

COUNCIL

TUESDAY, 24TH JULY 2018, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

- | | | |
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| 1 | MINUTES OF MEETING TUESDAY, 15 MAY 2018 OF COUNCIL | (Pages 5 - 20) |
| 2 | DECLARATIONS OF ANY INTERESTS

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

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter. | |
| 3 | MAYORAL ANNOUNCEMENTS | |
| 4 | PUBLIC QUESTIONS

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. | |
| 5 | CHORLEY COUNCIL ANNUAL REPORT 2017/18

To consider and receive the report of the Director (Policy and Governance). | (Pages 21 - 64) |
| 6 | EXECUTIVE CABINET

To receive and consider a general report of the Executive Cabinet held on 21 June. | (Pages 65 - 68) |
| 7 | PROVISIONAL REVENUE AND CAPITAL OUTTURN 2017/18

To receive and consider the report of the Statutory Finance Officer. | (Pages 69 - 96) |

8 **SCRUTINY REPORTING BACK: CHORLEY COUNCIL'S ANNUAL REPORT ON OVERVIEW AND SCRUTINY IN 2017/18** (Pages 97 - 106)

To receive and consider the Council's Annual Report on Overview and Scrutiny in 2017/18.

9 **OVERVIEW AND SCRUTINY COMMITTEE AND TASK AND FINISH GROUPS** (Pages 107 - 112)

To receive and consider the general report of the Overview and Scrutiny Committee held on 28 June, the Overview and Scrutiny Performance Panel held on 14 June and Task Group update.

10 **GOVERNANCE COMMITTEE** (Pages 113 - 118)

To receive and consider the general report of the Governance Committee held on 30 May.

11 **MARKET WALK UPDATE**

To receive and consider the report of the Director (Business, Development and Growth) (to follow).

12 **COUNCIL APPOINTMENTS**

To agree the following changes to Council appointments:

Committees	Labour Group	Conservative Group	Independent Group
Digital Office Park Steering Group (7 Members) (5:2:0)	Alistair Bradley (Chair) Jane Fitzsimons Chris France Danny Gee Alistair Morwood	Alan Cullens Greg Morgan	

An additional reserve (per Group) for the Electoral Review of Chorley Council Committee (to be confirmed at the meeting).

Councillor Terry Brown to be appointed as an additional member to the Equality Forum.

Councillor Alistair Morwood to replace Councillor Margaret France as the Council's representative on the Lancashire County Council Health Scrutiny Committee.

Councillor Sheila Long to be appointed to the Brindle Village Hall Management Committee (Observer position).

13 **QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8 (IF ANY)**

14 **TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10**

15 **TO CONSIDER PETITIONS (IF ANY) PRESENTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 23**

16 **EXCLUSION OF THE PUBLIC AND PRESS**

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

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

Condition:

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

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

17 **NOMINATION**

To consider and receive the report of the Chief Executive.

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

(Pages 119 -
122)

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, 15 May 2018

MEMBERS PRESENT: Councillor Mark Perks (Mayor), Councillor Margaret Lees (Deputy Mayor) and Councillors Aaron Beaver, Martin Boardman, Alistair Bradley, Terry Brown, 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, Yvonne Hargreaves, Steve Holgate, Keith Iddon, Hasina Khan, Zara Khan, Paul Leadbetter, Roy Lees, Sheila Long, Adrian Lowe, Marion Lowe, Matthew Lynch, June Molyneaux, Greg Morgan, Alistair Morwood, Steve Murfitt, Beverley Murray, Debra Platt, Gillian Sharples, Joyce Snape, Kim Snape, Ralph Snape, John Walker, Paul Walmsley, Neville Whitham, 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 and HR Services) and Ruth Rimmington (Democratic and Member Services Team Leader)

APOLOGIES: Councillors Eric Bell and Henry Counce

18.C.1 Minutes of meeting Tuesday, 10 April 2018 of Council

Decision: That the minutes of the last Council meeting held on 10 April 2018 be approved as a correct record for signature by the Mayor.

18.C.2 Declarations of Any Interests

There were no declarations of interests received.

18.C.3 Returning Officer's Report

The Mayor congratulated all those Councillors who had been elected or re-elected on 3 May 2018 and in particular welcomed the three new councillors and one returning councillor.

The Returning Officer's report indicated election results as follows:

Ward	Councillor
Adlington and Anderton	Graham Dunn
Astley and Buckshaw	Matthew Lynch
Chisnall	Alan Whittaker
Chorley East	Hasina Khan
Chorley North East	Alistair Morwood
Chorley North West	Ralph Snape
Chorley South East	Beverley Murray
Chorley South West	Roy Lees
Clayton-Le-Woods and Whittle-Le-Woods	Eric Bell
Clayton-Le-Woods North	Yvonne Hargreaves
Clayton-Le-Woods West and Cuerden	Neville Whitham
Coppull	Steve Holgate
Eccleston and Mawdesley	Keith Iddon
Euxton North	Thomas Gray
Euxton South	Gillian Sharples
Pennine	Gordon France
Wheelton and Withnell	Margaret France

Decision: that the report be noted.

18.C.4 Election of the Mayor for the Council Year 2018/19

It was formally proposed by Councillor Tony Gee, and seconded by Councillor Adrian Lowe, that Councillor Margaret Lees be elected as Mayor of the Borough of Chorley for the forthcoming Council Year.

Decision: that Councillor Margaret Lees be elected as Mayor of the Borough of Chorley for the forthcoming Council year.

18.C.5 Election of the Deputy Mayor for the council year 2018/19

It was formally proposed by Councillor John Walker, and seconded by Councillor Alan Cullens, that Councillor Greg Morgan be elected as Deputy Mayor for the forthcoming Council Year. Councillor Morgan introduced his Deputy Mayoress, Mrs Jocelyn Morgan.

Decision: that Councillor Greg Morgan be elected as Deputy Mayor for the Borough of Chorley for the forthcoming Council year.

There was a brief adjournment to allow the Retiring Mayor and Mayoress; the newly elected Mayor and her Consort; and the newly elected Deputy Mayor and Mayoress to exchange robes and badges of office.

Councillor Margaret Lees in the Chair

On resuming the meeting, Councillor Margaret Lees signed the declaration of acceptance of office of Mayor, and thanked Councillors for her appointment. She introduced her Consort for the year, her husband Councillor Roy Lees and presented him with his badge of office.

Councillor Greg Morgan signed the declaration of acceptance of office of Deputy Mayor, and thanked Councillors for his appointment.

18.C.6 Vote of thanks to the retiring Mayor

The Mayor referred to the Retiring Mayor, Councillor Mark Perk’s year of office, along with his Mayoress, Mrs Pat Haughton, and how they had served as first class ambassadors for Chorley.

Political group Leaders also paid tribute to the Retiring Mayor and Mayoress for a very successful year and the positive work undertaken with young people in conjunction with Young Adaction and Lancashire MIND.

Councillor Mark Perks responded, thanking Councillors for their kind words and their support over the year. He noted that there had been challenges through the year with being a carer for his mother. He thanked his Mayoress, Mrs Pat Haughton, and the Civics team for their support and assistance.

Mayor’s Announcements

The Mayor advised that her chosen charities are Derian House Children’s Hospice, Homestart Central Lancashire and Chorley Mencap.

The Mayor invited all members to Civic Sunday for the mayoral procession to St Laurence’s Church for a service at 11.30am.

The Mayor advised that her first charity event, a Golf Tournament at Duxbury Park Golf Course, will be held on Monday 18 June. Councillors Hasina and Zara Khan are aiming to fast for a full 30 days for Ramadan and all money raised will go to the Mayor’s Charities.

18.C.7 Executive Cabinet appointments for 2018/19

Councillor Alistair Bradley, Executive Leader informed the Council of his appointments to the Executive Cabinet for 2018/19.

Appointments to the Executive Cabinet and portfolio support roles were reported as follows:

Portfolio	Executive Member
<p>ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM Lead Director: Mark Lester / Rebecca Huddleston</p> <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 	<p>Alistair Bradley</p>

<p>RESOURCES Lead Director: Rebecca Huddleston / Gary Hall</p> <ul style="list-style-type: none"> • Finance • Corporate Strategy and improvement • Transformation • Communications and events • Support services • Astley Hall and Cultural Assets 	<p>Peter Wilson</p>
<p>EARLY INTERVENTION Lead Director: Chris Sinnott</p> <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 	<p>Bev Murray</p>
<p>HOMES AND HOUSING Lead Director: Chris Sinnott</p> <ul style="list-style-type: none"> • Housing options, advice and supported housing • Home improvement service • Private sector housing • Primrose Gardens 	<p>Jane Fitzsimons</p>
<p>PUBLIC PROTECTION Lead Director: Asim Khan</p> <ul style="list-style-type: none"> • Development Control • Enforcement, including Building Control, Licensing, Empty Properties and Neighbourhood Officers (fly tipping) 	<p>Paul Walmsley</p>
<p>CUSTOMER, ADVICE AND STREETSCENE SERVICES Lead Director: Asim Khan</p> <ul style="list-style-type: none"> • Street Cleansing • Grounds Maintenance • Streetscene Improvements • ICT • Customer Services • Revenues and Benefits • Single Front Office • Waste collection 	<p>Adrian Lowe</p>
<p>Lead Member for Chorley Integrated Community Wellbeing Service:</p>	
<p>To include:</p> <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 	<p>Margaret France</p>

Lead Member for Shared Services and Joint Working	
To include: <ul style="list-style-type: none"> • Member of shared service joint committee • Lead role for developing sub-regional partnerships, including Lancashire Combined Authority • Council Champion for Shared Services 	Graham Dunn
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 Economic Development and Skills Governance and Audit	Danny Gee Matthew Alistair Morwood Anthony Gee
Council Champion for:	
Democratic and Member Services Older People Rural Communities Young People Strategic Development & Planning Public Protection & Animal Welfare Enforcement and Adoptions	Margaret Lees Jean Cronshaw Alan Whittaker Zara Khan Roy Lees Marion Lowe Kim Snape

18.C.8 Appointments to committees, panels and working groups for 2018/19

The Council considered a schedule of nominations for the appointment of committees, working groups and panels in accordance with the political balance of the Council, together with nominations to Chair and Vice Chair positions and a list of shadow portfolio positions.

The Executive Leader Councillor Alistair Bradley proposed, the Deputy Leader Councillor Peter Wilson seconded, and the **Decision that the following appointments be approved for 2018/19:**

COMMITTEES	LABOUR GROUP	CONSERVATIVE GROUP	INDEPENDENT GROUP
<p>OVERVIEW AND SCRUTINY COMMITTEE (14 Members) (10:4:0)</p> <p>OVERVIEW AND SCRUTINY PERFORMANCE PANEL (6 Members) (4:2:0)</p> <p>OVERVIEW AND SCRUTINY TASK GROUP – HOUSING</p>	<p>1 Alistair Morwood (Vice-Chair) 2 Paul Clark 3 Chris France 4 Yvonne Hargreaves 5 Steve Holgate 6 Matthew Lynch 7 June Molyneaux 8 Steve Murfitt 9 Gillian Sharples 10 Kim Snape</p> <p>1 Alistair Morwood (Vice-Chair) 2 Matthew Lynch 3 June Molyneaux 4 Kim Snape</p> <p>1 Matthew Lynch (Chair) Ongoing membership</p>	<p>1 John Walker (Chair) 2 Paul Leadbetter 3 Greg Morgan 4 Debra Platt</p> <p>1 John Walker (Chair) 2 Greg Morgan</p>	
<p>DEVELOPMENT CONTROL COMMITTEE (15 Members) (11:4:0)</p> <p>3 x substitute Members per group</p>	<p>1 June Molyneaux (Chair) 2 Chris France (Vice-Chair) 3 Gordon France 4 Danny Gee 5 Tommy Gray 6 Yvonne Hargreaves 7 Alistair Morwood 8 Steve Murfitt 9 Paul Walmsley 10 Neville Whitham 11 Alan Whittaker</p> <p>1 Aaron Beaver 2 Jean Cronshaw 3 Graham Dunn</p>	<p>1 Martin Boardman 2 Henry Counce 3 John Dalton 4 Keith Iddon</p> <p>1 Eric Bell 2 Paul Leadbetter 3 Sheila Long</p>	
<p>LICENSING AND PUBLIC SAFETY COMMITTEE (15 Members) (10:3:2)</p> <p>2 x substitute Members per group</p>	<p>1 Marion Lowe (Chair) 2 Matthew Lynch (Vice-Chair) 3 Jean Cronshaw 4 Gordon France 5 Margaret France 6 Tommy Gray 7 Steve Holgate 8 Hasina Khan 9 Roy Lees 10 Adrian Lowe</p> <p>1 Aaron Beaver 2 Steve Murfitt</p>	<p>1 Doreen Dickinson 2 Sheila Long 3 John Walker</p> <p>1 P Leadbetter 2 D Platt</p>	<p>1 Joyce Snape 2 Ralph Snape</p>

COMMITTEES	LABOUR GROUP	CONSERVATIVE GROUP	INDEPENDENT GROUP
<p>GENERAL PURPOSES COMMITTEE (17 Members)</p> <p>(12:5:0)</p>	<p>1 Gordon France (Chair) 2 Anthony Gee (Vice-Chair) 3 Aaron Beaver 4 Jean Cronshaw 5 Margaret France 6 Tommy Gray 7 Zara Khan 8 Matt Lynch 9 June Molyneaux 10 Alistair Morwood 11 Gillian Sharples 12 Neville Whitham</p>	<p>1 Eric Bell 2 Alan Cullens 3 John Dalton 4 Paul Leadbetter 5 Greg Morgan</p>	
<p>GOVERNANCE COMMITTEE (8 Members)</p> <p>(6:2:0)</p> <p>Peter Ripley (Independent Person)</p>	<p>1 Anthony Gee (Vice Chair) 2 Jean Cronshaw 3 Gordon France 4 Yvonne Hargreaves 5 Steve Holgate 6 Kim Snape</p>	<p>1 Paul Leadbetter (Chair) 2 Alan Cullens</p>	
<p>APPOINTMENTS PANEL (9 Members)</p> <p>(7:2:0)</p> <p>1 x Substitute from each Group</p>	<p>1 Alistair Bradley (Chair) 2 Graham Dunn 3 Jane Fitzsimons 4 Margaret Lees 5 Adrian Lowe 6 Alistair Morwood 7 Peter Wilson Plus relevant portfolio holder 1 Bev Murray</p>	<p>1 Alan Cullens 2 Martin Boardman</p> <p>1 Debra Platt</p>	
<p>CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL (5 Members)</p> <p>(4:1:0)</p>	<p>1 Alistair Bradley (Chair) 2 Terry Brown 3 Roy Lees 4 Peter Wilson</p>	<p>1 Alan Cullens</p>	
<p>HUMAN RESOURCES APPEALS COMMITTEE (Panels taken from 9 Members)</p> <p>(6:3:0)</p>	<p>1 Graham Dunn (Chair) 2 Danny Gee 3 Hasina Khan 4 Marion Lowe 5 Beverley Murray 6 Gillian Sharples</p>	<p>1 Alan Cullens 2 Greg Morgan 3 John Walker</p>	

COMMITTEES	LABOUR GROUP	CONSERVATIVE GROUP	INDEPENDENT GROUP
<p>ELECTORAL REVIEW OF CHORLEY COUNCIL COMMITTEE (9 Members)</p> <p>(7:2:0)</p> <p>2 x Substitutes from each Group</p>	<p>1 Alistair Bradley (Chair) 2 Jane Fitzsimons 3 Danny Gee 4 Steve Holgate 5 Adrian Lowe 6 Alan Whittaker 7 Peter Wilson</p> <p>1 Paul Walmsley 2 Margaret France</p>	<p>1 Paul Leadbetter 2 John Walker</p> <p>1 Debra Platt 2 John Dalton</p>	
<p>EQUALITY FORUM (4 Members)</p> <p>(3:1:0)</p>	<p>1 Hasina Khan (Chair) 2 Jean Cronshaw 3 Zara Khan</p>	<p>1 Sheila Long</p>	
<p>LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP (12 Members)</p> <p>(8:4:0)</p>	<p>1 Alistair Bradley (Chair) 2 Paul Walmsley (Vice-Chair) 3 Christopher France 4 Margaret France 5 Danny Gee 6 Roy Lees 7 Neville Whitham 8 Alan Whittaker</p>	<p>1 Martin Boardman 2 John Dalton 3 Paul Leadbetter 4 Debra Platt</p>	
<p>MARKET WALK STEERING GROUP (7 Members)</p> <p>(5:2:0)</p> <p>1 x Substitute from each Group</p>	<p>1 Alistair Bradley (Chair) 2 Tommy Gray 3 Zara Khan 4 Alistair Morwood 5 Peter Wilson</p> <p>1 Danny Gee</p>	<p>1 Eric Bell 2 Greg Morgan</p> <p>1 Paul Leadbetter</p>	
<p>MEMBERS SUPPORT WORKING GROUP (7 Members)</p> <p>(5:1:1)</p>	<p>1 Margaret Lees (Chair) 2 Gordon France (Vice Chair) 3 Aaron Beaver 4 Hasina Khan 5 June Molyneaux</p>	<p>1 Doreen Dickinson</p>	<p>1 Joyce Snape</p>

COMMITTEES	LABOUR GROUP	CONSERVATIVE GROUP	INDEPENDENT GROUP
<p>SHARED SERVICES JOINT COMMITTEE (5 Members)</p> <p>(4:1:0)</p> <p>1 x Substitute from each Group</p>	<p>1 Alistair Bradley (Chair) 2 Graham Dunn 3 Alistair Morwood 4 Peter Wilson</p> <p>1 Chris France</p>	<p>1 Alan Cullens</p> <p>1 Martin Boardman</p>	
<p>SHARED SERVICES APPOINTMENTS PANEL (3 Members)</p> <p>(2:1:0)</p> <p>1 x Substitute from each Group</p>	<p>1 Alistair Bradley 2 Peter Wilson</p> <p>1 Graham Dunn</p>	<p>1 Alan Cullens</p> <p>1 Martin Boardman</p>	
<p>INTEGRATED COMMUNITY WELLBEING SERVICE EXECUTIVE STEERING GROUP (3 Members)</p> <p>(2:1:0)</p>	<p>1 Bev Murray 2 Margaret France</p>	<p>1 Sheila Long</p>	
<p>CHORLEY LIAISON Chair: Vice Chair:</p> <p>The 8 Chairs of the Neighbourhood Area Meetings plus one other Councillor representing Chorley town</p>	<p>Chairs of all 8 Neighbourhood areas - to be appointed at the first Neighbourhood Meetings of the year in June/July</p> <ul style="list-style-type: none"> • Chorley Town East - Alistair Morwood • Chorley Town West - Roy Lees • Clayton and Whittle - Eric Bell • Eastern Parishes - Gordon France • Western Parishes - Doreen Dickinson • Euxton, Astley and Buckshaw - Danny Gee • South Eastern Parishes - Kim Snape • Southern Parishes - Alan Whittaker • Chorley Town Area - Alistair Bradley 		
<p>LICENSING LIAISON Chair and Vice Chair of Licensing & Public Services Committee plus Executive Member for Public Protection</p>	<p>1 Marion Lowe 2 Matthew Lynch 3 Paul Walmsley (Executive Member)</p>		

COMMITTEES	LABOUR GROUP	CONSERVATIVE GROUP	INDEPENDENT GROUP
PUBLIC SERVICES TRANSFORMATION WORKING GROUP (8 Members) (6:2:0)	1 Alistair Bradley (Chair) 2 Steve Holgate 3 Adrian Lowe 4 Steve Murfitt 5 Gillian Sharples 6 Alan Whittaker	1 Alan Cullens 2 Martin Boardman	
TOWN TEAM (4 Members including Executive Member for Resources – plus County Councillors) (3:1:0)	1 Danny Gee (Chair) 2 Matthew Lynch 3 Peter Wilson Tommy Gray to attend as observer with role of Town Centre Redevelopment Lead	1 Eric Bell	
CHORLEY PUBLIC SERVICES REFORM EXECUTIVE (2 representatives) (1:1:0)	1 Alistair Bradley Graham Dunn (Observer) Margaret France (Observer)	1 Alan Cullens	

SHADOW CABINET APPOINTMENTS

Leader of the Opposition, Economic Development and Public Services Reform (less business growth, employment and skills)	Alan Cullens
Deputy Leader of the Opposition, Resources and Public Protection	Martin Boardman
Early Intervention	Debra Platt
Homes and Housing (plus business growth, employment and skills)	Greg Morgan
Customer	Paul Leadbetter
Streetscene Services	Eric Bell

18.C.9 Appointments to outside bodies for 2018/19

A schedule of nominations for the appointment of Council representatives on outside bodies for the forthcoming Council year was circulated.

The Executive Leader Councillor Alistair Bradley proposed, Councillor Peter Wilson seconded, the **Decision that appointments to outside bodies be approved as follows:**

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
1.	Adactus Board (Now Jigsaw	Now	Councillor Roy Lees +	May 2019

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
	Homes)	1	Substitute TBC	
2.	Adlington Community Association	2	Councillor June Molyneux and Mrs Florence Molyneux (Labour Nominee)	May 2019
3.	Armed Forces Champion (Central Lancashire CVS)	1	Councillor Aaron Beaver	May 2019
4.	Brindle Village Hall Management Committee (Observer position)	1	TBC	May 2019
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 2019
6.	Chorley and District Neighbourhood Watch Association	1	Executive Member for Early Intervention - Councillor Beverley Murray	May 2019
7.	Chorley and South Ribble Citizens Advice Bureau Management Committee	1	Councillor Gordon France	May 2019
8.	Chorley and South Ribble Disability Forum	1	Councillor Hasina Khan	May 2019
9.	Chorley and South Ribble Shopmobility	1	Councillor June Molyneux	May 2019
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 Football Club Community Trust	1	Executive Member for Early Intervention - Councillor Beverley Murray	May 2019
12.	Chorley Sports Forum	2	Executive Member for Early Intervention - Councillor Beverley Murray and Councillor John Walker	May 2019
13.	Chorley Women's Centre Committee	1	Councillor Margaret France	May 2019
14.	Chorley, South Ribble and West Lancashire Children's Partnership Board	1	Councillor Zara Khan	May 2019
15.	Clayton-le-Woods Community Centre Management Committee	1	David Rogerson (Labour nominee)	May 2019
16.	Cuerden Valley Trust	1	Councillor Neville Whitham	May 2019
17.	District Councils' Network	1	Executive Leader - Councillor Alistair Bradley	May 2019
18.	Growth Lancashire Ltd Company - Board	1	Executive Leader - Councillor Alistair Bradley Substitute Cllr Alistair Morwood	May 2019
19.	Heapey and Wheelton Village Hall Committee	2	Councillors Chris France and Gordon France	May 2019
20.	Heskin Village Hall Management Committee	1	Councillor Paul Leadbetter	May 2019
21.	Hoghton Village Hall Management Committee	1	Councillor Sheila Long	May 2019
22.	Home-Start Chorley and South Ribble	1	Councillor Margaret Lees	May 2019
23.	Lancashire Combined Authority (Shadow)	1	Executive Leader - Councillor Alistair Bradley (Substitute - Councillor Graham Dunn)	May 2019
24.	Lancashire County Council - Wellbeing, Prevention and		Councillor Margaret France	May 2019

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
	Early Help Advisory Board			
25.	Lancashire County Council – Adult Social Care and Health Scrutiny Committee (Co-opted member)	1	Councillor Margaret France (Substitute - Councillor Jean Cronshaw)	May 2019
26.	Lancashire County Council Transport Asset Management Plan (TAMP) Scrutiny Task Group	1	Councillor Graham Dunn	May 2019
27.	Lancashire Neighbourhood Watch Forum	1	Councillor Jean Cronshaw	May 2019
28.	Lancashire Police and Crime Panel	1	Executive Leader - Councillor Alistair Bradley (Substitute, Deputy Executive Leader - Councillor Peter Wilson)	May 2019
29.	Lancashire Teaching Hospital NHS Foundation Trust – Governing Council (3 year appointment)	1	Executive Leader – Councillor Alistair Bradley	May 2019
30.	Lancashire Waste Partnership	1	Executive Member for Customer, Advice and Streetscene Services - Councillor Adrian Lowe	May 2019
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 2019
32.	Local Government Association General Assembly and associated groups	2	Executive Leader - Councillor Alistair Bradley and Deputy Executive Leader - Councillor Peter Wilson	May 2019
33.	Mawdesley Millennium Trust	1	Councillor Martin Boardman	May 2019
34.	Mawdesley Village Hall Management Committee	1	Councillor Keith Iddon	May 2019

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
35.	North Western Local Authorities' Employers Organisation	1	Executive Member for Resources - Councillor Peter Wilson	May 2019
36.	PATROL Adjudication and Bus Lane Adjudication Joint Committee Service	1	Executive Member for Customer, Advice and Streetscene Services - Councillor Adrian Lowe	May 2019
37.	Preston and Western Lancashire Racial Equality Council	1	Councillor Paul Clark	May 2019
38.	Preston Domestic Violence Services – Management Committee	1	Councillor Margaret France	May 2019
39.	Rivington and Brinscall Advisory Group	3	Councillors Chris France, Margaret France and Kim Snape	May 2019
40.	Rivington Heritage Trust	1	Councillor Kim Snape	May 2019
41.	Runshaw College Community Liaison Group	4	Councillors John Dalton, Anthony Gee, Danny Gee, Alistair Morwood	May 2019
42.	Rural Services Network	1	Councillor Alan Whittaker	May 2019
43.	Safer Chorley and South Ribble Partnership (Responsible Authorities Group)	1	Councillor Marion Lowe	May 2019
44.	The North West of England and the Isle of Man Reserved Forces and Cadets Association	1	Councillor Aaron Beaver	May 2019
45.	West Pennine Moors Area Management Committee	2	Councillors Gordon France and Kim Snape	May 2019
46.	Clayton Hall Landfill Liaison Cttee	1	Councillor Neville Whitham	May 2019

18.C.10 Council Meetings 2018/19

Councillors noted the programme of Council Meetings for 2018/19 as follows:

- Tuesday, 24 July 2018 at 6.30pm
- Tuesday, 18 September 2018 at 6.30pm
- Tuesday, 20 November 2018 at 6.30pm
- Tuesday, 22 January 2019 at 6.30pm

- Tuesday, 26 February 2019 at 6.30pm
- Tuesday, 9 April 2019 at 6.30pm
- Tuesday, 14 May 2019 at 6.30pm

18.C.11 General Data Protection Regulations

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director (Policy and Governance).

The EU General Data Protection Regulations (GDPR) will come into force on 25 May 2018. These introduce a new data protection regime to be enforced against any organisation doing business or providing services within the European Economic Area. This includes Local Government.

The GDPR provide new principles to be applied placing new obligations on data holders and new rights are granted to data owners. There is also a new role created who is responsible for the monitoring of the Data Protection regime in each organisation, the Data Protection Officer.

A Member Learning Session has been scheduled on 24 July, prior to the next Council meeting, all about the impact of GDPR, in addition to the elearning course made available to all members.

The Executive Member for Resources, Councillor Peter Wilson proposed and the Executive Leader, Councillor Alistair Bradley seconded the **Decision**

- 1. To approve the adoption of the policies contained at Appendix 1.**
- 2. To approve the appointment of the Council's Monitoring Officer, the Head of Legal, Democratic and HR Services to the role of Data Protection Officer.**

18.C.12 LCC Transformation Fund - additional budget request

The Executive Leader, Councillor Alistair Bradley presented the report of the Director (Policy and Governance).

This report provides a summary of the current financial position regarding the provision of Council-funded bus services within Chorley. It also outlines the proposals to move to a tendered solution, to provide a more sustainable suite of subsidised bus provision, funded by the Council, and LCC within the borough.

The overall subsidy contribution funds four current routes. The current cost arrangements are expensive, and are not sustainable. Over recent months, a significant amount of work has taken place between both Chorley Council and Lancashire County Council to seek a more sustainable approach to the provision of these routes within Chorley.

In order to deliver more sustainable bus services, and increase LCC funding into the subsidised routes, the existing routes have been re-designed into three routes combining the majority of the current 7C and 6/6A provision into a new 357 service. Details of these routes are outlined within the report.

As the initial 12 month tender will span both the 18/19 and 19/20 financial year, approval is sought to support the current subsidy, and new tendered arrangements until 30 September 2019.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the **Decision**

- 1. To increase the 2018/19 LCC Transformation Fund budget by £58,000, to a total of £158,000 to subsidised bus services in the borough.**
- 2. That the awarding of the Tender for the proposed 357 service, be awarded by the Executive Member for Economic Development and Public Service Reform via an EMD once a cost tender exercise has been undertaken by LCC.**

18.C.13 Exclusion of the Public and Press

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

18.C.14 Properties for the Syrian Refugee Programme

The Executive Member (Homes and Housing), Councillor Jane Fitzsimons presented the confidential report of the Director (Early Intervention and Support).

The preferred option is for the council to seek to purchase properties that will be used to house refugees as part of the Syrian Refugee Programme. The rationale for this proposal is that it provides the council the best opportunity to manage the programme so that the refugee families are well-supported and become well integrated into the community. In addition, following the end of the programme, the council will have assets in the properties that can be used in the future.

Members discussed the different options considered. Councillor Alan Cullens, Leader of the Opposition expressed concern about the timescales involved and the town centre location of the proposed properties. He suggested that rental properties should be the preferred option. He queried the costing within the report and the options if properties cannot be purchased and renovated for when the refugees arrive.

Councillor Fitzsimons explained that timescales are tight, but that the Council, as a community leader, is best placed to ensure that the refugees are supported in settling in Chorley, with access to services and education. Until the Council knew the families were coming it was not possible to purchase properties, but long term the proposal will increase the Council asset base, in line with the proposal for the housing company.

The Executive Member (Homes and Housing), Councillor Jane Fitzsimons proposed and the Executive Leader, Councillor Alistair Bradley seconded the **Decision**

- 1. To increase the Capital Programme by £1.672 million for the purpose of purchasing 10 properties and that prudential borrowing is used to fund this purchase.**
- 2. To set aside a revenue reserve of £60k to create a building maintenance fund to bring any homes that require refurbishment up to the necessary standard.**

Mayor

Date



Report of	Meeting	Date
Director Policy and Governance (Introduced by the Leader)	Council	24 July 2018

CHORLEY COUNCIL ANNUAL REPORT 2017/18

PURPOSE OF REPORT

- To provide a summary of the Council's achievements during 2017/18 as well as highlighting both the challenges and opportunities facing the Council in 2018/19 and beyond.

RECOMMENDATION(S)

- That the report be noted.

EXECUTIVE SUMMARY OF REPORT

- Overall performance during 2017/18 has been good, delivering tangible outcomes that meet the Council's key priority areas:
 - 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
- The successful delivery of key projects has been underpinned by strong organisational performance and supported by the Council's programme of new revenue and capital investment in 2017/18, totalling £12.43m. Looking ahead, the demand of delivering against budget pressures still remains a risk, as does the financial risk associated with high-profile capital projects. This report highlights activity to date, the resulting outcomes for local people and our approach to meeting the challenges ahead.
- For the first time, an Annex has been added to the report to fulfil our requirements under the Trade Union (Facility Time Publication Requirements) Regulations 2017. With effect from 1 April 2017, public sector employers are required to collect and publish annually data in relation to their usage and spend of Trade Union facility time in respect of employees. This data will be incorporated into the Statement of Accounts in future years.

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

(If the recommendations are accepted)

- N/A

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. N/A

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

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

BACKGROUND

- 9. The annual report is a key mechanism for presenting information about the Council’s performance to residents, partners and key stakeholders. The report provides information regarding the key activities which have been delivered over the past 12 months to meet our vision and corporate priorities.
- 10. For the first time, a short video has been produced that will highlight some key areas of achievement, and provide a summary of the year’s activity. Introduced by the Leader, the video will be released via social media, and will hopefully attract audiences who may not have previously viewed the Annual Report. Prior to the Council meeting, a link to the video will be provided for Members.
- 11. Looking ahead, the report identifies some key challenges faced by the Council in order to meet residents’ needs, and sets out a number of key initiatives for 2018/19 which we will be undertaking to ensure that our organisation remains in a position to meet these needs.

SUMMARY OF THE REPORT

- 12. The Chorley Council Annual Report is attached to this paper as an appendix. The key headlines from the report include:
 - a. **Involving residents in improving their local area and equality of access for all**
 Our events programme, has attracted over 60,000 people to Chorley, increasing its profile as a destination and this has generated £176 million for the local economy – in addition there were a total of 73,760 visits to Astley Hall. The Chorley Flower shows continues to go from strength to strength, contributing significantly to the visitor investment in the borough, with almost 15,000 visitors attending the event. The Chorley Time Credits scheme has continued to reward people for giving up their time to volunteer with positive results for all volunteers. 84% of volunteers have reported an improved quality of life, and 52% feel less isolated and lonely as a result of volunteering. 340 learners attended the digital access and skills training, and this alongside the increase in digital access points to 28 is not only improving the skills of residents, but how they access our services and interact with us.

b. A strong local economy

This year, we have continued to strengthen Chorley's local economy, working hard to attract new businesses and seeing a 1.18% growth in business rate. Investment in improving the public realm within the town centre and surrounding areas, alongside the investment into the Market Walk extension continue to support the development of a strong and vibrant economy. Our overall employment rate across the borough is higher than any other Lancashire district at 86.5%, and our number of 16-17 year olds not in education, employment or training is lower than the national average at 2.7%. 359 attendees took advance of our Choose Chorley events, representing the business community. This engagement alongside the positive comments from businesses continue to identify Chorley as a place to live, work and invest.

c. Clean, safe and healthy communities

We continue to encourage people to get active and stay active, supporting our approach to health and wellbeing. In 2017/18 1,174,553 people have visited our leisure centres and 23,417 young people took part in our Get Up and Go activities over the last year. We continue to invest in our parks and open spaces with £600,000 investment throughout the year to provide better access and improved facilities for all. The resident's satisfaction survey results highlighted that 84% residents are satisfied with their neighbourhood as a place to live, 78% of residents are satisfied with our parks and open spaces and 92% of our residents feel safe during the day. Our affordable housing has increased by 49% to 172, overachieving against our target of 100 affordable properties delivered.

d. An ambitious council that does more to meet the needs of residents and the local area

Customer satisfaction remains within our target, highlighting that customers remain satisfied with the work we do and services we deliver. Our level of overall dissatisfaction is at 19.86% at the end of 2017/18 against a target of 20%. Engagement with our residents online is changing, as we have received 1.2 million views to our website, and a total of 28% of our 22,740 service requests received online. The development of the Youth Zone, that will be completed in early 2018/19, will deliver state of the art facilities for young people to access and enjoy. Responses to our residents' survey increased by 50% to 2,639 highlighting that our residents want to engage with us and share their thoughts on how we deliver our activities.

e. Council spending

This year, the Council has committed to new investments totalling £12.43m, with priorities for investment identified by residents including;

- Supporting businesses and improving the local economy
- Improving the locality, and equality of access for all
- Providing services for young and older people
- Improving the town centre and the public realm
- Supporting safer communities
- Putting on events for our residents and visitors, continuing to develop Chorley as a destination
- Investment in play and recreation facilities and open space throughout the borough

f. Future challenges in 2018/19

As in previous years, managing the impact of public service budgets cuts and balancing the increasing demand for services continues to be the biggest challenge facing the organisation. This, alongside ongoing Lancashire County Council budget cuts (£442m by 2021/22) puts pressure upon the Council to consider supporting services or assets that have been removed or reduced. As our performance and service delivery increases and improves, so do the expectations of our residents, in terms of the quality of services we are

able to provide - this will require consideration alongside the increased demand and requests for support that we will continue to experience.

The future of our income generating projects will always remain a risk, as we work to develop and realise opportunities that can deliver against our Medium Term Financial Strategy and generate income. However, the Council has been proactive in its response and positioned itself well to ensure that vital services for local residents are protected against the budget demands. There are a number of plans and strategies in place, including the Transformation Strategy, shared services and income generation, all of which will support the Council to deliver the Medium Term Financial Strategy.

The work of the Chorley Public Service Reform Partnership will also support the Council in these challenges, working to integrate and re-configure public services in Chorley to provide the best outcomes for residents. Our Integrated Community Wellbeing team and the joint approach with Lancashire Care Foundation Trust will deliver a high quality integrated service for our residents, paving the way for future activity to deliver a preventative approach for health and wellbeing. Significant investment in the town centre will not only improve the offer, but also develop the retail and leisure potential and ensure that the town centre continues to thrive for years to come.

The capacity of the Council to deliver some of the key initiatives above, alongside the skills required, will remain a challenge, as the demand of doing more for less increases. Recruiting to specific roles within the Council, including building control, planning policy and ICT still remains a challenge due to competition from the private sector and a national shortage. Exploring how else we can procure these key skills will continue to be a challenge.

Finally, in order to meet the budgetary pressures, and increasing demand for our services, we need to constantly consider new ways of working, be this through increased partnership working, or through the provision of shared services. Resourcing this activity in advance of savings being achieved, either through budget investment or staff support, forms part of the role of the Transformation Board.

IMPLICATIONS OF REPORT

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

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

REBECCA HUDDLESTON
DIRECTOR (POLICY AND GOVERNANCE)

Report Author	Ext	Date	Doc ID
Catherine Hudspith	5248	6 th July 2018	Chorley Council Annual Report 2017/18

Chorley Council

ANNUAL REPORT



Chorley
Council

2017/18

Welcome to Chorley Council's annual report

This report presents Chorley Council's annual report for 2017/18. It provides an overview of activities and achievements over the last year, outlining the key steps that we have taken to ensure that we continue to deliver our vision and priorities as outlined below:

Our vision:

A proactive community leader, supporting the borough and all its residents to reach their full potential through working in partnership to deliver services that achieve the best outcome and protect vulnerable people



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

The challenges in 2017/18

Overview of 2017/18

Statement from Cllr Bradley, Leader of Chorley Council and Executive Member for Economic Development and Partnerships

The past year has seen the Council continue to focus on delivering against the objectives we set out in our own Business Plan and Corporate Strategy (2016-2020) and I am personally proud to be able to present our key achievements in this annual report.



As a Council we continue to work closely with the communities we serve, and our partners to build the conditions for a strong local economy, and to identify Chorley as a great place to live, work and visit. Our economy remains strong, and the opportunities presented by our infrastructure developments means that we continue to be attractive as a place for business to invest. These opportunities will continue to generate benefits for local people through the provision of jobs and training.

We have acquired 30 hectares of employment land, and our Choose Chorley initiative has seen continuing demand upon Chorley from businesses seeking new locations. In 2017/18 we actively engaged with over 100 businesses - their viewpoint is important, and they are clearly saying that Chorley is a great place to invest.

We are not alone in facing unprecedented challenges, and have had to rethink the way we design and deliver services to improve what we deliver for our communities. Our focus on improving health and wellbeing through prevention, whilst strengthening communities and resilience continues to gather momentum. In 2017/18, our digital inclusion programme supported over 340 residents to be able to access and utilise online services, and we have seen a significant shift in demand for our online services.

We have taken our role as guardian of the town centre seriously. In 2017/18 we invested £4m in our town centre public realm, including acquisition of key sites, Theatre Walk and site preparation, which will enhance its focus in the future, improving the leisure offer to residents and visitors. I look forward to being able to report again on how our activity and investment has made Chorley an even better place to live, work and visit next year.

But we also have invested to improve connectivity and improve our rural locations within the borough, and in 2017/18 continued to subsidise bus services, that connect some of our outlying villages with the town centre. Our neighbourhood delivery programme has delivered £50,000 investment, delivering local improvements including footpath, access improvements and defibrillators.

We will continue to drive forward and do even more in 2018/19 to deliver positive outcomes for the residents of Chorley.

Statement from Cllr Wilson, Deputy Executive Leader, Executive Member (Resources)



I am proud to be able to present our Annual Report, that summarises our key achievements during 2017/18, and the successes our staff have worked hard to deliver to grow Chorley as a place of ambition and opportunity for all.

We are an ambitious Council that delivers for our residents without losing focus of our role as a provider of services. Our staff are focussed on putting people first, whether this be residents, customers, partners or businesses - but perhaps our greatest strength as a place is our communities. I would like to thank you, our community and how you engage with us – in the past year more residents than ever have responded to our consultation around key issues, including the Budget and residents' survey. All of which helps to shape the services we provide, and the decisions we make.

In supporting our communities to be outstanding we have continued to develop initiatives aimed at health and wellbeing, restructuring our current service provision to provide a preventive focus on health. In 2017/18 we have invested in the development of our Integrated Community Wellbeing Service with our partners Lancashire Care Foundation Trust (LCFT) to transform the way our residents access wellbeing services.

We have invested in facilities that support a broad age profile of Chorley, with both the launch of the £4M Youth Zone facility within the town centre, and our £3.3m investment in Primrose Gardens retirement village, to provide an assisted living facility, highlighting how we are responding to the Chorley community at large.

We are proud of our borough, and the number of visitors who attend our events. In 2017/18 over 60,000 people attended our events throughout the year, but this investment goes beyond merely showcasing Chorley as a great place to visit – up to £176m was generated for our local economy by visitors to Chorley.

At the heart of the way we work, is our engagement with residents and communities, and our increasing track record of collaboration and integration with partners. We know that by working together, we are stronger, and capable of delivering so much more.

We are resilient and ambitious and well placed to deal with the difficult financial circumstances we, and all Councils are, experiencing as government funding cuts continue, and have demonstrated we have a realistic and deliverable business plan and financial strategy for the future.

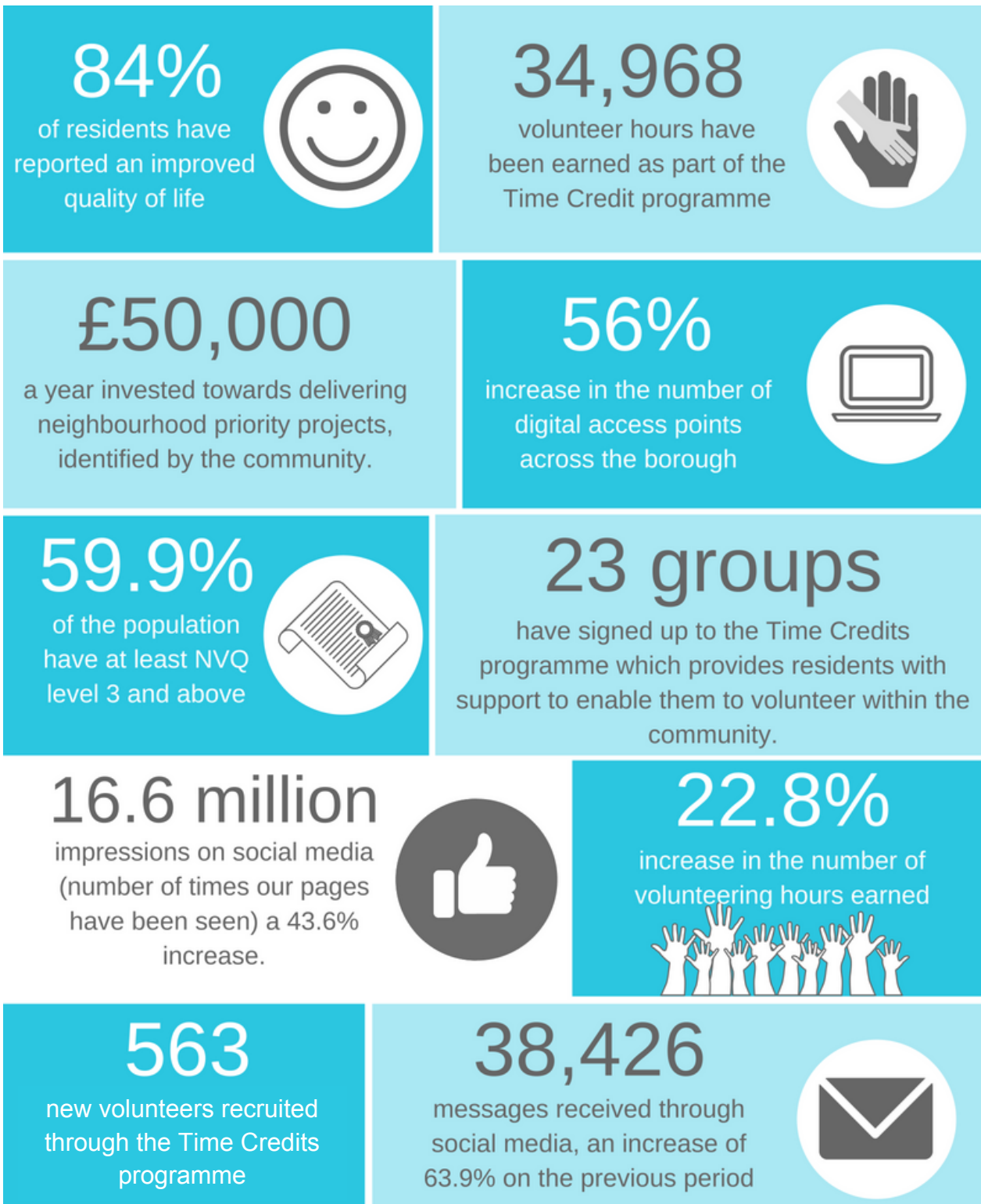
Involving residents in improving their local area and equality of access for all



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



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



What have we done this year to achieve this?

This year we have worked once again to ensure that the services we provide promote equality of access for all and enable residents to take an active part in their community. We continue to ensure that residents can benefit from being digitally included and accessing online services through the delivery of free digital training sessions and continuing to increase the number of digital access points across the borough.

We have seen the use of online channels such as, social media as a way for residents and customers to contact us, increase by 63.9% over the last year.

We have continued to support volunteering across the borough through our Chorley Time Credits scheme. An increase in volunteering hours within the borough of 22.8% demonstrates that residents enjoy and benefit from taking an active role within their local area. This year those who have taken part in Time Credits have reported improved mental and physical health, and improvement in their quality of life.

Our ever successful events programme has seen attendance by over 60,000 people this year. The programme, which has included the delivery of the extremely successful Chorley Flower Show, aims to deliver an exciting range of events for local residents to attend and raise the profile of Chorley.

Digital access and skills



340 learners engaged

In 2017/18 the council has invested in digital inclusion, supporting residents from across the borough to access services online. To deliver this we have created new hubs in our community centres to provide digital training sessions at venues across the borough. The sessions which have focused on developing residents online skills including beginner's getting online sessions and tablet courses.

Since September 2017, we have delivered 26 courses across 15 venues, engaging with 340 learners. We are also working with the Citizens Advice Service to provide one to one support to people to help them develop their digital skills, 84 learners have taken part in these sessions, the majority of which are now attending week on week.



28 new access points created



84 Citizen's Advice Partnership learners engaged

We have increased the number of digital access points across the borough; bringing the total to 28 access points. We also have a number of digital hubs across the borough where people can access a computer and internet facilities and these services are now available at community facilities such as Lancaster Way Community Centre, Buttermere Community Centre, Clayton Brook Village Hall and Clayton Brook Village Hall.

Increasing visitor numbers to Chorley

We have delivered various events across the year, which have allowed us to engage with local residents, raise the profile of Chorley as a destination and encourage visitors from further afield. Over 60,000 people attended our events in 2017/18.

Visitors to the Chorley borough generate **£176million** for the local economy

Picnic in the Park - 8,000 people attended the Picnic in the Park with live entertainment on the Rock FM stage, circus skills, face painting and much more family fun. The annual event held in Astley Park helps to provide a sense of community for Chorley residents and visitors.

Chorley Flower Show - The Chorley Flower Show returned for the third time in 2017, building on the success of previous years, with over 15,000 visitors enjoying the beautiful displays and entertainment.


Some of the comments received over the weekend highlighted that people now see this as a better horticultural event than the well-established Southport Flower Show and that its friendly atmosphere makes it better than the RHS Tatton Flower Show.



Chorley Grand Prix - Thousands of families and cycle fans came to Chorley to cheer on the teams of elite cyclists who were taking part in the third Chorley Grand Prix in 2017. The event was once again a great success receiving excellent feedback from local residents and visitors alike.

Chorley Live - More than 10,000 people enjoyed a weekend of live entertainment in Chorley as the fifth Chorley Live was a huge success.

Christmas - Almost 16,000 people attended various Christmas attractions in 2017 including the Christmas lights switch on, Astley Illuminated, the pantomime, the Santa Express, and the helter skelter.



3,000 people enjoyed a ride aboard the Santa Express to meet Father Christmas at Astley Hall which is an increase of 18%.

Local performers of every genre from jazz to rock played in venues ranging from pubs and restaurants to a bank, a library, and even a sweet shop. The weekend saw more than 236 live performances take place across 30 venues.

73,760 visits to the **Astley Hall complex** (which includes Astley Hall, Coach House Gallery, Coach House Activity Space and Conference Room, and the Farmhouse)

CheckoutChorley.com

The 'Check out Chorley' website provides information about things to do, events being held in and around Chorley and provides inspiration for great days out. This enables potential visitors to access information and promotion around Chorley as a visitor destination. In 2017/18 there were nearly 43,000 unique visitors to the website - an increase year on year of 57%.

In March 2018 Chorley Council launched a cinematic-style video to attract more visitors to the borough and encourage people to check out Chorley.

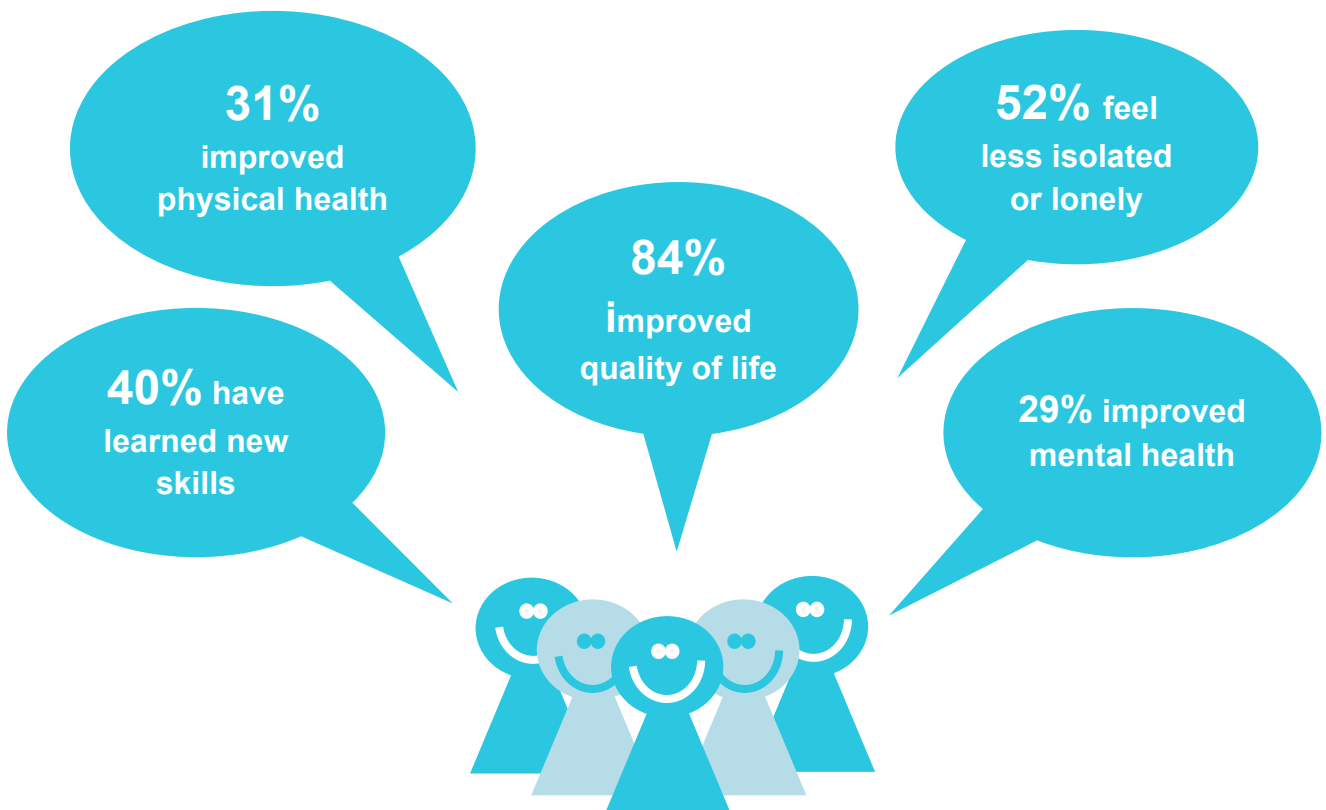
Time Credits

The Time Credits programme provides residents with support to volunteer within the local community. It has been proven that volunteering has a positive impact on both individuals and communities through reducing feelings of isolation, encouraging skill sharing and improving mental health.

This year **34,968** volunteer hours have been earned as part of the Time Credit programme and **563** new volunteers have been recruited.

There are a total of **107** groups now signed up to the Time Credits programme, with **23** of these groups signing up in 2017/18.

People who have taken part in the Time Credits scheme in 2017/18 have told us:



Developing new ways to deliver services for communities

In 2017/18 we have worked to develop new ways to deliver services for communities and understand further how new models of working could be developed to work alongside residents and the third sector.

SPICE, an organisation that works in partnership with local authorities to enable more local people to engage with their local communities, were commissioned to undertake a project to carry out intensive engagement with our local communities. This has helped us to better understand their needs, motivations and expectations of public services.

The final report from SPICE concludes that ultimately services need to support and create the right conditions for communities to be resilient by enabling them to flourish outside of, or beyond the public sector's control, by involving people more in the design and delivery of services, and for the Voluntary, Community and Faith Sector (VCFS) to be more involved in service delivery.

Neighbourhood working

The Council invests £50,000 a year towards delivering neighbourhood priority projects, identified by the community, to improve their local neighbourhood.

This year a programme of 24 projects have been delivered across the eight neighbourhoods. Some examples of projects that have taken place include:

Clayton and Whittle

Converting telephone boxes into public access defibrillator sites with one box housing a book swap facility.

Western Parishes

Creation of a footpath in Bretherton and Croston to create safer public walkways and access routes.

Chorley Town West

Working with residents to deliver a cookery school, educating and enhancing cooking skills.

South East Parishes

Supporting Adlington Library to facilitate its use as a community hub to enable the continuation of events, offer more services, and encourage more local groups to engage.

Equality event and 100 years of the vote for Women

2018 marks 100 years since the Representation of the People Act 1918, which enabled all men and some women over the age of 30 to vote for the first time. To celebrate this we put on a series of events and actions to commemorate 100 years of women having the vote. There have been three workshops with local women and local school pupils. 70 school pupils and 15 local women attended two workshops which involved learning about the role of Parliament, how to get involved in local politics and learning about the history of women and the vote. There was also an event involving 30 school pupils which gave them the opportunity to meet and speak with prominent local women and councillors to learn how they as young people can also make a difference, influence and campaign within their communities.

This year also saw the delivery of a community cohesion event which was delivered through the work of the Chorley Equality Forum. The event was the first of its kind and saw over 100 people come together to listen to speakers and to discuss our local community including considering what makes them most proud about their local area.

There was lots of great feedback received, with people saying that some of the things they are most proud of were:



The multicultural community within Chorley

The number of volunteers and the voluntary sector

How the Council and its partners operate

The Markets and Market Walk

Astley Hall and Park

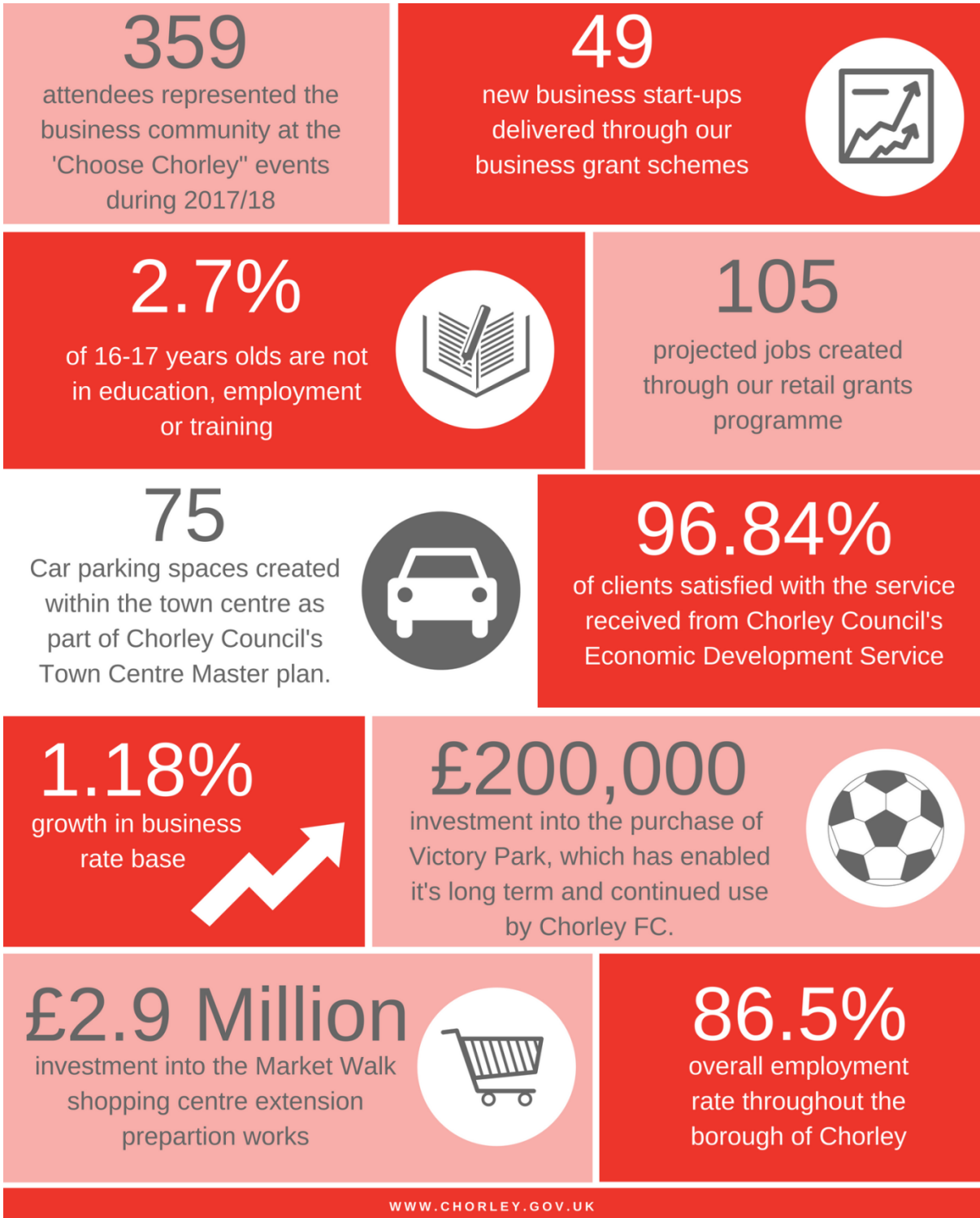
A strong local economy



A Strong Local Economy



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



What have we done this year to achieve this?

Work has continued this year to ensure that Chorley is a place that people want to live, work, visit and invest. We are continually investing in our town centre, not only to attract visitors, but to improve the offer to our residents and ensure that the town centre is vibrant, enabling it to thrive over the coming years. Our continued work this year on the Market Walk shopping Centre extension continues to gather momentum and will see the town centre offer improved for the benefit of residents and visitors alike, along with boosting the local economy.

The location of our iconic Chorley Markets has been moved to the town centre streets to make way for the work on the Flat Iron Car Park. This has provided a new lease of life for the markets and has seen new customers visiting the town centre to access the stalls and the surrounding retailers.

We have continued to demonstrate our commitment to economic development and employment through the delivery of our business support sessions and Choose Chorley Business events, supporting local businesses and in turn, the local economy. This year we have delivered business start-up and business boost workshops to over 150 individuals, providing help and support to existing and potential new business.

Our employment rates continue to out-perform targets, 86.5% of our population are employed (2017) which is a higher rate than any other Lancashire district and the number of 16-17 year olds who are not in education, employment or training is better than target. We continue to support people into employment through schemes such as Chorley Works, 37 people have gone on to find paid employment this year after taking part in work experience placements.

Digital Office Park

Chorley is set to become the centre of the rapidly growing digital sector in Lancashire thanks to an ambitious scheme being developed. The new advanced digital office park will create 54,000sq ft of state-of-the-art office space providing high value jobs for hundreds of people and is to be built at Euxton Lane after the council won financial backing from Europe.

The work completed over 2017/18 has been around preparation works for the build including designing the scheme; procuring contractors and doing ground work on site. The site is set to be completed in May 2019 and its delivery will support the local economy and job creation in the borough. The park will also have links with the Higher Education Sector and will raise the profile of Chorley as a place to work and live.

Town Centre Improvements

Car Parking

New tariffs were introduced on all council car parks which give people access to one hour free parking on short stay car parks, and up to three hours free on long stay car parks. This is to encourage people to continue visiting Chorley and ensure access to the town centre while redevelopment work takes place.

We have also conducted major work to increase parking capacity across the town centre to support retailers and shoppers while redevelopment work takes place. In 2017/18 Hollinshead Street Car Park and the United Reformed Church Car Park were combined to produce 75 additional car parking spaces.

The council has also purchased Oak House and the surrounding land which will enable us to redevelop the site into a car park for 47 parking spaces. Plans are also underway to build an extra level on Friday Street car park which will create an additional 96 spaces.

Theatre Walk

As part of a project to improve the public realm in the town centre, improvement work was completed on the alley between Peter Street and Market Street creating a better walkway from the town centre to the theatre for visitors and residents. The alley, which is now known as Theatre Walk, has been cleaned up with new paving and an archway installed. Theatre-related quotes line the paving and notice boards have been installed along the walls to tell people what is coming up at Chorley Little Theatre. Many local people know the alley as Peter Wink so street name plaques have also been installed at either end to recognise this fact.

Fazakerley Street

Work has also been completed on Fazakerley Street with new paving laid to create a flatter surface allowing more space for market stalls and entertainment activities. New seating has been installed with decorative finishing touches.

Chorley Market

Visitors to Chorley Markets now get a new market experience as stalls from the Flat Iron have been moved to the streets of the town centre. The move has been a great success with more people than ever visiting the town centre streets every Tuesday.

We have seen a 61% increase in footfall and covered market traders and shops across the town centre have reported an increase in customers. This relocation has resulted in the Markets becoming more integrated with shops and businesses in the town centre which means that visitors now get the best of both worlds and are shopping locally to support our local businesses.

**We've welcomed
new customers
who have never
visited us before**

Choose Chorley

Boost your Business Workshops

These are growth-focused business events which include networking sessions, practical workshops, conferences and seminars. These enable Chorley businesses to help build a wider knowledge of business, and develop new useable skills that will contribute to business growth.

12 Boost your Business Workshops
93 individuals attending

Business Start Up Jigsaw Workshops

These are free half a day workshops which enable people to learn about the realities and practicalities of setting up and running their own business.

17 Business Start Up Jigsaw Workshops
65 individuals attending

Community Connect Buckshaw

Over 100 local businesses attended the Choose Chorley and Chamber of Commerce Business Connect event held at Runshaw’s Science and Engineering Innovation Centre.

They networked, participated in workshops, toured the new facility and listened to representatives from the host organisations; sponsor and local MP speak about the benefits of joint working and celebrate Chorley as a great deal place to do business.

Positive feedback from the businesses attending and the many posts on social media endorsed the evening as a being a great success.

Business Evening

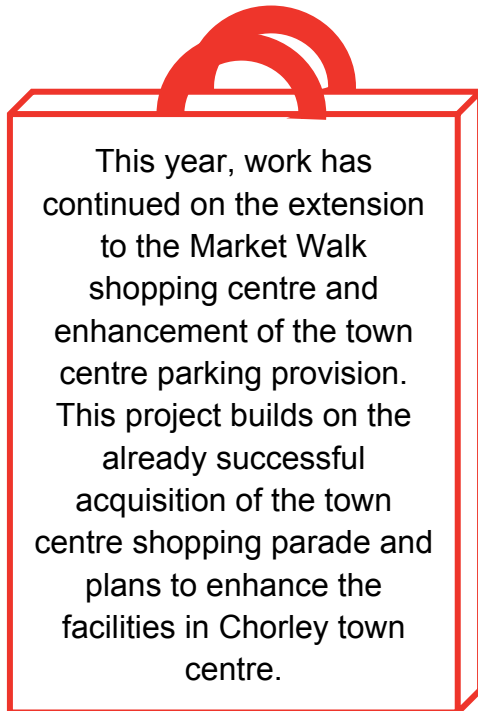
Hundreds of business people enjoyed an inspiring evening listening to how entrepreneur and former ‘Dragon’ Hilary Devey made her mark in business.

The event was also an opportunity to learn about the latest developments in Chorley and put questions to the panel featuring the Leader of Chorley Council, Councillor Alistair Bradley and other prominent business people from across the region.

Online business directory

This year we have launched the ‘itslocalchorley’ online business directory. This is the official business directory for Chorley and is a free interactive service for both customers to use and for companies to advertise. The directory enables Chorley businesses to connect with other local businesses and customers and is a key promotional channel. ‘Itslocalchorley’ makes it easy to find local services, view company locations, visit the website and link with any of the major social network pages all from one place. The directory is fully integrated with Google maps, directions and streetview making it easy to locate businesses.

Market Walk Extension



During 2017/18, work has focused on enabling works to prepare the site for development including car parking. The project has also been re-scoped following approval from a council decision to proceed with creating a more flexible ground floor layout for the scheme and additional car parking in the town centre. The investment into the scheme this year has ensured that the site is ready for development, and that the build of the extension and surrounding works can progress.

Once the extension is built and fully occupied, it is estimated to generate an additional £300k net annual income to the Council and will enhance Chorley town centre as a visitor destination and improve the local

offer for residents. This will create growth and opportunities for the future, enabling the town centre to thrive over the coming years. It will also provide a sustainable income stream for the Council so that we can continue to deliver a wide range of quality services to residents.

Working in partnership

This year we have worked in partnership with key stakeholders to develop a Botany Masterplan which identifies one site within a wider piece of work to bring forward key employment sites to promote inward investment and provide a mix of employment opportunities within the borough.

The creation of this masterplan has enabled planning applications to be prepared for a number of component parts of the wider site including the residential elements and a proposed retail development in the form of a high end outlet village.

This will maximise the best use of employment land and buildings in the borough in order to support economic growth and provide a mix of well paid, high and low skilled jobs.

There is also a proposal for the Outlet Village which would see a number of high end retailers located within the borough that would not be attracted to the town centre or other existing retail locations.

Further work will be undertaken to bring forward sites for development which will continue to enable access to high quality employment opportunities and further strengthen and expand the business sector in Chorley.

Victory Park

We have invested £200,000 in the purchase of the Victory Park ground. The purchase of the ground was followed by a long-term lease for Chorley FC which will enable them to apply for funding to improve their stadium, and community ventures, supporting community facilities for the benefit of residents.



Chorley Works

As a Council we are keen to develop opportunities for our residents, and support those who need help in securing employment or experience. Our Chorley Works programme has enabled 37 people to complete work experience placements of up to 8 weeks, and have gone on to secure paid employment either with their placement, or as a direct result of the work they had undertaken on their placement. In 2017/18, 56 people have completed one or more training courses through the Chorley Works programme, leading to improved skills, confidence and knowledge of those most in need.

37 people
have secured
paid
employment

56 people
have completed
training
courses

Clean, safe and
healthy homes
and communities




Clean, safe and healthy homes and communities




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

£600,000
of improvements made to the boroughs parks and open spaces with equipment, better access and facilities.

94.75%
of all grass cutting work achieved on time for 2017/18




49%
increase in the number of affordable homes built



£3.3 million
invested into delivering the £10m Primrose Gardens retirement village development, to provide a space where people aged 55+ can live and have access to help when needed.

23,417
of young people have taken part in 'Get Up and Go' activities.



91%
of residents within the borough are feeling safe during the day

84%
of residents are satisfied with their neighbourhood as a place to live.

£1.4 million
investment into the Youth Zone facility in partnership with On Side and Lancashire County Council.



1,174,553
people have visited Chorley Council's leisure centres.



78%
of residents are satisfied with the parks and open spaces.

What have we done this year to achieve this?

This year we have continued to ensure that we have clean, safe and healthy homes and communities across the borough of Chorley.

To further improve our high quality parks and open spaces we have made a variety of improvements to the boroughs parks and open spaces with new play equipment, better access and facilities including car parking at open spaces. This has included improvements across the borough in Coronation Recreation Ground, Yarrow Valley Park and Jubilee Recreation Ground. We have once again won national recognition for our parks and opens spaces through the Green Flag awards and our residents' survey told us that 78% of people said they were satisfied with parks and open spaces across the borough.

This year has also seen residents continuing to be active. There have been over 1 million visits to our Leisure Centres throughout the year and 20,000 young people have taken part in our Get up and Go sessions which encourage young people to be healthy and active.

We have continued to work towards providing high quality, affordable housing across the borough including continued work on the build of the Primrose Gardens Retirement Village which will see the delivery of a high quality housing facility for older people. This purpose built accommodation to support older residents in Chorley is due to open in March 2019.

Our Residents Survey demonstrated that a high majority of residents feel safe during the day, with 91% of people reporting feelings of safety and 84% were satisfied with their neighbourhood as a place to live.

We have continued to work to ensure that our borough is clean and tidy. Over 3.6million waste collections have been completed this year, each week we have collected from 1400 litter bins and have kept our 660km of roads within the borough swept throughout the year.

Green Flag award

Chorley's popular parks and recreation grounds have once again won national recognition for their quality and standards.

Astley Park, Yarrow Valley County Park, Withnell Local Nature reserve, and Tatton and Coronation recreations grounds once again met the tough standards put in place by Green Flag Awards, an organisation that inspects parks and open spaces across the country. Each of these sites are amongst a record breaking 1,797 UK parks and green spaces that have received a Green Flag Award.

This international award is a sign to the public that the space boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities.

Parks and Open Spaces

We take great pride in our parks and open spaces in Chorley and our teams work every day to ensure that they are well maintained and a pleasure to visit. The Play, Open Space and Playing Pitch Strategy (2013-2018) outline a five year action plan to protect, manage, and enhance our open space provision in Chorley. The third year of this plan has seen further developments with some highlights, including improvements to play areas and open spaces across the borough:

Osborne Drive, Clayton le Woods

The old equipment has been replaced with a modern design, providing a diverse range of challenging equipment within a safe environment, the park is able to cater for children aged 2-12+.



Jubilee Recreation Ground, Adlington

The design was driven by the views of local site users, combining play facilities for all age groups into one so that families can use the space together.



The new toddler play area is adjacent to exciting play equipment for older children, with fencing added for safety.

Tatton Recreation Ground

New toddler play equipment has been installed as well as safety surfacing. The bowling green has been protected by a barrier.



Back Lane, Clayton-le-Woods

A heritage orchard and wildflower meadows was created along with the community.

Gough Lane Ball Court

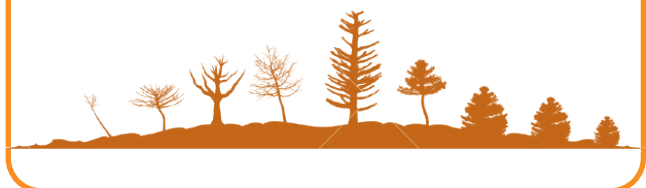
New flood lighting has been installed, a new tarmac surface and the ball court has been cleaned.

Yarrow Valley Car Park

This year we have implemented a major upgrade to the car park at Yarrow Valley Country Park and invested £220,000 to increase the capacity of the car park to 130 spaces, allowing even more visitors to enjoy this beautiful area.

Yarrow Valley Access Improvements

New paths have been created and existing paths have been resurfaced along popular routes within Yarrow Valley Country Park. This includes Wallets Wood, Duxbury Woods, Big Wood, Copperworks Wood and Kingsley Wood.



Integrated Community Wellbeing Service

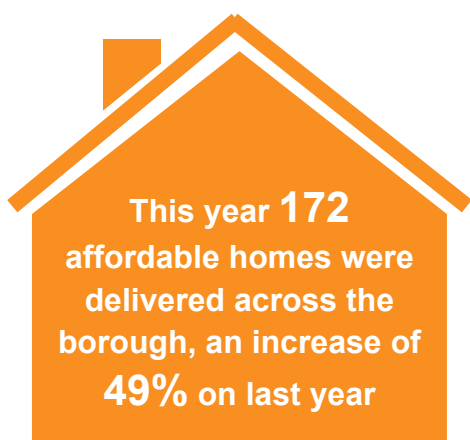
Working with Lancashire Care NHS Foundation Trust (LCFT), the council launched the innovative integrated community wellbeing service during 2017/18. The service aims to improve the focus on prevention and early intervention in public services. Work over the last 12 months has focussed on the initial colocation and establishment of the service.

The service has already had impact, with:

- 78% of staff saying they understand what the service is trying to achieve
- A new approach to dealing with adaptations to support people to remain in their homes speeding up the process to save public services money
- Successful new projects such as Men in Sheds launched jointly between the council and LCFT

Disabled Facilities Grant

We've made improvements in installing adaptations in people's home to help them to remain independent. Adaptations such as installing handrails or creating a downstairs bathroom are now being done in weeks rather than the months or even year's people used to have to wait. The work of the Integrated Community Wellbeing Service has seen the average time for processing the grants decrease from 1 year (for minor adaptations) and 2 years 5 months (for major adaptations) to a processing time of four to six weeks and has also seen the cost per case of waiting to public services reduce.



Affordable Homes

Affordable homes enable the housing market to be more accessible for our local residents by providing properties that represent excellent value for money.

Community Safety

Over 2017/18 we have continued to work closely with the police and other partners to continue to provide services to ensure that our residents stay safe and feel safe. Chorley has a crime rate which is below average for Lancashire and we have worked with the Police and Fire Service to deliver a number of successful initiatives including the Bright Sparks campaign which aims to improve safety awareness for young people around Bonfire Night, providing interventions at an early stage in order to prevent events escalating into more serious situations.

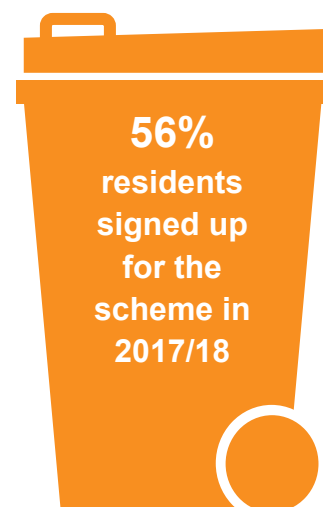
Primrose Gardens Retirement Village for Chorley

We have spent £3.3m in 2017/18 delivering the £10m Primrose Gardens retirement village development in Chorley town centre.

The flagship, high quality purpose-built accommodation scheme, will house 65 high quality self-contained flats across a 3 storey living space of one and two bed roomed apartments and will also include community facilities such as a dance studio and café. The development aims to provide a space where people aged 55 and over can live independently whilst also having access to help when needed. It is expected to open in April 2019.

Garden Waste

In April 2017 we introduced charges to our garden waste collection. This was to protect and maintain this service following the withdrawal of the subsidy we receive for Recycling and cuts in government funding.



Chorley Youth Zone

We have invested £1.4m to this facility in partnership with On Side and Lancashire County Council. The construction of the Youth Zone was completed on time and officially opened in May 2018.

The centre, named by young people as 'Inspire', is a purpose-built facility for the borough's young people aged 8 to 19, and up to 25 for those with disabilities. The Youth Zone will offer up to 20 activities every evening for young people aged between eight and 19, up to 25 for those with a disability, including; dance, sport, art, music and media.

We will continue to support the Youth Zone by contributing £100k per year to meet its running costs.

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



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



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

£400,000

investment into improving the current ICT system and infrastructure.

28%

of service request were received through the online system.



19.86%

of customers dissatisfied, which is better than our target of 20%.



250+

vulnerable residents supported through targeted partnership, multi agency support and public sector reform

2,639

responses to the resident's survey, which has shown engagement from residents was up by 50%



1.2 million

page views to our website, as we continue to develop and improve access to services.

£12.4million

Invested in our corporate priorities
Over 2017/18

162,311

calls received through our call centre in 2017/18



£130,000

funding provided to commission vital services for local residents of Chorley.



98.16%

overall council tax collection rate, performing well within Lancashire

What have we done this year to achieve this?

Our Council continues to be ambitious in the standard of services we deliver and to ensure that these services continue to be delivered under ever decreasing budgets. Our 2017 resident survey results told us that 70% of residents who responded are satisfied with the way the Council runs things.

We are committed to providing our residents with the most positive experience possible, whether a service request is made online, face to face or by telephone. The level of service requests are not only increasing, but are being received in a different way, with 28% of our 22,740 service requests received online. We know that many residents still like to contact us by telephone, and our improved telephone service dealt with 162,311 calls within 2017/18.

We have continued to support local services by providing £130,000 of funding which has been targeted to areas of most need within the borough. We have brought empty homes back into use and supported those at risk of experiencing fuel poverty through a number of support schemes to those who are eligible.

We have invested £12.43 million over 2017/18 to support our corporate priorities and to deliver schemes which have a real benefit to the local community and support the areas identified by residents for investment. We continue to be ambitious in the ways in which we will face our future financial challenges through income generation, efficiency savings and changing the way in which we work- aiming to do more with less.

Transformation Programme

Over the last year we have continued to transform the way in which we work, aiming to do more for less, whilst retaining a high level of service and exceeding our customer expectations. Our transformation programme has seen budget efficiency savings and increased income totalling £416k. This was achieved through reviewing and reducing budgets which were underutilised and no longer needed, reviewing fees and charges with increases made to some to bring them in line with the cost of delivering those services and making changes to the structure of one of our Directorates.

Our Business, Development and Growth Directorate was restructured to ensure that the right skills and capacity are in place to drive forward economic growth. The delivery of the Digital Health Park, Market Walk Extension, Primrose Gardens and income generating projects, are all supported by this refreshed Directorate, ensuring that our Council has the right structure to deliver projects that will not only improve the local economy, but be capable of delivering a challenging programme of income generation projects.

Value for money

Working more efficiently and generating savings have meant that we have been able to continue to invest in our council priorities over the last year. Over 2017/18 the Council has invested £12.43million into delivering numerous schemes to support our corporate priorities identified as a priority by local residents. This has included investment into the town centre, supporting the continuation of local services, supporting local businesses and providing improvements to our parks and open spaces. Our investment has delivered value for local communities by supporting the borough and delivering services to ensure that Chorley thrives.

We have also continued to have one of the lowest council tax charges in Lancashire over 2017/18 and although Council Tax was increased in 2017/18 (for the first time in eight years) it was necessary in order to continue to maintain the best possible services for our residents and protect services funded by other organisations and government funding cuts.

Whilst continuing to make efficiencies, performance has continued to improve over the year with 87.5% of the corporate strategy indicators performing on or above target by the end of 2017/18. There were particular areas of good performance; the processing times for housing benefit and council tax benefit, the number of affordable homes delivered and the number of digital access points across the borough, all of which have exceeded the target set for 2017/18 and last year's performance.

Customer Satisfaction

The level of customer dissatisfaction at the end of 2017/18 was 19.86% which is below our target of 20%. We have worked hard to make sure that we always get back to our customers and that they can always contact us regarding the services we deliver, contributing to high levels of satisfaction.

We have continued to work hard this year to ensure our customers are as satisfied as possible and this has included a number of initiatives being introduced to support this, such as ensuring that customers are responded to in a timely manner and working closely with contractors to ensure that they are meeting customer expectations.

Staff satisfaction survey

This year, we undertook a staff survey which asked our workforce about their satisfaction at work. The results of the survey were really positive and showed that 91% of respondents are satisfied with their role and 98.5% believe they can make a valuable contribution to the success of Chorley Council. 96.4% of staff said that they are committed to the values of the Council and 98.1% said that they feel their team always strives to do better.

Supporting Local services

In 2017/18 we provided funding to support Coppull Children’s Centre following the withdrawal of some of its resources. Our funding has helped children under five and their families to access help and support from teams of professionals including money saving through the Credit Union and family groups sessions which have covered a variety of topics including safe dressing in cold weather and fire safety.



Following the withdrawal of funding by Lancashire County Council in 2017/18 we provided funding to enable Adlington, Coppull and Eccleston libraries to continue operation, providing a useful service and links for some of our rural communities.



We have continued to fund and protect some bus routes across the borough to support services were at risk of withdrawal. This has meant that our residents in certain areas can access vital services including the hospital and town centre. We have been working in partnership with Lancashire County Council to work together to make the routes more sustainable for the future by merging some routes to run along the areas of greatest need.



Grants and commissioning

We provide funding to commission vital services for local residents of Chorley and this year a total of £130,000 was awarded to ensure that funding is targeted to areas of greatest need in Chorley. The services commissioned provide vital support for families, vulnerable adults, older people, young people and community safety that is improving the quality of life for our residents, especially those in need.

In 2017/18 we continued to fund the provision of the Chorley4Community web platform, making it even easier for our local groups to find out about and access funding to develop their activities, that can not only increase the level of activities provided by the community.

Chorley Public Service Reform Partnership

The Chorley Public Service Reform Partnership, led by Chorley Council, recognises the opportunity to radically change the way that public services operate, exploring new ways to deliver better outcomes. This includes improving health and wellbeing; creating more resilience in communities through developing positive relationships; supporting residents to live independently; and build economic growth to improve job prospects and increase skills for employment. This is a new and innovative way of working that not only saves money within the public sector, but also reduces duplication and improves the quality of service for some of our residents most in need.

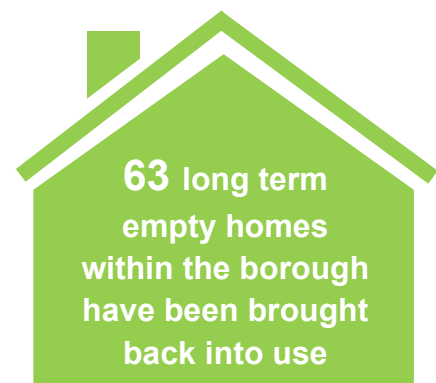
In 2017/18 our Public Service Reform Partnership created a multi-agency team, based in Chorley who provided targeted and co-ordinated support to over 250 vulnerable residents. This approach has not only reduced costs from acute support services, but has helped vulnerable residents to access more preventative, community based wellbeing support which had led to improved outcomes.

Partnership working with GP's

This year we have financially supported the provision of an innovative approach which involves working collaboratively with GP's across the borough. This has resulted in a reduction in the need for extended hospital stays, formal care packages and potential admission to residential care. The impact of this initiative has been a shift away from costly repeat GP interactions, and instead a focus on providing more sustainable support in the community. Residents benefited by gaining extra support from non-clinical services, showing an overall increase in their wellbeing of 20% (based on Lancashire Wellbeing Measure). As a result, these patients, their carer's and families were empowered with the information and support they needed in order to enable greater resilience and self-care for the future.

Long term Empty Homes

This helps to generate a new homes bonus of £252,000. Bringing back properties into use not only generates additional homes within the borough, but also reduces blight, where these properties have had a negative impact on their neighbourhood.

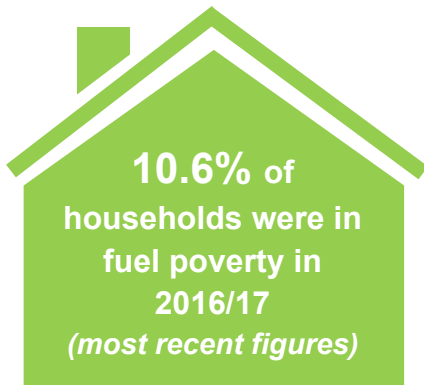


Benefits processing time and Council Tax collection

The time it has taken us to process new applications for housing and council tax benefit applications as well as changes in circumstances during 2017/18 was an average of 5.05 days; this is one of the best in Lancashire, and a reduction of 1.35 days from 2016/17. This helps to provide residents with a quick decision on their benefit claim by speeding up the waiting time and making the whole process easier.

We continue to over achieve against our target of council tax collection within the borough, and in 2017/18, achieved a 98.16% collection rate, performing well within Lancashire. The percentage of business rates collected in 2017/18 was 98.85%; which is the highest collection rate in Lancashire. This not only helps to protect funding for our services but benefits the residents of Chorley.

Fuel Poverty



We are continuing work to reduce the number of households within Chorley who are experiencing Fuel Poverty. This year we have done this through continuing to secure Affordable Warmth Funding from Lancashire County Council which has allowed us to provide initiatives such as free boiler services, contributions towards boiler replacements and cavity wall and loft insulation for those who are eligible for the schemes. The percentage of households experiencing fuel poverty in Chorley is lower than the average for the North West (12.8%).

Member Development Charter

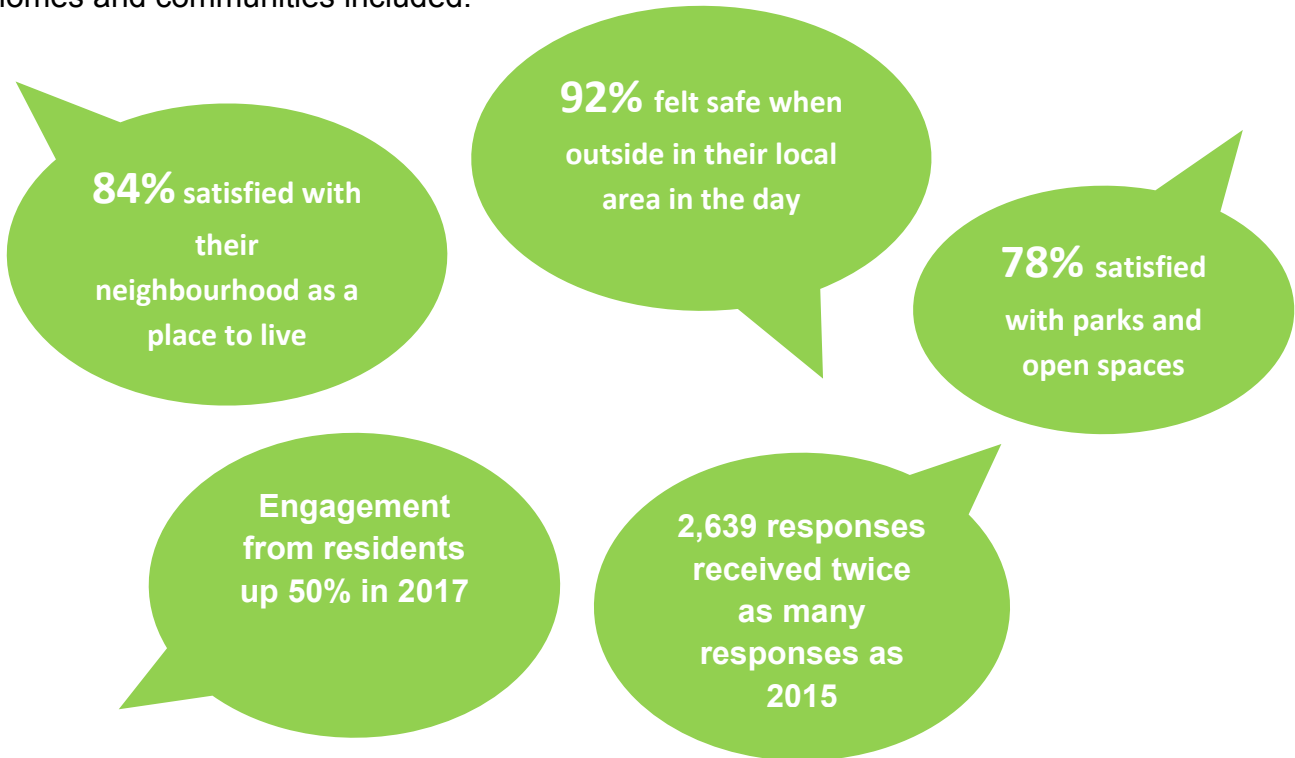
We have been awarded the Level One Member Development Charter for Elected Member Development, this is for good practice in supporting and developing councillors to fulfil the vital role they play in working with and supporting their local community.

Work smart Programme

Work smart is a key element of the council's digital strategy which aims to improve the working environment, tools and skills for staff to enable them to work smarter. In the last year the roll out of dual screens has continued, this enables staff to more easily open and work with multiple programmes and also by installing them on 'floating' brackets frees up more desk space. This in part has led to the introduction of smaller desk and therefore more efficient use of office space. iPads have also continued to be rolled out to staff based on the business need to be able access emails, documents and systems while in meetings or out of the office.

Consultations – Resident Satisfaction and Budget 2017

This year we undertook a resident satisfaction survey which asked residents about their views on the local area, community involvement and life in Chorley. Despite the substantial savings and changes in service made since the last resident’s survey, the results for 2017 remained broadly positive. Some key feedback with relevance to clean safe and healthy homes and communities included:



This year we undertook the annual budget consultation and asked residents about our 2018/19 budget proposals. As well as completing the online survey, residents were invited to share their views and comments using social media.



Council spending 2017/18



Council Spending over 2017/18

In 2017/18 the Council committed to new revenue and capital investments totalling £12.43m that benefitted the Council's four main priority areas as follows:



£385,000

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



£4.470m

A strong local economy



£6.284m

Clean, safe and healthy homes and communities



£1.291m

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

This investment went towards priorities as identified by local residents including:

Supporting community development and volunteering, digital access and inclusion, neighbourhood priorities

Supporting the expansion of local businesses through providing business grants for new and existing businesses and developing Chorley's town and rural tourism

Providing improvements to our leisure centres, the build of the Chorley Youth Zone and providing mediation schemes to support local people

Supporting local bus service and library provision and providing funding to commission vital local services for local residents

The challenges 2018/19

As in previous years, managing the impact of public service budgets cuts and balancing the increasing demand for services continues to be the biggest challenge facing the organisation. This, alongside ongoing Lancashire County Council budget cuts (£442m by 2021/22) puts pressure upon the Council to consider supporting services or assets that have been removed or reduced.

Over the next year we will need to continue to consider:

New ways of working

In order to meet the budgetary pressures, and increasing demand for our services, we need to constantly consider new ways of working, be this through increased partnership working, or through the provision of shared services.

Capacity and resources

The capacity of the Council to deliver some of the key initiatives above, alongside the skills required, will remain a challenge, as the demand of doing more for less, increases.

Resident's expectations

As our performance and service delivery increases and improves, so do the expectations of our residents, in terms of the quality of services we are able to provide - this will require consideration alongside the increased demand and requests for support that we will continue to experience.

Partnership working and investment

The work of the Chorley Public Service Reform Partnership will also support the Council in these challenges, working to integrate and re-configure public services in Chorley to provide the best outcomes for residents. Our Integrated Community Wellbeing team and the joint approach with Lancashire Care Foundation Trust will deliver a high quality integrated service for our residents, paving the way for future activity to deliver a preventative approach for health and wellbeing. Significant investment in the town centre will not only improve the offer, but also develop the retail and leisure potential and ensure that the town centre continues to thrive for years to come.

Looking ahead to 2018/19

Looking forward to 2018/19, we will continue to focus on delivering positive outcomes for residents against our corporate priorities, this will include the following:

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

- Improving the look and feel of local neighbourhoods
- Developing Astley Hall and Park as a visitor destination
- Supporting people across the borough to be digitally included

A strong local economy

- Bringing forward key employment sites for development
- Continuing with the Market Walk Extension and town centre works
- Delivering programmes to help people into employment

Clean, safe and healthy communities

- Delivery of the Primrose Gardens Retirement Village
- Delivery of the Youth Zone
- Developing a strategy for housing in Chorley and implementing a programme of work to deliver this strategy

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

- Continuing to improve the way in which we work and transforming the way we deliver services to best meet the needs of residents
- Delivering a borough wide programme of improvements to our street services including grass cutting, litter and street cleansing
- Continuing Integrating public services through the Chorley Public Service Reform Partnership

Annex A

The Trade Union (Facility Time Publication Requirements) Regulations 2017

The trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. These regulations place a legislative requirement on relevant public sector employers to collate and publish, on an annual basis a range of data on the amount and cost of facility time within their organisation. The facility time data for Chorley Borough Council for the period of 2017/18 is shown below. We have included tables to illustrate the information required, and it is published alongside the Annual Report for the period 2017/18.

Table 1

Relevant Union Officials

What was the total number of your employees who were relevant union officials during the relevant period?

<i>Number of employees who were relevant union officials during the</i>	<i>Full-time equivalent employee number</i>
8	8

Table 2

Percentage of time spent on facility time

How many of your employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1%-50%, c) 51%-99% or d) 100% of their working hours on facility time?

Percentage of time	Number of Employees
0%	2
1-50%	6
51-99%	0
100%	0

Table 3

Percentage of pay bill spent on facility time

Provide the figures requested in the first column of the table below to determine the percentage of your total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period.

<i>First Column</i>	<i>Figures</i>
Provide the total cost of facility time	£6,069
Provide the total pay bill	£9,527,365
Provide the percentage of the total pay bill spent on facility time, calculated (total cost of facility time / total pay bill) x 100	0.06%

Table 4

Paid trade union activities

As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?

<i>Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as: (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100</i>	0
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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 THE MEETING HELD ON 21 JUNE 2018**Chorley Council Performance Monitoring - Fourth Quarter 2018/19**

2. Members considered the report of the Director (Policy and Governance) which sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2017/18, 1 January – 31 March 2018.
3. Overall, performance of key projects is good, with nine (75%) of the projects rated as green and one (8%) is currently not started. Two (17%) projects are currently rated amber and actions plans for each of these projects are contained within the report.
4. Performance of the Corporate Strategy indicators and key service delivery measures is also good. 85% of Corporate Strategy measures are performing on or above target and 80% of key service delivery measures are performing on or above target or within the 5% threshold. Indicators performing below target have action plans outlined with measures to improve performance.
5. The 'Bring forward key sites for development' project is currently rated amber, although the Cowling and Alker Lane development sites are progressing. 'Market Walk Extension' is also amber. A full update on the 'Market Walk Extension' project will be presented to Members at the July Council meeting.
6. The 'Number of projected jobs created through targeted interventions' indicator is performing below target, outside of the 5% tolerance threshold, but it is acknowledged that there is a shortage of employment sites for businesses to take up the grants on offer. The Digital Office Park will assist with this, but changes will be made to this indicator for the future.
7. 'Average working days per employee (FTE) per year lost through sickness absence' is performing below target. This may be the subject of a further Overview and Scrutiny review. 'Number of missed collections per 100,000 collections of household waste' was underperforming, but is now back on track. We noted the report.

Primrose Gardens Extra Care Allocations Policy

8. Councillor Jane Fitzsimons, Executive Member (Homes and Housing), presented the report of the Director (Early Intervention and Support) which outlined the draft allocations policy for the Primrose Gardens extra care scheme.

9. The Scheme is due for completion in March 2019. Consequently, the council needs to agree an allocation policy to allocate the apartments in a fair and transparent way. Due to the nature of the accommodation and the provision of an extra care element, it is necessary to incorporate the views of LCC and agree a series of priorities in order comply with the HCA grant conditions.
10. As with other allocation policies, the draft policy for Primrose Gardens includes banding to separate and prioritise applicants for accommodation. Within each of the bands, the policy then gives priority to those who currently live in Chorley, then those who can demonstrate a local connection and finally to those who live elsewhere in Lancashire.
11. The policy sets out the approach to managing the allocations policy. The decisions will be made by a joint panel that comprises representatives from Chorley Council, the care provider for the scheme and from adult social care. The policy sets out the aim that decisions on allocation will be through consensus. However, if agreement cannot be reached then the final decision will rest with Chorley Council as the landlord.
12. The draft policy will be shared with agencies in Chorley who target the audience for extra care such as Age UK, Age Concern, LCFT and Lancashire Wellbeing who all support over 55's, and will also consult with the wider agencies who work to support customers with housing needs.
13. We approved the draft allocations policy for consultation and delegated power to the Executive Member (Homes and Housing) to amend the policy following the consultation responses being considered and to approve the allocations policy, in current or amended form, for adoption.

Glendale Proposal from Leaseholder of Duxbury Golf Course

14. Councillor Bev Murray, Executive Member (Early Intervention), presented the confidential report of the Director (Early Intervention and Support).
15. Members discussed that whilst the proposal may make the site more sustainable for Glendale Golf, there is a cost to the Council through the loss of NNDR income. The Council have already made concessions to Glendale since the commencement of the lease in terms of rent and management arrangements. This additional loss in income which flows from the change to charitable body status will reduce the council's income from the site further.
16. We authorised the Director (Early Intervention and Support) to negotiate with Glendale concerning the proposed changes to the Lease for Duxbury Golf Course and delegated authority to the Executive Member (Resources), to be exercised in consultation with the Executive Member (Early Intervention), to approve any proposed changes to the lease or, if necessary to decide not to proceed with any changes.

Private Sector Housing Assistance Policy: Review 2017-18

17. Councillor Jane Fitzsimons, the Executive Member for Homes and Housing presented the confidential report of the Director (Early Intervention and Support) which provides a summary of the impact of the changes to the Housing Assistance Policy introduced in April 2017 and makes recommendations regarding the future operation of the policy.
18. The report updates Members on other features of the Private Sector Housing Assistance policy, such as the extension of the Integrated Home Improvement Services (IHIS) Collaboration Agreement between the Council and Lancashire County Council (LCC) and the corresponding contract extensions between the Council and Mobility Care Services and between the Council and Preston Care and Repair.
19. We approved the retention of the existing flexibility within the existing Private Sector Housing Assistance Policy, in order to facilitate the delivery of major adaptations in a way which addresses Better Care Fund (BCF) priorities more effectively.
20. In light of the continued significant levels of Disabled Facilities Grant (DFG) funding, we approved the increase in applicable fees from 10% of the total value of each major adaptation grant award, to 12.5%. The increase in fee income will provide further opportunity for the Council to re-invest in the Home Improvement Agency (HIA) service, as part of the ongoing efforts to maximise the use of the Council's DFG budget.

Recommendation

21. To note the report.

COUNCILLOR ALISTAIR BRADLEY
EXECUTIVE LEADER

RR

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Report of	Meeting	Date
Chief Finance Officer (Introduced by the Executive Member for Resources)	Executive Cabinet	21 June 2018

PROVISIONAL REVENUE AND CAPITAL OUTTURN 2017/18

PURPOSE OF REPORT

1. To present the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2017/18.
2. To present the provisional outturn figures for the 2017/18 capital programme and update the capital programme for financial years 2018/19 to 2020/21 to take account of the re-phasing of expenditure from 2017/18 and other proposed budget changes.
3. The accounts are provisional at this stage and are also subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the outturn as a result of this process a further report will be submitted to Executive Cabinet.

RECOMMENDATION(S)

4. Note the full year outturn position for the 2017/18 revenue budget and capital investment programme.
5. Note the use of the £2.2m Southport Road capital receipt, as outlined in paragraph 34, to pay off the borrowing used to fund assets with short useful lives and instead use prudential borrowing to fund the purchase of the Oak House. The outcome being a £176k saving to the council's revenue budget.
6. Request Executive Cabinet approval for slippage requests outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2018/19.
7. Request Council approval for the contribution of £300,000 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.
8. Request Council approval for the contribution of £100,000 from in-year revenue underspends to the Asset Maintenance Reserve to finance one-off costs relating to the Council's maintenance of offices and buildings.
9. Request Council approval for the contribution of £156,835 from in-year revenue underspends to the Business Rates Retention Equalisation Reserve.
10. Note the 2017/18 outturn position on the Council's reserves outlined in Appendix 4.
11. Note the impact of the final capital expenditure outturn and the re-phasing of capital budgets to 2018/19 and approve the additions to the capital programme outlined in paragraph 72.
12. Request Council approval of the financing of the 2017/18 capital programme to maximise the use of funding resources available to the Council.

EXECUTIVE SUMMARY OF REPORT

- 13. There is a provisional underspend against the budget at year-end of £715k (as detailed in Appendix 1) prior to requests for slippage of committed items of £105k.
- 14. The provisional underspend excludes any variation to projected expenditure on investment items included in the budget in 2017/18. Details of the balances remaining at year end are shown in Appendix 3 and will be transferred into specific reserves and matched to expenditure in future years.
- 15. In the 2017/18 budget the expected net income from Market Walk after deducting financing costs is £0.998m. The final outturn position shows an overspend of £3k but this includes £120k of revenue expenditure relating to the Market Walk Extension project including £70k cost of the temporary parking arrangements at the Flat Iron Car Park.
- 16. The capital outturn expenditure for 2017/18 is £11.391m.
- 17. 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 was contained within the budget for 2017/18. Should the recommendations in this report be accepted, the level of balances at 31 March 2018 will be £4.0m and the target achieved 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)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 19. None

CORPORATE PRIORITIES

20. This report relates to the following Strategic Objectives:

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

BACKGROUND

21. The net revenue budget for 2017/18 is £15.461m. This has been amended to include approved slippage from 2016/17 and any transfers to/from reserves.
22. Appendix 4 provides further information about the specific earmarked reserves and provisions available for use throughout 2017/18.
23. 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 3 together with expenditure to date against these projects and any balances carried forward for use in future years (for capital items see Appendix 5).
24. 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 had previously been identified and reported in quarter 1.
25. Following the recommendations made in the December 2017 budget monitoring report, in-year revenue underspends have been set aside to fund the following items:
- £60,000 to the Asset Maintenance Reserve
 - £100,000 to the Change Management Reserve
 - £40,000 to the Planning Appeals Reserve
 - £40,000 to the Income Generation Reserve
 - £130,000 to the ICT & Streetscene Modernisation Reserve

SECTION A: CURRENT FORECAST POSITION – REVENUE

26. The net expenditure at the end of the financial year shows a provisional underspend against the Council's budgets of £610k (after taking requests for slippage and other special items into account). Details of the revenue outturn position are shown in Appendix 1 and requests for slippage are outlined in Appendix 2. The main variances over and above those previously reported to Executive Cabinet are shown in 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	146	
Insurances	<u>10</u>	
		156
Income:		
Cemetery Income	29	
Building Control Fees	11	
CIL Admin Income	28	
New Burdens Grants	35	
DFG Admin Income	<u>13</u>	
		116
Other:		
Financing	196	
Housing Benefits	51	
Other minor variances	<u>30</u>	
		277
Net Movement since Quarter 3		549
Quarter 3 Net Forecast Underspend		61
Provisional Outturn Underspend 2017/18		610

Expenditure

27. The additional savings on staffing costs of £146,000 shown in table 1 above reflects the changes made from the position reported to the end of December in the last monitoring report. The main changes are as a result of vacant posts, predominantly in the Customer and Digital, and Business Development & Growth directorates (£77k and £73k respectively) resulting from delayed recruitment to a number of posts pending the implementation of new departmental structures in line with the Council's transformation strategy.
28. The Council's revenue budget for 2017/18 included a provision of £10k for a potential new insurance policy to cover the risk of cyber-attack and data breaches. After discussions with the Council's insurance provider it was decided not to proceed with a policy at this stage as the cover being provided within the policy was still being developed and there was uncertainty over the level of cover and what would be eligible for a claim. This position will continue to be monitored, particularly following the introduction of GDPR.

Income

29. The levels of income received from funeral directors for burial and interment fees have seen a significant increase over the final quarter of the year compared to budget, predominantly in relation to Chorley Cemetery, with around 20% of the total income for the year received in the month of January alone. This has resulted in additional income of around £29,000 compared to the forecast reported in December.

30. Income levels from Building Control Inspection Fees have also increased over the final 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 £11,000 over recent months.
31. The Council is permitted to use 5% of the income collected each year through the Community Infrastructure Levy (CIL) to cover the cost of administering CIL. The total CIL collected in 2017/18 was £1,810k, generating eligible CIL admin of £90k. Of this, £47k was used to finance staffing costs in the Planning Policy Team and £15k used for ICT Software, leaving a balance of £28k. As a result, additional staffing expenditure previously expected to be covered through the base budget was instead legitimately met through the CIL admin allocation therefore creating a saving in 2017/18.
32. As previously reported to Executive Cabinet going as far back as 2014, legislation introduced by central government in relation to property search fees had given rise to a legal claim against the Government and local authorities. Bevan Brittan Solicitors were appointed by the Local Government Association (LGA) to act on Chorley's behalf along with 369 other local authorities in dealing with the claim and securing reimbursement of costs. In light of further representations made on behalf of authorities, the Government has since agreed to revise its final grant offer that brings the total amount recovered to 92.4% of all sums paid out by local authorities. The final Property Searches New Burdens payment received by the Council was £25,717 as announced on 4 April 2018. The Government has also recently announced the award of two further grants for 2017/18, the Transparency Code New Burdens Grant of £8,103 and the Letting Agents Transparency and Redress Schemes grant of £761.
33. In 2017/18 the Council completed works to the value of £622k under the local authority's statutory duty to provide aids and adaptations under the Disabled Facilities Grant to those who qualify. As part of the arrangement, the Council is allowed to claim an administration fee calculated at 10% of all completed works during the year and as the value of completed works was higher than previously forecast, this has generated an additional £13k income for 2017/18.

Other Items

34. The council has experienced a £196k underspend against the budgets set aside to fund its capital financing requirement (borrowing). Of this underspend £176k relates to the use of a £2.2m capital receipt the council received from the sale of land at Southport Rd. Rather than use this receipt to meet the cost of the purchase of the Oak House site, the council used the receipt to pay off the borrowing used to fund other assets with shorter useful lives such as vehicles and bins. The council will use borrowing to fund the purchase of Oak House and spread the cost over the life of this asset. The net result of using the receipt in this manner meant a reduction in the cost of borrowing in 2017/18 of £176k. It should be noted that the total cost of borrowing for the council remains the same, borrowing will instead be spread over a longer period.
35. 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. By reducing the level of benefit overpayments due to fraud and claimant error, the Council is able to increase the amount of eligible benefits subsidy it receives and also reduce the burden of outstanding debts and the level of bad debts provision. The level of outstanding debts has reduced compared to the previous year and this has resulted in a lower charge to the bad debts provision compared to the budgeted position. The net effect of

the outturn figures is a further reduction in costs of around £51,000 in addition to the £24,000 saving forecast in December.

Requests from Underspends

36. During 2017/18 the Council utilised a sum of around £241k from the Change Management Reserve to finance the one-off redundancy and pension strain costs as a result of the restructures already implemented. The balance remaining at year end is now around £112k and will not be sufficient to cover further staffing changes due to 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 £300k is set aside from the 2017/18 revenue underspends to contribute towards these one-off costs.
37. The balance remaining in the Asset Maintenance Reserve as at 31st March 2018 was £247k, the majority of which has already been committed for the Worksmart programme, reservoir works, investment in CCTV and other scheduled maintenance works. 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 £100k is set aside from this year's revenue underspends to contribute to these costs.
38. The total currently held in the Council's Business Rates Retention Reserve as at 31st March 2018 is £657k with around £370k of this sum already committed for use within the 2018/19 base budget to offset a prior year deficit. There are large risks associated with the Council's future business rates income, not least of which is due 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 would have a significant impact on the Council's revenue budget. There is also potential for a significant increase in appeals following the revaluation of business rates starting in 2021 which could further reduce the Council's income.
39. In addition to this, the Government intends to introduce a revised funding methodology for the distribution of business rates income which is anticipated to be implemented by 2020/21. However, it is still unclear at this stage what impact this will have on the Council's business rates income. Due to this high level of uncertainty over the medium term it is prudent to increase the level of the Council's Business Rates Retention Reserve whenever possible to mitigate the associated risks. It is therefore proposed that a sum of £156,835 is transferred to this reserve from available revenue underspends in 2017/18. This would still leave a sum of around £53k revenue underspend for 2017/18 which would contribute to General Balances and meet the Council's target for balances of £4.0m as set out in the Medium Term Financial Strategy.

MARKET WALK

40. 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 revenue outturn position shows an overspend of £3k that includes £120k of revenue expenditure relating to the Market Walk Extension project including £72k cost of the temporary parking arrangements at the Flat Iron Car Park.

Table 2: Market Walk Income 2017/18

	2017/18 Budget £	2017/18 Outturn £	2017/18 Variance £
Rental & Insurance Income	(1,774,100)	(1,768,979)	(5,121)
Operational Costs (excluding financing)	147,200	25,622	121,578
Market Walk Extension Revenue Expenditure	0	47,756	(47,756)
Temporary Car Park – Flat Iron		72,294	(72,294)
Net Income (excluding financing)	(1,626,900)	(1,623,307)	(3,593)
Financing Costs	628,830	628,830	0
Net Income (including financing)	998,070	994,477	(3,593)
Income Equalisation Reserve (Annual Contribution)	50,000	50,000	0
Asset Management Reserve (Market Walk)	50,000	50,000	0
Net Income	898,070	894,477	(3,593)

41. There is a budget underspend on operational expenditure of £121,578 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 can still be met from within the 2018/19 budget.
42. A total of £47,756 in revenue expenditure has been incurred 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.
43. In addition to these costs there is expenditure of £72,294 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.

GENERAL FUND RESOURCES AND BALANCES

44. 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 impact of the initial provisional underspend, together with the in-year transfers to reserves, is a closing balance of £4.557m for working balances.
45. Should the recommendations in this report be approved, the forecast balance would reduce to £4.0m as detailed in table 3 below and would achieve the £4.0m target a year early.

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	0.610
Initial General Fund Closing Balance 2017/18	4.557
Use of in-year underspends:	
Change Management Reserve	(0.300)
Buildings Maintenance Fund	(0.100)
Business Rates Reserve	(0.157)
General Fund Closing Balance 2017/18	4.000

46. Appendix 4 provides further information about the specific earmarked reserves and provisions available for use throughout 2018/19.

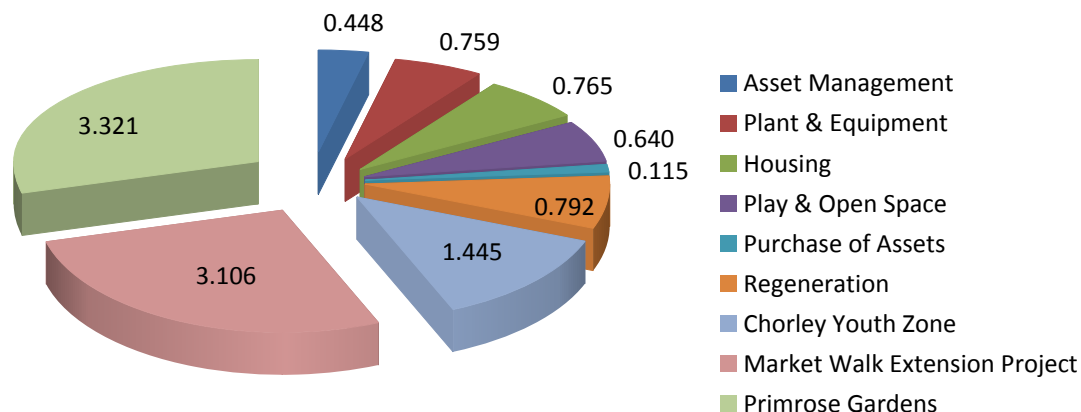
SECTION B: CURRENT FORECAST POSITION – CAPITAL

47. Amendments to the 2017/18 to 2019/20 capital programme have been reported to Executive Cabinet through the quarterly monitoring reports. The capital budget for 2017/18 to 2020/21 was reported to Special Council on 27 February 2018, the current approved capital budget is as follows:

	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
Total Budget	17.411	26.040	4.441	1.096	48.988

48. Capital expenditure in 2017/18 was £11.391m. Appendix 5 gives a summary of the capital schemes undertaken as well as the requests for carry forwards and additions resulting in an updated capital programme for 2017/18 to 2020/21 budgets.

Capital Expenditure 2017/18
£m



49. In-year expenditure on two capital schemes represented 56% of the £11.391m total 2017/18 capital expenditure:

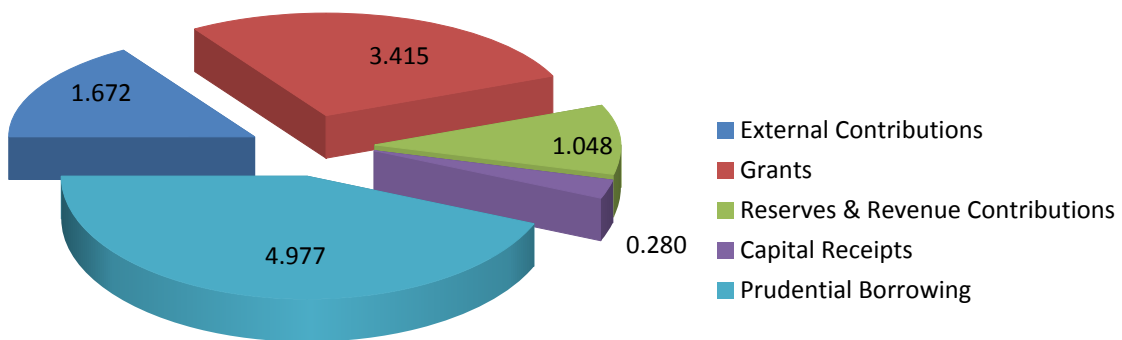
- £3.321m invested in the design and build of the **Primrose Gardens** Extra Care Facility. With £621k expended in 2016/17 on the purchase of the site, expenditure to date represents over a third of the forecast £10m project that will see the provision of 65 apartments for residents over 55 years old with a range of care needs.
- The total capital expenditure for the **Market Walk Extension** project was £3.106m in 2017/18. Significant works have been undertaken to the Flat Iron Car Park in 2017/18 including new drainage, paving and incoming services in order to prepare the site for commencement of the main build of the new shopping centre during 2018/19. The demolition of Oak House began in March 2018 and will create new car park spaces and ultimately a flexible event space for the town centre. Work also began on Friday Street car park to allow the construction of a decked car park, again adding additional car parking to support the town centre and new development.

50. In addition to the £3.321m investment in Primrose Gardens Retirement Village, the council invested £0.765m in Housing in 2017/18. The Council secured £658k external funding, with £200k match funding from the council, for the extension of **Cotswold House** supported housing for homeless families and individuals. £600k was spent in 2016/17 with an additional £142k in 2017/18 to complete the successful refurbishment and extension. The council continues to **adapt the homes of its residents with disabilities** spending £622k and utilising over £500k of disabled facilities grant funding in 2017/18.
51. On the 5 May 2018 the **£4.7m Chorley Youth Zone** opened its doors to youth aged 8 – 19 (up to 25 for those with disabilities). The Council's total contribution including the purchase of the land was £1.2m and was matched by £1.1m from LCC, with the remaining funding contributed by Onside. Expenditure in 2017/18 was £1.445m funded through approved borrowing and the £1.1m contribution from LCC.
52. The council spent £792k on regeneration projects in the borough including **£120k** works to **Steeley Lane** gateway, **£165k** expenditure relating to the new **Digital Office Hub** and **£506k** towards the restoration of **Bank Hall** which is a Heritage Lottery funded project.
53. Spend on plant and equipment included £465k of expenditure on new **ICT equipment** and software as part of the council's strategy to modernise its ICT infrastructure and improve the accessibility and efficiency of its services. Expenditure on new **bins** totalled £249k including £176k on garden waste bins as part of the subscription based service.

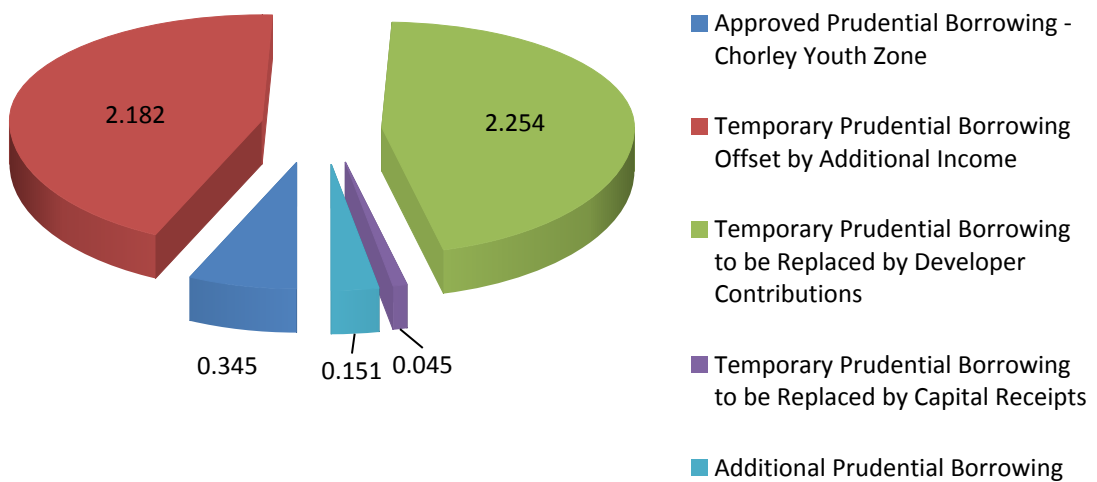
Capital Financing 2017/18

54. The Council has invested in a number of key projects in respect of economic regeneration and housing, along with making a contribution to a scheme with the aim of making a significant impact on the lives of young residents. The Council has financed this expenditure through a number of different sources outlined in the charts below.

Capital Financing 2017/18
£m



Prudential Borrowing 2017/18
£m



£12m Grant Funding
£3.4m utilised in 2017/18

The Council has been successful in securing total grants of £658k and £3.2m from Homes England towards the costs of improvements to Cotswold House and the Primrose Gardens development. A total of £1.173m was utilised in 2017/18 for these two projects. ERDF funding of £4.05m has been secured

to part fund the Digital Office Park with £82k utilised in 2017/18. The council will receive up to £2.2m from the Heritage Lottery Fund towards the renovation of Bank Hall in Bretherton, £506k was utilised in 2017/18. In addition the council received and utilised £1.1m from LCC towards the Chorley Youth Zone projects and will receive in 2018/19 £1m towards the development of Primrose Gardens.

The council has utilised over £400k of s106 contributions received from developers to fund improvements in various projects. These include £63k of improvements at Yarrow Meadows, play area improvements in Adlington, Whittle-le-Woods, Croston and many other sites across the borough. As at the start of 2017/18 the council had collected over £2.2m of community infrastructure levies (CIL) through the development of housing in the borough. £1.3m of this CIL has been allocated to the Market Walk Extension project and £1.1m has been utilised in 2017/18.

£1.6m External Contributions in 2017/18

£4.9m Prudential Borrowing in 2017/18

The Council used £4.977m of prudential borrowing to fund capital expenditure in 2017/18. The majority of this funding is temporary and will be replaced by other sources. £80k borrowing to fund works to the Digital Office Park and £1.9m borrowing to fund the Market Walk Extension project will be funded through future

income streams generated from these sites. The purchase of £175k of new bins relating to the introduction of subscription based garden waste collections will be funded through the income generated by the new scheme. £2.2m of prudential borrowing towards works to Primrose Garden Retirement Village are to be funded through developer contributions that have been identified but are not yet payable to the Council. Additional approved prudential borrowing of £115k was secured to fund the purchase of 1 Dole Road in March 2018.

DIRECTORATE SPECIFIC CAPITAL PROJECTS*Customer & Digital - £1.315m*

55. To enable the organisation to deliver its corporate and transformation strategies the council has invested £391k in new **ICT infrastructure** and approximately £100k in creating more **'Worksmart'** space at Union St offices enabling more productive use of council assets. ICT infrastructure purchases in future proofing the council's assets and creating greater resilience included server hardware, back up and disaster recovery equipment along with the purchase of 320 thin client devices.
56. **ICT software** assets purchased in 2017/18 include £45k on software largely used by the Planning and Planning Policy sections and a further £29k on software necessary in the administration of the Revenues and Benefits section.
57. The council will receive up to £2.2m from the Heritage Lottery Fund towards the renovation of **Bank Hall** in Bretherton. In 2017/18 £506k of this funding was drawn down. Specialist contractors have been appointed and are on site. Excellent progress is being made with all salvaged stone from the site now identified and catalogued. The building has been cleaned and considerable rebuilding works have been achieved with significant areas now consolidated.
58. The council spent £50k in 2017/18 towards the improvements of the **path networks** at **Chorley Cemetery**. This is part of a £200k programme to make improvements to the pathways at both of the borough's cemeteries.

Policy & Governance - £1.495m

59. The council received £1.1m from LCC towards the **Chorley Youth Zone** and that is included in the £1.445m contribution to project which opened in May 2018. Chorley Council's contribution was £1.2m including the purchase of the site. Chorley Youth Zone shall be owned and operated as the Chorley Youth Zone Charitable Trust (CYZCT) with Chorley Council as land owner leasing the land to CYZCT over a 125 year lease at a peppercorn rent.
60. £50k was spent on the **Astley 2020** project in 2017/18 which included £29k to fund various refurbishments within the Hall, £13k drainage works to Astley Park and £8k purchase of stage equipment to support the Astley events programme.

Early Intervention - £0.815m

61. As of April 2017 the Council's **Disabled Facilities Grant (DFG)** programme was renamed the **Chorley Adaptation Grant scheme**, thereby giving greater flexibility in awarding grants to residents who might previously not have qualified for a grant under the DFG application process. Chorley's allocation from the Better Care Fund for 2017/18 was £666k with an additional top-up allocation of £63k having been received in Nov 2017. The cost of adaptations in 2017/18 amounted to £622k. Contributions from housing associations to support the capital works carried out to improve the homes of their tenants amounted to £75k meaning £547k of the DFG was utilised in 2017/18.

62. Final payments of £142k were made in 2017/18 in respect of the final phase of improvement works to be undertaken at the **Cotswold House** facility. Homes England grant of £106k was used to fund these works with £36k funded through prudential borrowing.
63. Investment in the council's leisure centres totalled £50k in 2017/18, this related to the resurfacing of the all-weather football pitches at Clayton Green.
64. The council will continue its commitment to improve the CCTV coverage across the borough. New installations are proposed at the Coronation and Harpers Lance recreation grounds, Hollinshead and Fleet St car parks, Tatton community centre and other areas in the borough. It is envisaged the costs of this equipment will be met through the council's asset management reserve.

Business, Development and Growth - £7.767m

65. As mentioned previously the two major projects underway in this Directorate have incurred expenditure of the following in 2017/18:
 - Market Walk Extension - £3.106m
 - Primrose Gardens Extra Care Facility - £3.321m

Play and Open Space - £640k

66. The council continues its commitment to securing great play and open space facilities by committing its own resources along with applying developer contributions in accordance with the authority's Play and Open Space strategy. As such, a number of schemes were completed in 2017/18 whilst ambitious improvements to specific recreation grounds are underway in earnest in 2018/19.
67. Works totalling £207k have been completed at **Yarrow Valley Country Park** car park including resurfacing and an overflow extension. From a previously estimated 90 spaces the car park now has 154 demarked spaces thus creating additional capacity to encourage the widely used facilities at Yarrow Valley.
68. £156k of developer contributions were transferred direct to **Parish Councils** in order that they procure directly with contractors in respect of improvements to Play Areas and Open Spaces within their wards. In 2017/18 this included £40k **Tansley Avenue** Play Area, £47k for the installation of new youth facilities and improved play equipment at **Mossie Close** Play Area, £25k towards improvements to **Station Road** Play Area and £44k contribution towards improvements to **Euxton Bowling Green**.
69. Other Play and Open space projects completed in 2017/18 include £53k improvements to **Osborne Drive** Play Area, £34k provision of new Toddler Play Area at **Jubilee Recreation Ground**. £86k was paid to LCC in completion of the road scheme around **Ranglett's Recreation Ground** where improvements of the Play Area had been completed in prior financial years. Improvements to footpaths at **Yarrow Meadows** (£63k) were funded with developer contributions earmarked for environmental improvements as part of a wider scheme of improvement works with a total approved budget of £171k.
70. Work is underway in 2018/19 on comprehensive improvements to the **Recreation Grounds** at **Harpers Lane** and **Coronation Recreation Ground**. Total planned investment in the two grounds is **over £600k** (£197k Harpers plus £439k Coronation). Funded from a combination

of resources including £211k Council resources, over £300k of developer S106 contributions and external funding pledged by Sport England (£50k) and the Lancashire Environment Fund. **Harpers Lane** will see improvements to the ball court, paths and fencing and railings to the bowling green with a toddler play area planned for phase 2 of the scheme. **Coronation Recreation** ground will have a broad array of improvements including an improved tennis court, a fitness trail and improved play facilities for both toddlers and older youths.

Digital Office Park

71. Expenditure on the Digital Office Park project totalled £165k in 2017/18. The main construction contract is signed with work expected to complete before May 2019. An update report was taken to the Digital Office Park Steering Group on 26 April 2018. Delays in starting the project and changes to some of the works resulted in changes to the expected project cost. As a result the council made a change request for funding to MHCLG

The result of the request for changes was a change to the funding profile of the project. Some of the costs of the project will not be funded through the ERDF grant as originally budgeted. These include the BREEAM costs and the costs associated with the delay in the start date of the main works. The costs are estimated at £600k and therefore £300k (50%) of this cost will be met through prudential borrowing

However, the council's medium term financial strategy included borrowing costs to meet the cost of financing up to £400k of internal works and furniture. These costs were not included in the capital programme as it was uncertain as to when these costs would be incurred or if they would be included as part of any lease agreements with new tenants. These fit out costs are now included in the ERDF funding allocation. As a result, the £400k financing set aside to fund fit out costs will be used to fund the BREEAM and cost from the delays. These changes are not forecast to impact the council's revenue budget.

ADDITIONS TO THE CAPITAL PROGRAMME

72. It is requested that Council approve the following additions to the capital programme:
- a. In 2015/16 the council received £100k grant funding from the Ministry of Defence to develop a Garden of Reflection in Astley Park. The garden will be delivered in 2018/19 and so the budget for Astley 2020 has been increased by £100k.
 - b. The purchase of software outlined in paragraph 56 were originally charged to revenue. As these are capital costs they have been moved to the capital programme with the funding coming from the revenue budgets the costs were originally charged to. This requires a £73k increase in the capital budget for 2017/18.
 - c. The 2018/19 Chorley Adaptations budget has been increased by £66k to reflect the final DFG allocation of £732k for 2018/19 announced in March 2018.
73. New additions to the capital programme that have already gained approval include:

- a. £1.672m budget for the purchase of 10 properties for Syrian refugees as approved by Full Council on 15 May 2018. To be funded through prudential borrowing and financed through rental income.
- b. The report to Executive Cabinet on 14 December 2017 updated the play, open space and playing pitch strategy delivery with new projects. These have now been brought into the budget for 2018/19 resulting in an increase to the capital programme of £857k.
- c. The purchase of the former Hyatt building on Dole lane was approved by Executive Cabinet on 15 March 2018. The capital programme has been increased by £115k in 2017/18.

If all approvals to the capital programme are agreed the budgets will be as follows:

	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
Total Budget	11.391	34.020	4.441	1.096	50.948

CAPITAL PROGRAMME FINANCING 2017/18

Fund	Original Budget 2017/18	Quarter 1 2017/18 £'000	Quarter 2 2017/18 £'000	Quarter 3 2017/18 £'000	Quarter 4 2017/18 £'000	Change from Qtr. 3 £'000
External Contributions	7,217	7,259	6,695	3,499	1,672	(1,827)
Grants	7,794	8,046	6,823	8,038	3,415	(4,623)
New Homes Bonus	326	326	326	306	226	(80)
Earmarked Reserves	2,247	2,250	1,318	1,029	578	(451)
Revenue Contribution	20	20	20	157	243	86
Capital Receipts	1,226	1,226	1,231	775	280	(495)
Prudential Borrowing	12,730	12,478	6,513	4,912	4,977	65
Capital Financing 2017/18	31,560	31,605	22,925	18,715	11,391	(7,325)

74. The reduction in the forecast use of external contributions is mostly due the re-profiled Market Walk Extension budget into 2018/19 and 2019/20. The variance from quarter 3 is due to the re-profiling of the play and open space budget into 2018/19, most of which is s106 funded and will be utilised in future years.

- 75. The reduction in the forecast use of grant funding is due to the re-profiling of some of the council’s major projects including Bank Hall, Primrose Retirement Village and the Digital Office Park.
- 76. The re-profiling of the Astley 2020, ICT refresh and play and open space projects into 2018/19 has resulted in lower final use of capital receipts and reserves in 2017/18. The commitments to spend have been rolled forward into 2018/19 are therefore the receipts and reserves will to be utilised in future years.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 78. The financial implications are contained within this report

COMMENTS OF THE MONITORING OFFICER

- 79. No Comment

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
David Bond/James Thomson	5488/5025	06/06/18	***

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Slippage Requests to 2018/19

Directorate/Service	Details of Request	2018/19 £
Customer & Digital		
Waste & Streetscene	External contractors - tree works at Bolton Road & Muslim Cemetery	17,000
Waste & Streetscene	Playground Equipment - Vandalised equipment at Astley Park.	7,000
Policy & Governance		
Legal, Democratic & H.R.	IKEN Legal Case Management System & GDPR upgrade	6,250
Legal, Democratic & H.R.	Mayors Medals ordered December 2017 but only received in April 2018.	1,230
Legal, Democratic & H.R.	Mayoral Allowance to be paid to charities in 2018/19	8,700
Legal, Democratic & H.R.	Mayoral Hospitality budget remaining for use in 2018/19	730
Performance & Partnerships	Meals on Wheels Service - budget required for temporary contract Apr/Jun 2018.	5,950
Shared Financial Services	Financial Systems Projects including GDPR	34,260
Early Intervention		
Housing	Housing Survey for Overview & Scrutiny	5,600
Business Development & Growth		
Development & Regeneration	Nature Reserves - work committed in 2017/18 delayed until 2018/19	6,510
Markets	Additional cover within the CCTV team due to long term staff sickness	11,560
Total		104,790

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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 Expenditure	Investment Budgets c/fwd to 2018/19	Committed to Date	Budget Remaining
North West in Bloom	-		20,000		20,000	16,854	-	-	-
Support to the VCFS Network	-		15,000		15,000	-	-	-	-
Support the food bank	-		15,000		15,000	15,000	-	-	-
Supporting communities to access grant funding	5,300				5,300	5,300	-	-	-
Chorley Public Service Reform Board work plan	21,900		15,000		36,900	12,397	24,500	-	24,500
Disabled and dementia online venue access guides	9,700				9,700	5,077	4,620	-	4,620
Develop Chorley's town and rural tourism economy	22,310				22,310	16,298	6,010	-	6,010
Empty Homes Officer	9,540			(3,000)	6,540	-	6,540	-	6,540
Mediation service for Anti-Social Behaviour disputes	16,750			(14,000)	2,750	1,717	1,030	-	1,030
Development and delivery of community action plans	190,580			(5,720)	184,860	10,614	174,250	22,824	151,426
Replacement of CBC's Control Orders with Public Space Protection Orders	20,000				20,000	7,476	9,130	-	9,130
Connecting Communities through food	6,340				6,340	650	5,690	-	5,690
Community development and volunteering (Spice)	-	40,000			40,000	40,000	-	-	-
Free Swimming	-		7,000		7,000	7,000	-	-	-
16/17 year old drop in scheme	-		15,000		15,000	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			(120,140)	6,070	-	6,070	-	6,070
Support the expansion of local businesses (BIG grant)	96,420		30,000		126,420	24,039	102,380	49,149	53,231
Business Start-up (Grant and Loan)	15,880		15,000		30,880	16,443	14,440	3,903	10,537
Choose Chorley Grants	179,400		37,000		216,400	34,250	182,150	52,645	129,505
Joint employment initiative with Runshaw College	15,000			(19,580)	(4,580)	(4,580)	-	-	-
Inward Investment delivery (Euxton Lane - Digital Health)	24,000				24,000	(160)	24,160	-	24,160
Deliver the Skills Framework	30,000		15,000	(45,000)	-	-	-	-	-
Vulnerable families employment project	3,250				3,250	-	3,250	-	3,250
Furthering Key Employment Sites	57,940				57,940	15,092	42,850	16,250	26,600
Choose Chorley Campaign	34,680				34,680	2,204	32,480	500	31,980
TOTALS	888,820	40,000	184,000	(207,440)	905,380	240,670	643,170	145,271	497,900

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	53,512	600,000	(241,380)	412,132	
VAT Shelter Income - Capital/revenue financing	9,281		0	9,281	
Non-Recurring Expenditure - Revenue resources for capital financing	1,904,842	202,562	(181,948)	1,925,456	(2)
Market Walk - Income Equalisation Reserve	250,366	50,000		300,366	
Market Walk - Asset Management	135,860	50,000	(38,890)	146,970	
Market Walk - Project Work funded through Service Charge	154,430	38,600	(73,984)	119,046	
Section 31 Grant - Empty property/small business rate relief	32,495			32,495	
Business Rates Retention - Surplus on levy payment	627,138	186,733		813,871	(3)
Investment Fund - Invest-to-earn Projects	401,990	340,000	(29,990)	712,000	
LCC Transition Fund	358,590	114,470	(458,590)	14,470	
Chorley Employment Inclusion Programme	0	295,390		295,390	

Non-Directorate Reserves

Policy & Governance

Investment Projects	56,810	10,630	(56,810)	10,630	(4)
British Army Civil Engagement Grant	16,902			16,902	

Communications & Events

Slippage Items	5,880	5,950	(5,880)	5,950	(5)
Transformation Challenge funding	135,000	46,620	(135,000)	46,620	
Public Service Reform funding	21,900	24,500	(21,900)	24,500	(4)
Digital Access & Inclusion	0	25,960		25,960	
Funding for Graduate Policy Officer post 2017/18	32,220		(32,220)	0	

Performance & Partnerships

Slippage Items	80,730	16,910	(54,410)	43,230	(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	(8,860)	16,140	
Boundary Commission Electoral Review	0	50,000		50,000	
Legal Case Mgt System	1,522		(1,522)	0	

Legal, Democratic & H.R.

Slippage Items	69,030	34,260	(53,030)	50,260	(5)
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Shared Financial Services

Policy & Governance

Business Development & Growth

Community Infrastructure Levy (CIL Admin)	22,898	202,142	(90,529)	134,511	(6)
Government Grants - Single Homeless Initiative	20,250		(20,244)	6	
Local Development Framework	50,000		0	50,000	
Slippage Items	26,000	6,510	(26,000)	6,510	(5)
Primrose Gardens Retirement Living	0	13,810		13,810	
Funding for new Project Director post	0	60,000		60,000	

Development & Regeneration

Retail Grants Programme	111,498	114,420	(111,498)	114,420	(4)
Investment Projects	456,570	466,290	(456,570)	466,290	(4)
Digital Office Park	0	51,080		51,080	

Employment Skills & Business Support

Investment Projects	129,830	9,690	(129,830)	9,690	(4)
Slippage Items	0	11,560		11,560	(5)

Markets & Town Centre

Asset Maintenance Fund	72,352	310,000	(34,900)	347,452	
Redevelopment Fund - Oak House Site	615,850		0	615,850	(7)
Slippage from 2016/17	4,000		(4,000)	0	

Property Services

Business Development & Growth

Customer & Digital Services

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 Items	1,400	24,000	(1,400)	24,000	(5)

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	812,465		4,000,000	(1)
Non-Directorate Reserves	3,928,503	1,877,755	(1,024,782)	4,781,477	
Policy & Governance					
Communications & Events	73,712	10,630	(56,810)	27,532	
Performance & Partnerships	195,000	103,030	(195,000)	103,030	
Legal, Democratic & H.R.	108,552	217,910	(94,792)	231,670	
Shared Financial Services	69,030	34,260	(53,030)	50,260	
Policy & Governance	446,294	365,830	(399,632)	412,492	
Business Development & Growth					
Development & Regeneration	119,148	282,462	(136,773)	264,837	
Employment Skills & Business Support	568,068	631,790	(568,068)	631,790	
Markets & Town Centre	129,830	21,250	(129,830)	21,250	
Property Services	692,202	310,000	(38,900)	963,302	
Business Development & Growth	1,509,248	1,245,502	(873,571)	1,881,179	
Customer & Digital Services					
Customer Transformation	201,590	24,000	(44,350)	181,240	

Analysis of Reserves and Provisions 2017/18

Reserves	Opening Balance 01/04/17 £	Other Transfers 2017/18 £	Forecast Use in 2017/18 £	Forecast Balance 31/03/18 £	Notes
Slippage from earlier years	46,860		0	46,860	
Slippage from 2016/17	30,000	30,000	(30,000)	30,000	
ICT Projects	108,190		0	108,190	
ICT Infrastructure Reserve	300,170	130,000	(275,000)	155,170	
ICT Infrastructure Reserve (Capital)	0	275,000	(275,000)	0	
Capital financing	8,450		(8,450)	0	
ICT Services	493,670	435,000	(588,450)	340,220	
Maintenance of Grounds	29,017	10,000	(24,650)	14,367	
Yarrow Meadows Project, Environment Agency grant	10,000			10,000	
Garden Waste Subscription Service	0	57,130		57,130	
Streetscene Training	0	43,100		43,100	
Waste & Streetscene Services	39,017	110,230	(24,650)	124,597	
Planning Appeal Costs	31,089	70,000	(65,356)	35,733	
New Burdens Grants - S31 Government Grants	29,645	35,485	(29,645)	35,485	
Planning Services	60,734	105,485	(95,001)	71,218	
Customer & Digital Services	795,011	674,715	(752,451)	717,275	
Early Intervention					
Investment Budgets	86,340	5,690	(46,340)	45,690	(4)
External Funding	23,530	3,420	(3,560)	23,390	
Home Improvements - Housing Affordable Warmth Grant	41,176	4,750		45,926	
Home Improvements - Handyman Scheme	41,390			41,390	
Home Improvements - Disabled Facility Contribution	24,660	9,330		33,990	
Buckshaw Youth Development Grants	1,367			1,367	
Slippage Items	5,000		(5,000)	0	
Health and Wellbeing	223,463	23,190	(54,900)	191,753	
Investment Budgets	81,540	9,540	(45,540)	45,540	(4)
Regulatory Services	81,540	9,540	(45,540)	45,540	
Neighbourhood Working (pump priming)	63,090			63,090	
Investment Budgets	227,330	198,410	(227,330)	198,410	(4)
Dog Fouling Campaign	5,300			5,300	
Neighbourhoods	295,720	198,410	(227,330)	266,800	
New Burdens Grant - Homelessness Reduction	0	19,940		19,940	
Slippage Items	0	5,600		5,600	(5)
Housing Options and Support	0	25,540	0	25,540	
Early Intervention	600,723	256,680	(327,770)	529,633	
Directorate Reserves	3,351,275	2,542,727	(2,353,424)	3,540,578	
Earmarked Reserves	7,279,778	4,420,483	(3,378,206)	8,322,055	
Total Reserves - General and Earmarked	10,467,314	5,232,947	(3,378,206)	12,322,055	
Provisions					
Insurance Provision - Potential MMI clawback	13,116	1,541	(324)	14,333	
Total Provisions	13,116	1,541	(324)	14,333	

Notes

- (1) Provisional Outturn as at 31 March 2018.
- (2) Capital Financing - £1m towards Market Walk Extension project, £88k to part-fund the ICT Refresh, £140k Astley 2020 and £164k towards play and open space, £188k 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 2017/18 total £104,790.
- (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

Appendix 5 - Capital Programme

Outturn 2017/18	17/18 Budget	Qtr. 1 Approved Adjustments	Qtr. 2 Approved Adjustments	Qtr. 3 Approved Adjustments	Qtr. 4 Adjustments	Current 17/18 Budget	QTR 4 ADJUSTMENTS				18/19 Budget	19/20 Budget	20/21 Budget						
							18/19 Budget	Qtr. 1 Approved Adjustments	Qtr. 2 Approved Adjustments	Qtr. 3 Approved Adjustments				17/18 Carry Fwds	Qtr. 4 Adjustments	18/19 Budget			
Customer & Digital																			
Recycling receptacles	73,546				18,546	73,546					0	0	45,000	30,000	30,000				
Recycling receptacles - Garden Waste	175,541				(69,190)	175,541					69,190	0	69,190	0	0				
Puffin Crossing Collingwood Rd	0				(47,820)	0					47,820	0	47,820	0	0				
People & Places Vehicles & Plant	44,914			44,914	0	44,914					0	0	0	0	0				
ICT Modernisation	391,664				(358,336)	391,664					358,336	0	358,336	0	0				
Software Purchases	73,225				73,225	73,225					0	0	0	0	0				
Bank Hall Restoration	506,202				(1,693,798)	506,202					1,693,798	0	1,693,798	0	0				
Path Works to Cemeteries	50,043				(90,534)	50,043					90,534	0	167,534	0	0				
	1,315,135		0	0	44,914	(2,167,907)	1,315,135				77,000	0	2,259,678	0	2,381,678	30,000	30,000		
											122,000	0	0	0	2,259,678	0	2,381,678		
Policy & Governance																			
Chorley Youth Zone	1,445,186				(55,000)	186	1,445,186				0	0	0	0	0	0			
Astley 2020	49,609				(317,960)	(106,607)	49,609						340,784	106,607	100,000	547,390	0	0	
	1,494,795		0	0	(372,960)	(106,421)	1,494,795				0	0	0	340,784	106,607	100,000	547,390	0	0
											0	0	0	340,784	106,607	100,000	547,390	0	0
Early Intervention																			
Chorley Adaptation Grant (Formerly DFG)	622,502				(201,902)	622,502					665,945			201,902	66,055	933,902	665,945	666,000	
Cotswold House Improvements Final Phase	142,019				(117,545)	(233)	142,019							0	0	0	0	0	
Leisure Centres Improvements	49,972				(40,028)	49,972					30,000			40,028	0	70,028	100,000	100,000	
Delivery of CCTV 15/16 - 17/18	0				(26,768)	0								26,768	0	26,768	0	0	
	814,493		0	0	(117,545)	(268,931)	814,493				695,945	0	0	0	268,698	66,055	1,030,698	765,945	766,000
											665,945			201,902	66,055	933,902	665,945	666,000	
														0	0	0	0	0	
														40,028	0	70,028	100,000	100,000	
														26,768	0	26,768	0	0	
											695,945	0	0	0	268,698	66,055	1,030,698	765,945	766,000
Regeneration & Inward Investment																			
Asset Improvements	255,610				28,000	(127,597)	255,610				280,000			120,000	127,597	0	527,597	300,000	300,000
Market Walk Extension & Public Realm Works	2,886,688				(6,039,643)	(2,414,584)	(276,312)	2,886,688						8,831,000	276,312	0	9,107,312	3,345,000	0
Oak House Car Park	163,204					163,204	163,204								(163,204)	0	(163,204)	0	0
Decked Parking	55,889					55,889	55,889								(55,889)	0	(55,889)	0	0
Arley Street Car Park	680					680	680								(680)	0	(680)	0	0
Brunswick Street Improvements	0					0	0								0	0	0	0	0
Regeneration Projects - Public Realm Works Phase	0					0	0								0	0	0	0	0
Steeley Lane Gateway	120,136				5,246	890	120,136				160,000				0	0	160,000	0	0
Car Parks Pay & Display Ticket Machines	42,983				4,571	0	42,983								0	0	0	0	0
Yarrow Meadows	63,397				(24,085)	4,380	63,397							112,085	(4,380)	0	107,704	0	0
Buckshaw Village Rail Station	0				(726,000)	0	0							695,907	0	0	695,907	0	0
Eaves Green Play Development	0					(53,195)	0								53,195	0	53,195	0	0
Play, Recreation and Open Space Projects	280,172				372,636	(1,197,442)	280,686								1,196,500	857,294	2,053,794	0	0
Rangletts Recreation Ground	86,647		5,000			(10,945)	86,647								10,945	0	10,945	0	0
Yarrow Valley Car Park	207,478				0	(5,077)	207,478								0	0	0	0	0
Recreation Strategy	0					(105,000)	0								0	0	0	0	0
Primrose Retirement Village	3,321,260				(145,942)	(105,076)	3,321,260				5,553,427	844,531	145,942	105,076	0	6,648,976	0	0	
Westway Playing Fields Sports Campus	1,977				(895,702)	(52,838)	1,977							895,702	52,838	0	948,540	0	0
Digital Office Park	165,324				0	(2,351,809)	165,324				2,450,000		2,447,395	2,351,809	0	7,249,204	0	0	
Digital Office Park Enabling	0					(900,000)	0								900,000	0	900,000	0	0
Buckshaw Bus Stops	0		40,000			(40,000)	0								40,000	0	40,000	0	0
Purchase of 1 Dole Lane (Hyatt)	115,000					115,000	115,000								0	0	0	0	0
Properties for Refugees	0					0	0								0	1,672,000	1,672,000	0	0
	7,766,446		45,000		(8,679,964)	(3,764,918)	(4,780,248)	7,766,959			8,443,427	844,531	2,593,337	10,759,694	4,890,119	2,529,294	30,060,401	3,645,000	300,000
											8,443,427	844,531	2,593,337	10,759,694	4,890,119	2,529,294	30,060,401	3,645,000	300,000
TOTAL	11,390,869		45,000		(8,679,964)	(4,210,509)	(7,323,506)	11,391,382			9,261,372	844,531	2,593,337	11,100,477	7,525,101	2,695,349	34,020,167	4,440,945	1,096,000

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Scrutiny Reporting Back

Chorley Council's Annual Report on Overview and Scrutiny in 2017/18



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1. MEMBERSHIP OF OVERVIEW AND SCRUTINY COMMITTEE 2017/18



Councillor John Walker
Chair of Overview and Scrutiny Committee 2017/18



Councillor Roy Lees
Vice Chair of Overview and Scrutiny Committee 2017/18

Councillors Charlie Bromilow, Paul Clark, Jane Fitzsimons, Zara Khan Paul Leadbetter, Matthew Lynch, June Molyneaux, Greg Morgan, Alistair Morwood, Steve Murfitt, Debra Platt and Kim Snape

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

Once again the Overview and Scrutiny Committee has had a busy year undertaking a varied and extensive work programme and three task group reviews. Councillor John Walker and Roy Lees were appointed Chair and Vice Chair respectively for another year. There were also several new members welcomed to the Overview and Scrutiny Committee.

The Overview and Scrutiny Performance Panel, consisting of six members met quarterly to monitor the council's Organisational Plan and Business Planning performance, along with a focus on a number of different service issues.

The three task group reviews established by the Committee were to undertake reviews on the topics of -

- Council's Leisure Management Contract
- Council's Waste Management Contract
- Quality of Housing provided by Social Landlords

The Committee continued to receive six monthly monitoring reports following the Executive Cabinet's response on the implementation of outcomes and measure success from past scrutiny reviews:

CCTV Provision and Infrastructure – the Overview and Scrutiny Committee received a third monitoring report that provided an update on the implementation of the recommendations made by the 2014 task group. The project was completed in 18 months, but had been expected to take three years to deliver and implement. At the time the monitoring report was written, the scheme was on time and within budget.

Feedback received from the police had been positive, with the quality of the pictures being produced significantly assisting in the detection of crime and subsequent prosecutions.

Child Sexual Exploitation (CSE) - the Executive Cabinet accepted the 10 task group recommendations which could be split into five key areas/actions and formed the council's 2017/18 CSE Action Plan -

- training and awareness raising for elected members and officers;
- taxi trade (the majority of which had already been trained) and licensing community training;
- work with partners in producing appropriate materials/delivering events to raise CSE awareness amongst parents and guardians, improve links and maintain links with secondary and primary school;
- elected members personal safety guidance; and
- the council to continue to raise awareness within the community

3 CHALLENGING PERFORMANCE

The Overview and Scrutiny Performance Panel focused on the performance elements of scrutiny, and considered all monitoring information. Scrutinizing performance is a key role for scrutiny and one of the benefits to the dedicated resources was that a smaller number of members were able to drill down to the detail in key areas and adopt some consistency in approach.

The panel for 2017/18 consisted of the following membership -

Councillor John Walker (Chair)
Councillor Roy Lees (Vice Chair)
Councillor Matthew Lynch
Councillor June Molyneaux
Councillor Greg Morgan
Councillor Alistair Morwood

The Panel met four times within the last twelve months, considering the Council's Corporate Strategy, key projects and monitoring that captured all the directorate and service level business improvement plans. The Panel also considered an additional performance focus, where different directorates are put under the spotlight.

3.1 Early Intervention and Support

Councillor Beverley Murray, Executive Member (Early Intervention) and Jamie Carson, Deputy Chief Executive/Director (Early Intervention and Support) were in attendance.

Key areas of discussion included -

Volunteering – the majority of existing groups and volunteers had been signed up to Chorley Time Credits. The number of hours earned through volunteering had increased by 47% which has been reflective of the success of the Time Credits earn and spend model. The next step was to encourage groups to extend the services they provide, with support from the Council, to encourage new volunteers.

Neighbourhoods – In 2017/18, 24 new neighbourhood preferred projects, to be delivered in partnership with local communities and key partners, were proposed. Due to the success of the initiative in recent years, more ambitious environmental improvement projects are being put forward, with the predicted cost to the council becoming greater overall. Going forward, greater importance would be given to those projects that required officer support or match funding for their delivery, and projects focused on improving the health and wellbeing of residents are to be encouraged.

Integrated Community Wellbeing - The Performance Panel received a progress report on the Integrated Community Wellbeing Service which was established in April 2017. Phase 1, the relocations of 120 Lancashire Care staff to the council's Union Street office had been completed with them joining the existing 50 Chorley Council staff. To aid better understanding of the various services within Integrated Community Wellbeing a directory of services had been created for each team.

Phase 2 had commenced and would focus on transforming and integrating the services. Phase 3 will evaluate the success of the service.

3.2 Customer and Digital Context

Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene Services) and Asim Khan, Director (Customer and Digital) were in attendance.

Members of the Performance Panel considered a report by the Director of Policy and Governance which provided contextual information in regards to an update on Waste and Streetscene performance and the delivery of the Digital Strategy 2017/20. It was reported that a series of modernisation improvements have been implemented which include changes to working arrangements in the areas of Waste, Streetscene and the Digital Strategy.

3.3 Council's Communications and Events Team

Rebecca Huddleston, Director (Policy and Governance) was in attendance.

The Performance Panel considered a report which provided information on the events delivered by the Council's Communications and Events Team, including a summary of the financial cost in delivering each event, the revenue generated, and the number of attendees. Since 2009, the Council's events delivery had significantly increased from two annual events (Picnic in the Park and the Christmas lights switch on), to a yearlong programme of activities designed for people of all ages.

In addition to the events, the Communications and Events Team is also responsible for internal and external communications which include press enquires, social media, branding and website development.

During debate, the Performance Panel discussed many aspects of the work of the Communication and Events Team, including the –

- Economic benefits of hosting events in Chorley compared with the cost to the council;
- The promotion of events
- Sponsorship opportunities.

3.4 Business, Development and Growth

Councillor Alistair Bradley, Executive Leader/Executive Member (Economic Development and Public Service Reform) and Mark Lester, Director (Business, Development and Growth) were in attendance.

The Business, Development and Growth directorate are responsible for delivering a number of significant corporate projects including, Primrose Gardens, Market Walk extension, the Digital Office Park and the Youth Zone.

Key areas of debate included -

- Performance of projects
- Market Walk extension
- Steeley Lane Gateway
- Performance indicators
- New Economic Development Strategy

4 KEY MESSAGES FROM SCRUTINY TASK GROUPS

4.1 Council's Leisure Management Contract – Chaired by Councillor Alistair Morwood

Chorley Council's Leisure Contract is due to expire in 2020, with a formal review being conducted in 2018. Pulse Regeneration was the appointed consultant who were commissioned to review the current contract, carry out research into leisure provision both nationally and locally, and provide model options for Executive Cabinet approval. The Overview and Scrutiny Committee considered that it was timely to undertake a task group review to study the findings of the consultant and that of officers of the council.

Chaired by Councillor Alistair Morwood, the task group met five times gathering evidence from Active Nation, Lancashire Care Foundation Trust, and officers from the Council's Early Intervention and Support, Legal and Human Resources teams, and considered written evidence from Pulse Regeneration.

Before a decision is made on the Council's Leisure Contract, the task group recommended that more detailed analysis take place to determine the financial feasibility of continuing to outsource the services compared with delivering the service in-house. This analysis should be used to inform the decision required in readiness for the formal contract review period commencing in 2018.

4.2 Council's Waste Management Contract – Chaired by Councillor John Walker

In advance of the council's waste contract with Veolia expiring on 31 March 2019, consultant, Ricardo AEA was appointed to provide consultancy support and model a number of options for the new contract. The consultant's findings were presented to the Executive Cabinet, at its meeting on 14 December.

On the Chair's proposal, it was agreed that the whole Overview and Scrutiny Committee would review the council's waste contract, including the consultant's findings in advance of the report being considered by the Executive Cabinet. The review was conducted over two meetings to which the Executive Member for Customer, Advice and Streetscene Services, Director of Customer and Digital and the Waste and Streetscene Manager were present.

As part of the review the Committee considered

- the financial saving required in the MTFs,
- the financial and reputations risk relating to the contract
- Details of the service delivery models, waste collection service options and the procurement timetable
- the findings and proposed model options of the appointed consultant as well as the recommendations that the Executive Cabinet would be asked to consider.

After careful consideration, the Committee agreed to support the recommendations proposed for the Executive Cabinet in that –

1. the outcome of the modelling work be included in the report to the Executive Cabinet on 14 December 2017.
2. the waste collection service to remain outsourced, with tender documents to be prepared on the existing service with an amendment to extend the blue bin collection cycle to four weekly.

4.3 Quality of housing provided by social landlords – Chaired Jane Fitsimmons

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

A survey has been commissioned and was sent out to a random sample of 4,000 tenants in May.

5. CRIME AND DISORDER SCRUTINY: COUNTER TERRORISM

In the 2015 Counter Terrorism Act, local authorities were obliged to give due regard to the need for people being radicalised and drawn into terrorism. The Prevent duty which came into force on 1 July 2015 required local authorities to develop new ways of working, data sharing, processes and training. The Overview and Scrutiny Committee sought an update to gain an understanding on how the council was meeting its obligations of the Prevent duty.

Members of the committee received information on the work of the council which included the findings of an internal audit of the service, and recommendations for future improvements to the council's response.

Resulting analysis of the Prevent work undertaken at the end of March 2016 concluded that the council's future Prevent action plan in Chorley over the next eighteen months would focus on four key areas –

- Increased partnership and community awareness;
- Community cohesion and tolerance;
- Internet security in public buildings;
- Review of child and adult safeguarding.

Since 2016 three key members of staff have been trained to deliver the Prevent Home Office Training. Those employees have gone on to deliver the same training to colleagues with specific responsibilities across the council and partner services. In addition all employees are required to complete an e-learning module on the topic. Elected members have also had the opportunity to

attend a Member Learning Session and complete the e-learning module. Reference to Prevent was also contained in the council's adult and child safeguarding revised policies.

The Committee was also informed of the emergency plans in place between partner organisations, headed up by the emergency services in the case of a terrorist attack (or any other disaster); and received reassurance that the building design for three of the council's major building projects (Market Walk extension; Primrose Gardens, and the Youth Zone) would incorporate security measures as part of the planning and design stage.

6 CHALLENGING THE EXECUTIVE

In addition to challenging the Executive Members through the Performance Panel, the Committee worked together positively with the Executive Leader and the Executive Cabinet in scrutinising their proposals which included the extent of changes to be made to the Select Move Policy update.

7 FINANCIAL SCRUTINY

At its meeting held in January 2018 the Committee welcomed Councillor Peter Wilson, Executive Member (Resources) who provided an overview of the draft budget proposals for 2018/19, including a forecast for the following two years to 2020/21. The Executive Member 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.

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.

The proposed budget was set to increase council tax by 2.99% and 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.

Consultation was underway on the proposed budget with members and residents being encouraged to put forward their views. Comments received as part of the consultation would be reviewed, and where necessary the final budget will be updated accordingly. Feedback obtained through the consultation process will also be used to inform budget priorities in future years.

Members of the Committee debated a number of issues including the –

- 6% increases in Lancashire County Council's portion of council tax bill;
- Risk associated with business rates income to two applications for mandatory charitable relief received from Lancashire Teaching Hospitals NHS Foundation Trust. If successful, it would have a significant impact on the council's revenue budget.
- Funding contributions for PCSO's.

OTHER TOPICS CONSIDERED

8.1 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. 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 with 78 cases being considered. The main reasons for referral being emotion/wellbeing support, requests for adaptations, moderate mental health issues and housing/homelessness issues. As a result, there has been agreement that the focus for service improvements should be directed to mental health, homelessness and employability.

It was reported that services within LCFT are commissioned and this is the biggest risk facing the integrated service. For example, the 0-19 contract has recently been awarded to Virgin Healthcare, but this is the subject of a current legal challenge.

During debate, members of the Committee raised several queries, including –

- The direct supervision of Chorley Council and LCFT staff;
- How referrals are made into the service, including GP's;
- Response from the service will depend on the severity of the case;
- Improvements to the implementation of disabled facilities grants, through the use of occupational therapists from LCFT, rather than LCC

8.2 Health and Safety presentation

Denise Fisher, Health and Safety Advisor delivered a health and safety presentation.

Members of the Committee received. During discussion the Committee was made aware that –

- Employees taking longer to complete a task by ensuring it was done safely would have the support of their manager;
- The Director (Customer and Digital) informed the committee that the council has a responsibility to keep staff safe, and as a new approach has been implemented alongside the modernisation strategy, which overall has led to a gain in efficiencies;
- A pilot had been undertaken on the A674 in Wheelton to cut the edgings in addition to the grass, and the need to engage a traffic management company for health and safety purposes. The findings of the presentation are to be evaluated and the recommendations presented to members.

8.3 Review of communication with Councillors

Rebecca Huddleston, Director (Policy and Governance), presented a report which reviewed communications with members, as requested at the meeting in October. It was acknowledged that members received 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.

In September 2017, the Member Support Working Group had reviewed intheknow and its effectiveness as a communication tool. The Working Group considered the e-zine continued to be a useful tool and that no changes to the publication were required. However, it was agreed that Democratic Services should promote the use of intheknow with officers, especially in relation to ward information and neighbourhood preferred project updates.

To assist members, the document containing officer contact telephone numbers and the officer management structure in the Members' Room will be updated. The Committee was 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 its development.

8.4 Flooding position statement

The Committee received a report which provided an update on the current position of council's Flood Relief Scheme, including volumes of applications, amounts of monies pending and already paid out. The report also delivered 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. The 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).

The council's scheme was closed 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 is 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 also 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.

Work has been 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).

It was reported that the Croston Flood Risk Management Scheme is now complete. The 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 that the likelihood and severity of flooding will be significantly reduced although there may still be some issues with surface water flooding which will be duly considered and investigated following a heavy rainfall event.

9 CONCLUSION AND THE YEAR AHEAD

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

The Council will hold four meetings of the Overview and Scrutiny Committee and four meetings of the Overview and Scrutiny Performance Panel in 2018/19, Councillor John Walker, will remain Chair and Councillor Alistair Morwood will replace Councillor Roy Lees as Vice Chair, we also welcome some new members to the committee. The draft work programme will be considered at the first meeting of the Committee in June. This includes the monitoring of previous inquiry recommendations and potential future review topics.

REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

This report summarises the business considered at the meeting of the Overview and Scrutiny Committee held on 28 June, the Overview and Scrutiny Performance Panel held on 14 June and includes an update on the task group review.

OVERVIEW AND SCRUTINY COMMITTEE – 28 JUNE 2018

Youth Zone update

We welcomed Janine Blythe, Chief Executive of Inspire, who gave an update on the first few weeks that the Youth Zone has been open.

Inspire Chorley Youth Zone is part of a Network of similar independent youth organisations that all share the same principles developed by the charity OnSide Youth Zones.

Chorley Council are supporters of the Youth Zone and were instrumental in the facility being built in Chorley. The aims are to support the young people of Chorley and the purpose-built facility, for the borough's young people aged 8 – 19, and up to 25 for those with disabilities, opened on 5 May.

The Chorley Youth Zone is the first time OnSide have built a facility in a smaller area like Chorley, usually they are in larger towns, like Blackburn and Wigan. The sessions are “Junior Zone” aged 8 – 12 and “Senior Zone” aged 12 – 19. Sessions will be adapted for young people with additional needs to enable anyone to access them; including young people with a variety of different needs from mild learning difficulties to more complex needs such as visual impairment and physical disabilities.

Over 15,000 young people aged 8 -19 live in Chorley and, eight weeks in, 3,600 young people are members, which has exceeded the annual target for membership numbers. This exceeds the membership numbers at this point for other Youth Zones and proves that there is a need in Chorley for this type of facility.

The town centre location means excellent transport links and neutral ground for the young people. In advance of the opening staff from the Youth Zone visited schools and partners, such as Parish Councils, to raise awareness of the facility and explore barriers for young people. Young people from Adlington, Croston, Rufford and Lostock Hall have attended sessions. In the next few months staff will analyse attendance and target any pockets of areas with low attendance.

Around 30% of the young people registered have additional needs. Usually the figure is between 10 and 12%. This is a challenge as it is important for all young people to have a fantastic time at the facility. Each young person with additional needs has an orientation visit which lasts about an hour. Not all those registered with additional needs have had their orientation tour, but some additional staffing resources are being facilitated. There are plans to employ an inclusion worker and work is ongoing to access external funding to secure this.

Additional provision for bike storage is being investigated as this is a popular form of transport for senior members. Work is ongoing with public transport providers as young people are finding this mode of transport expensive.

Staff have already been in touch with social services and the Police with safeguarding issues. The Police are in touch, but no issues have been reported. There is a firm and consistent approach to discipline which is proving effective.

Activities have been arranged in relation to the World Cup, Chorley in Bloom and holiday club for the summer break. A homework room is available – this was requested by young people.

Janine invited Members to visit the Youth Zone to see the facility for themselves. We thanked Janine for her presentation and congratulated her on the achievements of the Youth Zone so far.

Executive Cabinet Minutes

Councillor Walker expressed concern about the ongoing dip in performance relating to staff absence. We noted the Attendance Policy is currently being reviewed. This may be a future topic for scrutiny.

Councillor Walker noted the decision in relation to Duxbury Golf Course. He requested that information be shared with him, as Chair of Overview and Scrutiny Committee, prior to the Executive Member Decision on the matter.

Notice of Executive Decisions

We considered the Notice of Executive Decisions for June 2018 which gave notice of key and other major decisions Executive Members are expected to make.

The Notice is reviewed on a regular basis to ensure that it is up to date and fit for purpose.

Overview and Scrutiny Work Programme

We considered the draft work programme and requested several additional topics.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 14 JUNE 2018

Performance Focus - Customer and Digital Context

We received a report from Asim Khan, Director (Customer and Digital), which outlined an update on the performance within the Planning team, an update on the newly created Enforcement team and an update on the ICT strategy.

Planning

Councillor Paul Walmsley, Executive Member (Public Protection), explained that the performance indicators in relation to Planning for 'Major', 'Minor' and 'Other' are all 100%; this includes extensions of time, which is excellent. There have been a number of staffing changes this year.

We queried if the current staffing levels are sufficient to deal with the case load and noted that staffing levels were in line with national comparators for caseloads. Staffing levels are reviewed as cases come in and, if required, contractors can be utilised, both at busy times, and when a specialist opinion is required.

We noted that a new team is currently being recruited to undertake the Central Lancashire Local Plan Review. This team sits within the Business, Development and Growth Directorate. A Member Learning Session will be held in July on this topic.

Enforcement

Councillor Walmsley explained that enforcement services are now together under one Enforcement Team which will be in operation from July 2018 onwards. This will include Building Control, Licensing (including Long term empty properties), Planning Enforcement and Neighbourhood Officers (including dog fouling and fly-tipping).

Enforcement performance is mixed, with positive results against long term empty properties targets. For planning enforcement complaints during quarter two and three there has been a focus on working to close historic cases. Whilst this has reduced the outstanding caseload it has resulted in a dip in performance for this period. Efficiency gains are anticipated through utilising case management software in the future.

We noted the positive move in bringing enforcement officers together and the improvement in communication and service this should bring.

We queried the Council Tax discounts given to empty properties. There are many factors which contribute to a long term empty property, including probate. In addition to the enforcement officer, Council Tax have two inspectors who monitor empty properties.

We discussed the difficulties in securing convictions for dog fouling as enforcement officers have to catch perpetrators in the act. We noted that, if the Council were delegated the power to enforce on street parking the same officers could also enforce against dog fouling.

ICT Strategy

Asim Khan explained that in 2017 the Council had agreed an ICT strategy to deliver improved and efficient digital services to the residents and businesses of Chorley. This has required a significant amount of planning to protect the day to day running of the Council and to plan for migration to the new data centre and infrastructure. Staff, members and residents rely heavily on ICT for the provision of services.

We queried several points relating to the new hyper converged data centre and network which will future proof the Council and enable use of cloud services. The fibre infrastructure within the town centre has been replaced, but it is planned that the redundant corporate network fibre will be reused for CCTV in the future.

We noted that the current thin client desktops do not facilitate voice over IP, but the new devices will and that the software used within Customer Services is not fully integrated, but ICT are aware of the issues and are working to resolve them.

Asim Khan highlighted that the Council have won the SOCTIM Pioneer Challenge for innovation in embracing cloud technology. The funds received in relation to this will be used to test the disaster recovery plan.

Quarter Four Performance Report

We considered a monitoring report from the Director (Policy and Governance) presented at the Executive Cabinet on 21 June. Cath Hudspith, Performance and Partnerships Manager advised that the report sets out performance against the Corporate Strategy and key service delivery measures for the fourth quarter of 2017/18, 1 January – 31 March 2018.

Overall, performance of key projects is good, with nine (75%) of the projects rated as green and one (8%) is currently not started. Two (17%) projects are currently rated amber and actions plans for each of these projects are set out in the report.

Performance of the Corporate Strategy indicators and key service delivery measures is also good. 85% of Corporate Strategy measures are performing on or above target 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 within the report.

On the priority of 'Involving residents in improving their local area and equality of access for all' we noted the positive performance in relation to volunteering and the bid for Heritage Lottery funding to develop Astley Hall, Coach House and Park.

The 'Clean, safe and healthy homes and communities' priority includes the delivery of Primrose Gardens. The construction contract is on programme and the operational and strategic aspects are progressing well. Work has continued to manage minor delays due to bad weather, with action plans in place to manage any slippage and completion remains to be expected for March 2019. Work around seeking expressions of interest regarding potential café operators has resulted in a number of interested parties and site visits have been arranged.

The Youth Zone is now open and has had fantastic reviews. The indicator in relation to the number of young people taking part in 'Get Up and Go' activities is better than the target.

The 'A strong local economy' priority has two projects rated amber: 'Bring forward key sites for development' and 'Market Walk Extension'. We noted the action required.

In relation to Key Service Delivery Measures we noted that 'Average working days per employee (FTE) per year lost through sickness absence' is performing worse than target, and outside the threshold.

The overall employment rate is 86.5% which is excellent.

OVERVIEW AND SCRUTINY TASK GROUPS**Overview and Scrutiny Task Group - Quality of housing provided by social landlords**

The Chair, Councillor Matthew Lynch, reported that the survey had now closed and a draft report has been received.

Members have interviewed a representative from Places for People and will be interviewing a representative from Jigsaw in July.

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 30 May 2018.

GOVERNANCE COMMITTEE – 30 MAY 2018**Draft Statement of Accounts 2017/18**

2. The Chief Finance Officer submitted a report presenting the draft Statement of Accounts (SOA) for 2017/18 before being signed and authorised for issue by the end of May 2018. The report also advised on the process leading up to the formal submission of the SOA for approval by Members following the completion of the external audit and advised on the statutory requirements arising from the Accounts and Audit Regulations 2015.
3. Members were informed that the draft SOA had been completed, however officers were using the remaining time before the publication deadline to carry out further checks and therefore, the final draft to be uploaded on the website could contain minor changes. The committee was reassured that the council would meet its statutory requirement to publish the draft account on its website by 31 May 2018.
4. Building on last year's improvements to the closure process, the finance team was able to complete the draft SOA well within the statutory deadlines. Members were advised that support from other services including Performance and Partnerships, Customer Services and Audit was crucial in completing the draft statement.
5. Members were reminded of a hold up at the closure of accounts last year due to problems with getting the cash flow to balance. The Prior Year Adjustments note in the draft statement explained the reinstatement of 2016/17 figures in the Cash Flow Statement and its Operating Activities note. Members were informed that the correction to the presentation had no effect on the reported financial position or performance of the Council and reassured that the issue had been raised with CIPFA who confirmed that this year's Cash Flow Statement was correct. The report was noted and the Statement of Accounts were authorised for signing.

Charity and Trust Accounts 2017/18

6. The Chief Finance Officer submitted a report to present for approval the accounts for the year ended 31 March 2018 for charities and trusts for which the Council is the sole trustee.
7. As part of the decluttering of the Statement of Accounts (SOA) in 2015/16, the previous Trust Funds note was omitted. As an alternative, figures were presented in this report, which included more detail about each charity or trust and provided an opportunity for Members to review and approve the accounts.
8. The report indicated that three of the charities or trusts held external investments. No sums had been disinvested and reinvested, but the market value of investments varied from year to year. Such changes in market value were reflected in the relevant accounts. Out of the five charities included in the report, one was registered.
9. Members recognised charities as a valuable asset to the council and requested an investigation into the feasibility of merging or fully utilising some of the charities together in order to make their administration easier. It was agreed that the Legal department would be

approached to investigate this. The accounts presented in Appendix A of the report were approved.

Outcome of Cotswold House Homes England Audit and Future Audit of Primrose Gardens

10. The Director of Policy and Governance submitted a report to update Members on the outcome of the Homes England audit of the Cotswold House project and on the expected audit of Primrose Gardens Retirement Village project.
11. As expected when the Governance Committee was briefed about the audit in January 2018, the outcome of the Homes England Audit indicated that the council had received a red grade; it was deemed that the council received the final tranche of funding in advance of the project completion. When the grant was agreed, it was understood that the grant would be paid to the Council 75% when there was a start on site and 25% on practical completion.
12. Officers reported that it was on the advice of the Homes England Grant Manager who strongly encouraged the council's grant manager to log into the grant management system and enter the project as complete. This was advised via a phone call on 21 March 2016; the final tranche of funding was released and received on 31 March 2017. As such, the council feels that the fault for this red grade lies with the practices of the Homes England Grant Manager pressurising the council to request the funding so as to release the money before the end of the financial year. The council had made this opinion clear to Homes England in the draft letter attached to the report for approval by the committee. It was highlighted to members that the issue lay with the timing of receipt; there had been no indication of misused funds.
13. It was advised that there was no clear indication from Homes England what the consequences of this red grade would be, for example, it was not suggested that the council would have to return any funding. As expected, one of the outcomes would be that the council's other Homes England project, Primrose Gardens, would be audited. The audit must be completed by the end of August (last year the deadline was October) and Grant Thornton had agreed to complete the audit.
14. Members were advised that the outcome of the audit could be similar to the Cotswold House audit in that the Homes England auditors not agreeing that the trigger to the funding had been met, despite advice from the grant managers. Reassurances were made that officers would be collating the necessary evidence to respond to the audit and put together the best possible arguments to confirm that the start on site had begun by the end of March 2017.
15. The committee acknowledged the findings of the Homes England audit, approved the letter to be sent to Homes England outlining the council's concerns regarding the processes and actions of officers at Home England and note that the audit for the Primrose Gardens project would begin in August 2018.

External Audit Progress Update

16. The External Auditors informed the committee that they were ready to start the audit of Chorley's accounts and it was advised that regular weekly meetings would be taking place between Chorley Council and the External Auditors during this time to ensure that everyone was fully up to date with the process.

17. A letter outlining the planned fee for the 2018/19 audit had been provided. It was advised that this fee had been set by the Public Sector Audit Appointments Ltd (PSAA) and was considerably lower than previous years.
18. The External Auditors took the opportunity to express their thanks to Dawn Highton for all their working together which they had enjoyed over the years. The update was noted.

Internal Audit Annual Report 2017/18

19. The Head of Shared Assurance Services submitted a report that summarised the work undertaken by the Internal Audit Service during the 2017/18 financial year. The report provided an opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control and gave an appraisal of the Internal Audit Service's performance. A summary of the results of an independent peer review of the Internal Audit Service undertaken by the Heads of Audit of two Lancashire authorities was also included in the report.
20. During 2017/18 a total of 15 systems/areas were reviewed, 12 of which were critical and 3 were major systems. The vast majority of these were awarded an amber assurance rating; it was advised it was difficult to get a green rating. Of the 12 critical systems reviewed, 4 received full assurance and 5 received substantial assurance. Of the red controls assurance ratings awarded, only one audit, Health and Safety –Streetscene received a limited assurance rating. Members were reassured that this was due to transition and advised that the manager had been provided with a detailed plan going forward. Overall, when the individual ratings were aggregated, it was concluded that the Council continued to operate within a strong control environment.
21. It was reported that the Council's risk management arrangements were further strengthened during 2017/18 by the continued development of the GRACE risk management system and Members were assured that actions had been taken during 2017/18 to strengthen the Council's governance arrangements. The Annual Governance Statement Action Plan for 2018/19 included the details of actions to further strengthen the Council's governance arrangements. The 2018 AGS had been produced following a rigorous assessment process, both internal and external.
22. Members were advised that the peer review of the Shared Internal Audit Service was recently undertaken by the Heads of Audit from Wyre and Lancaster Councils. The review concluded that the council's Service fully conformed with all the requirement of the Public Sector Internal Audit Standards (PSIAS). Members recognised the hard work undertaken by the peer review staff and requested that a letter be sent out to all the staff involved with the peer review to show appreciation and thanks for the work they had undertaken.
23. Following queries, assurances were made that any performance issues were addressed with agreed action plans and if no solution could be reached, this would be brought back to the Governance Committee. The Internal Audit Annual Report for 2017/18 was noted.

Annual Governance Statement

24. The Director of Policy and Governance submitted a report presenting the draft Annual Governance Statement (AGS) to the Governance Committee for review and approval. The

draft AGS was properly drafted in accordance with the guidance issued by CIPFA and SOLACE to be published alongside the annual financial statements once approved.

25. The committee were advised that the assessments which informed that preparation of the AGS demonstrated that the Council had strong governance arrangements with few identified areas for improvement.
26. The report highlighted that governance issues regarding information management (including GDPR) and risk management, previously agreed for improvement for the year 17/18, had been carried over for continuation in 18/19. Five further areas for improvement had been identified; these were issues that had been highlighted as needing improvement, the issues were not in themselves significant. They were areas which suggested partial compliance with requirements or where there was insufficient evidence to demonstrate full compliance. There were no areas of significant none compliance by the Council. Subsequently, the group were satisfied that there were no significant issues and assurances were made that steps would be made in the coming year to address the issues to further enhance to Council's governance arrangements.
27. Following member queries, an outline of the appointments process for the Scrutiny Committee was provided. It was agreed that the Committee would write a letter to the Chair of the Scrutiny committee encouraging more involvement in the Task Groups. The draft Annual Governance Statement was approved and referred to the Executive Leader and Chief Executive for signature.

Commercial Health Check

28. The Director of Policy and Governance submitted a report to provide Members with an overview of Grant Thornton's commercial health check report and included a self-assessment of the Council's commercial activities using Grant Thornton's 'beyond compliance' commercial health check diagnostic tool.
29. It was reported that most, if not all councils were exploring new ways of generating sustainable income streams in order to ensure their continued financial viability. Based on key findings and trends, Grant Thornton commissioned their commercial healthcheck report which was published in late 2017. Officers subsequently carried out a self-assessment based on Grant Thornton's diagnostic tool.
30. The commercial health check self-assessment undertaken included four sections of consideration; outcomes based MTFs planning, audit and assurance framework, stakeholder engagement and corporate performance. Overall, the self-assessment demonstrated that a strong approach to commercial activities was being undertaken by the Council. The Council's transformation programme and commercial activities were closely aligned to the Council's long term objectives, the transformation board and corporate budget planning process ensured numerous opportunities to prioritise, monitor, and consider new and existing commercial opportunities. In addition, there was close working with both internal and external audit and the governance committee.
31. The report highlighted some areas which needed to be developed and strengthened further such as exploring alternative delivery models and further developing commercial skills and

culture of our workforce. These development areas had already been identified by the senior management team and actions agreed to address them.

32. In terms of financial results and commercial impact, the scoring acknowledged the success of the purchase of Market Walk in terms of financial results, but also acknowledged the risk and took a cautious approach with the projected returns of the projects still in progress. Similarly, the aim of the current projects was that they should deliver positive social impacts, and that clear targets be identified for projects such as the Market Walk extension, but these were still to be delivered, and it was suggested that a more structured approach to social impact could be useful.
33. The External Auditors advised that this was a strong assessment of the council that provided an efficient summary and a good starting point on which to develop. Officers reassured Members that early consultation indicated that the council was working well within their boundaries and this would be closely monitored.
34. Members welcomed the report and recognised that commercialisation was important in the changing financial situation. It was advised that an action report would be produced for the Governance Committee scheduled for September and a review of current partnership working would be considered. The report was noted.

Strategic Risk Update Report

35. The Director of Policy and Governance submitted a report to the Governance Committee to provide Members with an updated Strategic Risk Register (SRR) which included 15 strategic risks to the Council, including action in progress as well as new actions planned to further mitigate identified risks.
36. Members were advised that the majority of risk categories remained stable with six of these identified as 'high risk', seven 'medium risk' and two 'low risk'. The majority of risk levels remained static as mitigating actions ensured that the risks had been effectively managed and had therefore not escalated across the year.
37. Two risk levels had been increased to reflect the large levels of reliance upon ICT development and capacity required to undertake this work and reflect the Council's reliance on partnership working to support and sustain its transformation agenda. One risk level had been lowered due to the strong controls in place to ensure we change and adapt to react to changing service demand.
38. Members were reassured that the ICT department was in a period of transition and an action plan was in place to address this. The council was closely monitoring Shared Services developments and officers ensured that a joint committee meeting was scheduled to agree a plan moving forward. An update would be provided at the next Governance Committee meeting. Members requested that the failure of future Shared Service arrangements also be considered as a risk in addition to the existing arrangements.
39. It was reported that good progress had been made over the last year with regards to the GRACE system and its use. Directors had been assigned to each risk, rather than SMT as a whole, to make the best use of the GRACE system and alerts and ensure that each risk is owned at a senior level.

40. A recent internal audit exercise highlighted some key actions for improving the way in which we deal with strategic risk within the organisation. Recommendations included risks being incorporated more effectively within Council Committee report templates and risks being reported (by exception) to Executive Cabinet on a quarterly basis. The review also recommended that the Strategic risk register be reviewed more frequently by SMT and this recommendation would be taken forward from Q1 2018/19 when SMT would review the register on a quarterly basis. The strategic risks, controls in place, and actions planned to further mitigate strategic risks as set out in the report were noted.

RIPA Application Update

41. There had been no RIPA applications made.

Recommendation – to note the report.

**COUNCILLOR ANTHONY GEE
CHAIR OF THE GOVERNANCE COMMITTEE**

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