled to reimbursement of approved additional expenses incurred in the course of their duties, in relation to travel, meals or overnight accommodation. This policy sets out the allowances and guidelines.

Chorley Borough Council's Responsibility

2. This policy details the allowances that will be increased annually in line with the employees pay award, and provides guidelines to help Elected Members claim expenses.
3. Chorley Borough Council will make all reimbursements through the payroll system to satisfy our Income Tax arrangements with the Inland Revenue.

Elected Members' Responsibilities

4. Elected Members must retain original receipts when making claims. All claims must be made using the electronic claim system and authorised by Democratic Services. Claims should be submitted each month but will be accepted up three months in arrears, however, claims must not cross over financial years.

Outcomes

5. The policy sets out a standard procedure for Elected Members to follow, which will prevent fraudulent claims being processed.

Subsistence Allowances

6. Payable up to the maximum amounts shown below:

Breakfast up to £6.35. This allowance is only payable when the Elected Member's work or journey to the work or training commences before 7.00 am.

Lunch up to £8.60. This allowance is only payable when the location of the work or training makes it impractical for the Elected Member to return to the normal place of work for lunch.

Evening meal up to £10.84. This allowance is payable where the Elected Member's work or journey home from the work or training continues beyond 7.00 pm.

Conferences

7. For attendance at conferences the reasonable out of pocket expenses which are actually incurred will be reimbursed. You should seek further clarification on which expenses will or will not be re-imbursed from Democratic Services before attending a conference.

Notes: Subsistence allowances are not payable if meals are provided to the Elected Member. Actual expenditure will be re-imbursed subject to this not exceeding the maximum amounts. (Re-imburement of expenditure cannot be made in cases where an original receipt is not produced).

Travelling Allowances

8. Travelling expenses incurred by Elected Members in the performance of their official duties will be re-imbursed.

Travel by Car

9. Mileage allowances, as agreed nationally by the National Joint Council for Local Government Services, will be paid to Elected Members, subject to the conditions below.
- The Member must submit their claim using the electronic claim system with full details of the journey undertaken, the system will calculate the shortest journey route, and be authorised by Democratic Services.
 - The Member must have a current driving licence, a valid MOT certificate (where applicable) and have checked they have the required business motor insurance in place for their Council work.
10. If more than one Elected Member is travelling to/from the same location then they should travel in the same car.
- If journeys are 60 miles or over (round-trip) and Elected Members choose to use their car rather than public transport they will only be re-imbursed the cost of a second class rail fare, unless:
 - (a) an early start/late finish would necessitate an overnight stay if public transport was used;
 - (b) more than one Elected Member is travelling in the same car, thereby saving a second rail fare;
 - (c) heavy/bulky items need to be transported;
 - (d) there are special circumstances that have been agreed in advance with the Chief Officer.

In special circumstances, with prior approval, an Elected Member who is not able to drive and needs to be picked up/dropped off for meetings by family/friends could claim for a double journey.

11. The rates agreed from 1 April 2010 are:
- | | | |
|-------------|---------------|---------------|
| 451 – 999cc | 1000 – 1199cc | 1200 – 1450cc |
| 46.9p | 52.2p | 65.0p |

Travel by Public Transport

12. The maximum amounts which will be re-imbursed are:

Second Class Rail Fare

Bus Fare

Taxi Fares (where it is not possible or practicable to start or finish the journey by public transport).

Other Fares Fares will be paid at standard rates, for other suitable modes of public transport, eg London underground, trams.

Hotel Accommodation

13. If an Elected Member requires overnight accommodation this will normally be booked in advance and paid for direct. In these cases the Elected Member will be required to pay for any personal expenditure when checking out.
14. Any arrangements which differ from the above should be agreed in advance.

Appendix D – Other Allowances

Dependant Carers Allowance

A Dependant Carers Allowance is payable based on the following conditions:

When a Councillor is undertaking "Council approved duties" according to Chorley Council guidance notes on approved duties:

- For the independent care of a child, who is resident with the Councillor, aged 15 years and under
- For the professional care of a dependant relative.

A dependant relative is defined as where the Councillor is the main carer and one of the following categories apply:

- Elderly relative requiring constant care,
- Disabled relative requiring constant care,
- Relative with learning disabilities requiring constant care

Qualifying Situation

- The child or foster child of a Councillor (one payment per household in the case of a spouse or partner)
- Dependant relative of a Councillor (one payment per household in the case of a spouse or partner)

Rates of Payment

National Minimum Wage, unless there were specific circumstances.

Pensions

Members of Chorley Council are not eligible to join the Local Government Pension Scheme.

Appendix E – How do I Claim My Allowances?

Allowances (Basic and Special)

1. The Basic and Special Responsibility Allowances are paid automatically each month via the payroll without the need to claim.

Electronic Claims

2. To claim all travel and subsistence expenses Members are asked to register to use the electronic claim system and retain all receipts for future inspection.
3. Please note however that paper forms can be provided on request.

Claim Submission Deadline

4. To avoid any delays in payment please complete your claim at least **every three months, for payment on the seventeenth of the next month. It cannot be guaranteed that claims made across financial years will be met.**

Advance of Travel and Subsistence Allowances

5. It may be possible to make an advance payment of your travel/subsistence and overnight allowances (for attending a conference) where you need reimbursement urgently. To apply for this advance please direct your written request to Democratic Services. Note - unless it is an emergency please refrain from claiming your expenses in this manner.
6. If an Officer or another Member paid for any meals, sundry expenses etc on your behalf you must identify this on the claim form (and reduce your claim accordingly). If this is not identified on the claim form and an Officer subsequently claims for expenses that were paid on your behalf, they will be recovered via the payroll.

Notes: Please do not request a personal cheque payment of allowances - or balance of allowances, from Directorates. Arrangements must be made via Democratic Services.

Appendix F - The Effect on Taxation, National Insurance Contributions and Benefit Entitlement

1. Your allowances (Basic and Responsibility) are taxable, and subject to National Insurance contribution in certain circumstances. Allowances are also classed as income when some benefits are claimed such as Income Support, Housing and/or Council Tax Benefit. Therefore you must declare allowances received to the relevant agencies if this applies to you.
2. Expenses for travel, subsistence and miscellaneous items defined in this guide are covered by an Inland Revenue dispensation and do not need to be declared for tax purposes. However, if there is any element of profit arising from your claim (i.e. amount claimed is greater than the amount actually spent) then this is taxable.
3. Please note that since the introduction of Self Assessment it is your responsibility to keep records to support your tax liability.

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DATE	TITLE OF TRAINING	REQUEST ORIGINATED BY	TO BE DELIVERED BY	OTHER DETAILS	PROMOTION OF SESSION	OPEN TO ALL MEMBERS
03/07	Chorley Integrated Community Wellbeing Services	Director of Early Intervention & Support, Jamie Carson	Head of Early Intervention & Support, Louise Elo and Philip Gooden, Service Manager	This is the 2 nd of 3 training sessions to update members on the new service.	MtgR 22/06 ITK 23/06	Yes
07/08	Prevent	Councillor Hasina Khan	Head of Early Intervention & Support, Louise Elo	The purpose is to update Members on the campaign re terrorism and radicalisation.	PMR MtgR 06/08 ITK 07/07, 21/07, 04/08	Yes
04/09	Leading by Example	Monitoring Officer, Chris Moister and Overview & Scrutiny Task Group – CSE	Monitoring Officer, Chris Moister	This is an annual session delivered on the Code of Conduct and to incorporate training requested by the CSE Task Group	PMR MtgR 09/08 ITK 18/08, 01/09	Yes
02/10	Communicating as a Councillor – the full package!	Members' PDPs	Mike Ode, Potential Unearthed	To provide a full package of communication based training which includes – chairing skills, advocacy, dealing with difficult situations, encouraging neighbourhood involvement; managing residents expectations	ITK 18/08, 01/09 Email 15/08 MtgR sent to those responded	Yes 2 sessions both sessions lasting 2.5 hours 2pm-4.30pm & 5.30pm – 8pm
DATE	TITLE OF TRAINING	REQUEST ORIGINATED BY	TO BE DELIVERED BY	OTHER DETAILS	PROMOTION OF SESSION	OPEN TO ALL MEMBERS

13/11	Planning in Practice – Householder Design Guidance SPD	At the Council meeting in January 2017 Cllr Boardman suggested all members be made aware of this important SPD to assist their work as ward Councillors	Planning Team	Planning in Practice is an annual event and the topic is determined dependent on current issues at that time.	MtgR 07/08 ITK 18/08, 01/09 ITB 07/08, 04/09	Yes & Parish/ Town Council reps.
15/01	Chorley Integrated Community Wellbeing Services	Director of Early Intervention & Support	Head of Early Intervention & Support, Louise Elo and Philip Gooden, Service Manager	This is the 3 rd of 3 training sessions to update members on the new service – requested through evaluation feedback	ITK 07/07	Yes
12/02	Transformation and Digital Strategy (including Shared Services if appropriate)	Members PDP's	Director of Policy and Governance and the Head of Customer Transformation			
12/03	TBC					

Key:

- ITK - intheknow e-zine circulated to all members and senior/middle management
- ITB - intheboro e-zine as above, plus parish/town councils and VCFS groups
- MtgR - meeting requests sent
- PMR - poster in Members Room

Other training						
DATE	TITLE OF TRAINING	REQUEST ORIGINATED BY	TO BE DELIVERED BY	OTHER DETAILS	PROMOTION OF SESSION	OPEN TO ALL MEMBERS
TBC	Adoptions and CIL	Southern Parishes NAM (Cllr Toon and Parish Cllr Harold Heaton)	Zoe Whiteside, Development & Regeneration Manager	It was requested that the training be made available to parish/town council representatives also.		Yes/committee members & Parish/ Town Council reps.
	Governance Committee Training			Prior to each meeting a training session is held to ensure the Committee has a good understanding on the relevant topic areas to be discussed.		
TBC 05/10?	Universal Credit Event	Department for Work and Pensions (DWP)	Karl Worsley (DWP) Tel: 07920 757223 Email: KARL.WORSLEY@DWP.GSI.GOV.UK			Yes
	Emerge on-line training sessions to be confirmed – <ul style="list-style-type: none"> • Safeguarding and Child Protection • Safeguarding for Non Adult Service Workers • Prevent 			Member Support Working Group to trial 11/09 for subsequent rollout to all members		

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

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