

EXECUTIVE CABINET

THURSDAY, 21ST JUNE 2018, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES FOR ABSENCE

1 **MINUTES OF MEETING THURSDAY, 15 MARCH 2018 OF EXECUTIVE CABINET**

(Pages 5 - 12)

2 **DECLARATIONS OF ANY INTERESTS**

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

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

3 **PUBLIC QUESTIONS**

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

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

4 **CHORLEY COUNCIL PERFORMANCE MONITORING - FOURTH QUARTER 2018/19**

(Pages 13 - 28)

To receive and consider the report of the Director (Policy and Governance).

5 **PROVISIONAL REVENUE AND CAPITAL OUTTURN 2017/18**

(Pages 29 - 56)

To receive and consider the report of the Statutory Finance Officer.

ITEM OF EXECUTIVE MEMBER (HOMES AND HOUSING) (INTRODUCED BY COUNCILLOR JANE FITZSIMONS)

6 PRIMROSE GARDENS EXTRA CARE ALLOCATIONS POLICY

(Pages 57 - 90)

To receive and consider the report of the Director (Early Intervention and Support).

7 EXCLUSION OF THE PUBLIC AND PRESS

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

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

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

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

The Charities Act 1993

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

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

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

8 GLENDALE PROPOSAL FROM LEASEHOLDER OF DUXBURY GOLF COURSE

(Pages 91 - 96)

To receive and consider the Report of the Director (Early Intervention and Support).

ITEM OF EXECUTIVE MEMBER (HOMES AND HOUSING) (INTRODUCED BY COUNCILLOR JANE FITZSIMONS)

9 PRIVATE SECTOR HOUSING ASSISTANCE POLICY: REVIEW 2017-18

(Pages 97 - 106)

To receive and consider the Report of the Director (Early Intervention and Support).

10 ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR

GARY HALL
CHIEF EXECUTIVE

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

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

To view the procedure for public questions/ speaking click here

<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%2016.pdf> and scroll to page 48

To view the procedure for “call-in” of Executive Decisions click here

<https://democracy.chorley.gov.uk/ieListMeetings.aspx?CId=117&Year=0>

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MINUTES OF EXECUTIVE CABINET

MEETING DATE Thursday, 15 March 2018

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

OFFICERS: Gary Hall (Chief Executive), Chris Sinnott (Director (Early Intervention and Support)), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Business, Economic and Growth)), Chris Moister (Head of Legal, Democratic & HR Services), Angela Barrago (Health and Wellbeing Manager), Dianne Scambler (Democratic and Member Services Officer) and Riley (Communications)

APOLOGIES: None.

OTHER MEMBERS: Councillor Aaron Beaver, Gordon France, Margaret France, Danny Gee, Tom Gray, Marion Lowe, Matthew Lynch, June Molyneaux, Alistair Morwood, Alan Cullens and John Walker

18.EC.20 Minutes of meeting Thursday, 15 February 2018 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 15 February 2018 be confirmed as a correct record for signing by the Executive Leader.

18.EC.21 Declarations of Any Interests

There were no declarations of any interests.

18.EC.22 Public Questions

There were no public questions received.

18.EC.23 Coronation Recreation Ground Phase 2 Approval and Phase 1 Update

The Executive Leader presented the report of the Director (Business, Development and Growth) that sought approval for the tender process for Phase two works at Coronation and Harpers Recreation Grounds. The report also provided an update on the Phase one tender process.

Following Executive Cabinet approval in November 2017 it was agreed that £449,000 be allocated to Coronation Recreation Ground and £207,000 be allocated to Harpers Lane Recreation Ground, funded by existing Council reserves and capital receipts, already committed to play and open development, along with S106 developer contributions and external funding bids.

As the total value for the phase 2 procurement was unknown owing to the tendering of phase 1, the procurement approach of phase 2 was agreed to be determined by Executive Cabinet once grant funding had been confirmed and the total cost of phase 1 was fixed.

Funding bids have been successful, providing £88,000 towards the project at Coronation Recreation Ground and the pre-tender estimate for delivery of phase 1 on both sites was £150,000 which will carry out essential maintenance works that have been agreed through member engagement. The appointed contractor following tender evaluation quoted £162,000 (including contingency) resulting in budgets needing to be realigned.

Phase 2 works at Coronation Recreation Ground will consist of a play area for 2-8 ages to the value of £150,000 and a MUGA, fitness zone and play equipment for 8+ to a contract value of £170,000. It was proposed to tender the two Design and Build contracts separately that would run concurrently. The Council's procurement team have been engaged in this decision and endorsed the approach being taken.

It was noted that the provision of CCTV was planned for the next phase, although the Leader informed the meeting that they would try to bring his forward to afford protection of the newly installed equipment.

Decision: Approval granted for:

- 1. The procurement approach for phase two at Coronation Recreation Ground.**
- 2. Delegated Authority to the Executive Leader and Executive Member (Economic Development and Public Service Reform) for the awarding of the phase two contract.**
- 3. Submission of a funding bid to Fields in Trust for £5k active Spaces Funding for the provision of finance to deliver structured sessions to engage the community to use the new facilities at Harpers Lane Recreational Ground.**

Reasons for recommendation(s)

1. To deliver the commitments to improve Coronation recreation and Harpers Recreation Grounds as included in the Play, Open Spaces and Playing Pitch Strategy. This work is proposed to be carried out in phases to keep the recreation grounds open for use throughout the enhancement.
2. To spend the Section 106 developer contributions and external funding which has been collected for these improvements.
3. To maintain the assets and ensure they remain in good repair and therefore reduce any health and safety risk to the public and encourage inward investment in the Borough.
4. To promote the use of the space by the community and contribute to the health and wellbeing of the community.

Alternative options considered and rejected:

To do no improvements. This is rejected because it would result in the loss of the section 106 developer contributions, external funding and increase the risk of those assets falling into serious disrepair which is a reputational health and safety risk.

18.EC.24 Neighbourhood Priorities 2018/19

The Executive Member (Early Intervention and Support) presented the report of the Director (Early Intervention and Support) that provided a summary of the decision making processes that had taken place to determine the neighbourhood priorities for 2018/19. The proposed priorities that had been agreed by each of the eight Neighbourhood Area Meetings were presented in the report.

Once agreed, a Lead Officer would be allocated to each of the priorities who would then liaise with the relevant members to scope out the project.

It was also noted that the Electoral Review currently taking place may alter some of the Neighbourhood boundaries and that the Council needed to work more closely with Parish Council's and other organisations regarding project funding.

Decision: Approval granted for:

- 1. The neighbourhood priorities agreed at each of the eight Neighbourhood Area Meetings.**
- 2. That when scoping out the detail and financial resources required for each priority, financial or in kind contributions will be sought from partners within the neighbourhood including parish councils, Lancashire County Council, voluntary sector and other stakeholders.**
- 3. Delegated Authority to be given to the Executive Member (Early Intervention and Support) for the approval of additional funding for those projects subsequently scoped out as requiring increased financial resources beyond £2k, to be phased, or developed further as an individual corporate project.**

Reasons for recommendation(s)

Neighbourhood working and associated projects is key priority with the council's corporate strategy and encourages the improvement of environmental, health and social features within the eight neighbourhoods of Chorley.

Alternative options considered and rejected:

To not support the continuation and development of neighbourhood priorities across the borough and not make the £50,000 funding available.

18.EC.25 Streetscene Modernisation Strategy 2018-2020

The Executive Member (Customer, Advice and Streetscene Services) presented the report of the Director (Customer and Digital) that informed of progress made during the implementation of the Streetscene Modernisation Strategy and to present and updated Strategy for 2018-20.

The Strategy includes:

- Six key areas of focus for 2018/19
- Key performance measures

- A high level action plan
- Updated information in respect of council related assets

Key areas of focus for 2018/19 are:

- Corporate Strategy project
- Key policies – operational procedures
- Quality Control
- Technology – Phase 2
- Resources: Budget and staffing
- Internal and External asset Management

Decision:

- 1. That the report be noted.**
- 2. Approval of the Streetscene Modernisation Strategy 2018-2020**

Reasons for recommendation(s):

To ensure that the streetscene service is fit for purpose, utilising resources appropriately and managing and meeting customer expectations.

Alternative options considered and rejected:

To curtail the successful programme of review and change initiated in 2017/18 that is essential for the successful modernisation and development of service.

18.EC.26 Exclusion of the Public and Press

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

18.EC.27 Acquisition of Former Hyatt Restaurant, Dole Lane and Proposed Lease to Chorley Little Theatre

The Executive Member (Resources) presented the report of the Director (Business, Development and Growth) that sought approval to purchase the building known as the Hyatt Restaurant premises on the terms indicated in the report and shown, edged in red on the attached plan.

The report also sought approval of a new lease to be granted to Chorley Little Theatre for the Hyatt premises to be able to be occupied in connection with their use of the Chorley Little Theatre for studio space, rehearsals and storage.

The expansion of the rehearsal rooms would allow the theatre to work with more young people and encourage more volunteering in this field. It was also noted that this area of Chorley was designated as an entertainment area on the Town Centre Masterplan.

Decision:

- 1. Approval for the Council to proceed with the freehold purchase of the Hyatt premises, 1 Dole Lane, Chorley PR7 2RL by the 31 March 2018 so that preparations can be implemented by the Chorley Little Theatre for its expansion and rehearsal rooms.**

2. **Delegated authority granted to the Executive Member (Resources) to negotiate the terms of the lease with the Chorley Little Theatre in accordance with those provisionally agreed and contained at paragraph 17 of the report.**
3. **Delegated authority granted to the Head of Legal, Democratic and HR to complete the documentation for both purchase of the freehold from the existing vendor and complete the documentation for a Lease on terms to be negotiated with Chorley Little Theatre.**

Reasons for recommendation(s)

1. The Council will secure the delivery of a valuable historic community asset to the Chorley Borough, enabling theatre goers to continue to enjoy the community benefits that this theatre currently brings including plays, comedy acts, musical events, historical events and other community groups. The additional space should encourage other volunteers and give more scope for several productions and volunteers at the same time.
2. The addition of the Hyatt Premises will also encourage future generations to develop skills in theatre and production work by continuing to provide these opportunities to the Chorley Youth Theatre. The inclusion of the subject building with the existing theatre will also assist with disabled access and older generations to volunteer as the premises are not accessed by steps. Long term the buildings may be merged and developed to provide the Box Office.

Alternative options considered and rejected:

To not proceed with the purchase of the Hyatt Premises would mean that the Council and the Chorley Little Theatre miss out on a valuable opportunity to acquire adjoining premises in the right location and a building that is suitable for future adaptation and merging with the existing theatre. This is of benefit to all the community and theatre goers which will result in the continued successful delivery of the Chorley Little Theatre.

18.EC.28 Restructure of the Health and Wellbeing Team

The Executive Member (Early Intervention and Support) presented the report of the Director (Early Intervention and Support) that sought approval to make changes to the Health and Wellbeing team.

The overarching principle of future working for the Health and Wellbeing Team will be to guide and support communities to become more resilient by; being better connected and informed, being encouraged and given permission to be take the lead in their communities and to contribute more broadly to the shaping of future services, with those closest to the issues faced in communities properly involved throughout all stages of redesign and delivery.

The proposed structure seeks respond to the council's focus on developing more resilient communities, the development of the Youth Zone, the leisure contract review and the partnership of the Integrated Community Wellbeing Service.

The review proposed to increase the capacity for delivery of community-led community development and health awareness projects and creates a dedicated role to project manage the delivery of the council's neighbourhood priorities.

It also considers the increase in younger people's activities that will be available through the opening of the Youth Zone and the potential to better utilise the skills in our communities and resources at our leisure centres to deliver physical activities for both adults and children.

The aim of the restructure will allow for a focus on prevention by addressing existing need and improving outcomes for the broad community as well as the most vulnerable.

Decision:

- 1. Approval of the proposed restructure for formal consultation**
- 2. Delegated authority granted to the Executive Member (Early Intervention and Support) to approve the final structure subject to there being no significant changes to what is proposed within the report.**

Reasons for recommendation(s):

To respond to the need to increase capacity within the health and Wellbeing Team to focus on the delivery of community development and resilience projects and incorporate the responsibility for neighbourhood priorities.

Alternative options considered and rejected:

To continue with the current structure - This was rejected because the structure and the capacity in the team does not support the need to increase resilience in communities or respond to developments of new assets in the community.

18.EC.29 Approval for procurement for Microsoft licensing

The Executive Leader accepted the item of urgent business as the award of the contract is necessary for the continuing operation of the Council.

The Executive Member (Customer, Advice and Streetscene Services) presented the report of the Director (Customer and Digital) that sought approval for the procurement of a new three year Microsoft enterprise Service Agreement (ESA) via the Crown Commercial Services (CCS) Framework.

The Council's current ESA is due to expire at the end of April and agreement of a new three year ESA would avoid a price increase that is expected to be introduced by Microsoft in May 2018, thus enabling the Council to benefit from a significant (circa 40%) discount in pricing. All costs for the initial licensing requirements will be contained within existing budget provision.

Decision:

Approval granted to procure Microsoft ESA for a 3 year term via the CCS framework and:

- a. Agreement to the scoring criteria of 90% cost and 10% quality for this procurement.**
- b. Delegated authority to the Executive Member (Resources) for the awarding of the contract.**
- c. Agreement to seek to waive the mandatory 5 day call-in for the Executive Member Decision**

Reasons for recommendation(s)

To achieve value for money prior to the increase in the licensing cost effective from May 2018.

Alternative options considered and rejected:

1. Do nothing but negotiate a new agreement when the current agreement expires. This option has been rejected due to increased cost during the life of any new contract.
2. Whilst there may be other products available on the market which the council has considered since 2013 the Council has invested significantly in Microsoft products (circa. £200,000). Consequently, employee skill sets and development have all been in the use of Microsoft products.

Chair

Date

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Report of	Meeting	Date
Director of Policy and Governance (Introduced by the Executive Member for Resources)	Executive Cabinet	21 June 2018

CHORLEY COUNCIL PERFORMANCE MONITORING – FOURTH QUARTER 2018/19

PURPOSE OF REPORT

1. This monitoring report 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.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy and key service delivery measures for the fourth quarter of 2017/18, 1 January – 31 March 2018. Performance is assessed based on the delivery of key projects outlined within the new 2017 Corporate Strategy and against the measures in the 2016 Corporate Strategy along with key service delivery measures for individual services.
4. 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 this report.
5. 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.

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)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. None.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

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

BACKGROUND

9. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council's four priorities.
10. The Corporate Strategy was approved by Council in November 2017. It includes 12 key projects, with a particular focus on delivering some of the large scale, ambitious schemes that will have a significant impact on local outcomes.
11. Key performance measures for each service have been set so that targets remain challenging and reflective of the Council's ambitions.



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

The long term outcomes for this priority are:

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

ACHIEVING THE LONG TERM OUTCOMES IN QUARTER FOUR

12. The project to support people from across the borough to be digitally included has made good progress this quarter, with 44 new attendees at Citizens Advice Bureau digital help sessions. In addition, the Council has delivered and coordinated 10 digital skills courses across 7 different venues and in total 105 residents have attended the digital skill courses. Trial code club dates have been set up as a pilot to provide children with coding skills to equip them for future digital jobs. Further partnerships have been developed with Lancashire Adult Learning and Preston College to deliver more digital skills sessions and Google and Lancashire Constabulary to deliver future digital safety sessions.
13. The project to 'improve the look and feel of local neighbourhoods' looks to evaluate our approach to neighbourhood working and bring together best practice to deliver evidence led neighbourhood improvement projects. Within this quarter, new project management tools have been developed to support the initial scoping and agreement of the priority projects for 2017/18. To further support resident's involvement in taking an active part in their community, there has been a 22.8% increase in the number of volunteering hours earned this quarter.
14. Work this quarter for the project 'develop Astley Hall and park as a visitor destination' has included the completion of an exciting and diverse 2018 events programme for Astley Hall; this details the upcoming events and further promotes Astley Hall as a visitor destination in Chorley. As part of Chorley Council's bid for Heritage Lottery funding to develop Astley Hall, Coach House and Park, a public consultation has been prepared and launched to further understand what improvements the public would like to see and how we could improve the visitor experience. Work this quarter has also included successfully obtaining planning permission for the Garden of Reflection, with work progressing well and on track for unveiling for the Chorley Flower Show.

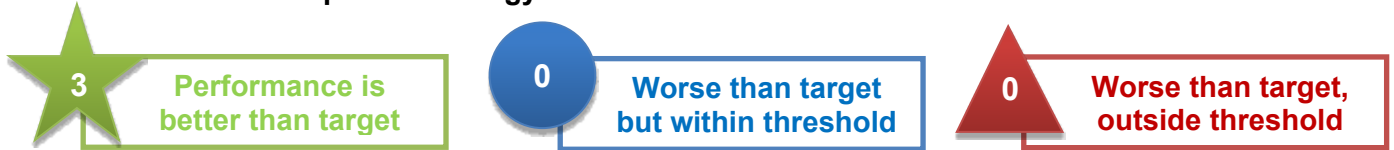
Performance of Key Projects



15. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of the fourth quarter overall performance is good.
16. Three projects are rated as green, meaning they are progressing according to timescale and plan:

- Improve the look and feel of local neighbourhoods across the borough
- Support people from across the borough to be digitally included
- Develop Astley Hall and park as a visitor destination

Performance of Corporate Strategy Measures



17. At the end of the fourth quarter, it is possible to report on three of seven performance indicators under this priority.
18. Three of the indicators are performing on or better than target:
 - % increase in volunteering hours earned
 - % population with NVQ level 3 or above
 - % increase in digital access points across the borough
19. The full outturn information for the performance indicators is included at Appendix A.

Clean, safe and healthy homes and communities



The long term outcomes for this priority are:

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

ACHIEVING THE LONG TERM OUTCOMES IN QUARTER FOUR

20. The project to deliver purpose built accommodation to support older residents in Chorley through the Primrose Gardens Retirement Village is on track and progressing well. 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.
21. The delivery of the Youth Zone has made good progress in quarter four, with all the works now complete. The facility will now be open for the Soft Opening in April as planned which will invite the public and partners to view the new facilities. It has been confirmed that the facility will be ready for the official opening in May 18.
22. Residents have been encouraged to be healthier this year as the number of visitors to Council leisure centres continues to increase, with 35,000 more visitors this year than in 2016/17. In addition, there have been 8,358 young people taking part in 'Get Up and Go' activities this quarter. To support the long term outcome for clean, safe and healthy communities, 172 affordable homes have been delivered this year compared to 87 in 2016/17.

Performance of Key Projects



23. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of the fourth quarter overall performance is good.
24. Two projects are rated as green, meaning they are progressing according to timescale and plan:
- Deliver the Primrose Gardens retirement village
 - Deliver the Youth Zone
25. One project is rated as not started:
- Develop a strategy for housing Chorley and implement a programme of work

26. This project is rated as not started due to limited resource in quarter four. There is now a dedicated project manager in place to take this project forward and it is expected that work will begin in quarter one.

Performance of Corporate Strategy Measures



27. At the end of the fourth quarter, it is possible to report on four of the nine key performance indicators under this priority.
28. Four of the indicators are performing on or better than target:
- Number of visits to Council leisure centres
 - Number of young people taking part in 'Get Up and Go' activities
 - Number of affordable homes delivered
 - Number of long term empty properties in the borough
29. The full outturn information for the performance indicators is included at Appendix A.



A strong local economy

The long term outcomes for this priority are:

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

ACHIEVING THE LONG TERM OUTCOMES IN QUARTER FOUR

30. The project to ‘deliver a borough wide programme to help people overcome barriers to employment’ looks to reduce economic inactivity by providing people with multiple barriers or who are long term unemployed with support to get them ready for the job market. During quarter four this project is progressing well; a review of existing support for people to get into employment has been undertaken and mapping exercises have been conducted to determine what employability provision is available in the Chorley area. There has also been community research to determine gaps in current employability provision and any limited provision to pre-entry literacy has been identified as a barrier to accessing the labour market. This review and research will be used to develop a project proposal which will focus on tackling employability in Chorley.
31. The project ‘bring forward key sites for development’ looks at bringing forward three employment sites that have been identified for inward investment. The work within this project will focus on bringing forward these key employment sites for development in order to continue to drive economic growth and provide jobs for local people. Progress this quarter has been good; for two of the sites the site investigations have been completed, a consultant has been commissioned to undertake soft market testing and there has been the development and submission of a planning application.
32. Work has continued this quarter with the Market Walk extension, following Full Council’s approval to proceed with Option 2, which involves creating a more flexible ground floor layout and additional car parking in the town centre in addition to the construction of the main Market Walk Extension. Work this quarter has included progressing the enabling works which will allow the construction phase to recommence in October, obtaining approval for demolition of Oak House, undertaking surveys and commencing detailed designs to support a tender offer for the delivery of the decked car park on Friday Street.

Performance of Key Projects



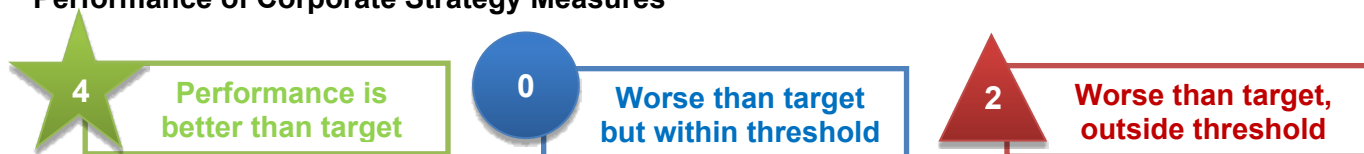
33. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of the fourth quarter:
34. One project is rated as green meaning it is progressing according to timescale and plan:
 - Deliver a borough wide programme to help people overcome barriers to employment

35. Two projects are rated amber which is an early warning that there may be a problem with the project and more detailed information on this can be found below:

Project Title		Project Status
Bring forward key sites for development		AMBER
Explanation	<p>This project comprises of three separate development sites each with their own project timescales and deliverables. For quarter four, two of the sites are currently rated as green with good progress against project plans. However, one site is currently rated red. Given one of the sites is rated red the overall score for the project has been set at amber.</p> <p>The one site which is currently rated as red is due to work around the master planning exercise was halted due some unresolved ownership issues on the adjacent site. The adjacent site will be used to provide through access, however the developer had not yet secured all the necessary land and therefore work has had to be postponed.</p>	
Action Required	<p>It is expected that over the next quarter, work on the two sites currently rated green will progress in line with the project plan. With regard to the site rated as red, work will remain on hold until a solution is found to securing all the necessary land. Over the next quarter, liaisons with the adjacent land owner will continue and alternative options will be scoped out to ascertain the future direction of the site.</p>	

Project Title		Project Status
Market Walk Extension		AMBER
Explanation	<p>Work has progressed this quarter, with the enabling works now progressing as outlined ahead of the construction phase recommencing in October. The project is currently rated amber due to a number of elements of its delivery experiencing some delays including:</p> <ul style="list-style-type: none"> - Negotiations remain ongoing with potential anchor tenants, delaying finalisation of the project design - The Arley Street staff car park ground works were postponed due to a planning objection - The demolition of Oak House was delayed due to unidentified asbestos found 	
Action Required	<p>Work next quarter will focus on continuing ongoing negotiations with potential anchor tenants and seeking agreement of Heads of Terms to enable the design of the ground floor flexible layout to be put forward through the EMD approval process. In addition, work will continue to progress the next stages of the Arley Street staff car park ground works and the demolition of Oak House.</p>	

Performance of Corporate Strategy Measures



- 36. At the end of the fourth quarter, it is possible to report on six of the eleven key performance indicators under this priority.
- 37. Four of the indicators are performing on or better than target:
 - Overall employment rate
 - % 16-17 year olds who are not in education, employment or training NEET
 - Growth in business rate base
 - Number of employment sites brought forward
- 38. Two of the indicators are performing below target, outside of the 5% tolerance threshold:
 - Number of projected jobs created through targeted interventions
 - Number of projected jobs created through inward investment

Performance Indicator		Target	Performance
▲	Number of projected jobs created through targeted interventions	150	105
Reason below target	This indicator includes the number of projected jobs created through the retail grants programme which includes the Starting in Business grant, Chorley BIG grant and Chorley Works programme. The changes to criteria for the retail grant programme and the reduction in the amount of start-up funding available has impacted on the number of grant applications which have been received over 2017/18. This has resulted in fewer grant applications being received and the number of projected jobs created being less than anticipated.		
Action required	For 2018/19 the Chorley BIG grant will continue to be promoted as part of the targeted interventions. All of the Council’s funding programmes will continue to be clearly identified on both the Council’s website and the Choose Chorley website. The programmes are also discussed with businesses either at networking events or in 1:1 meetings.		
Trend:	↓ Performance at quarter four 2016/17 was 159 against a target of 150. Out turn this quarter is 105 against a target of 150, therefore performance is worse than quarter four last year.		

Performance Indicator		Target	Performance
▲	Number of projected jobs created through inward investment	60	2
Reason below target	<p>This indicator includes the number of projected jobs created through work with inward investors under the Welcome Grant and as part of the Chorley Employment Charter process.</p> <p>There have been 2 projected jobs created for 2017/18. This is due to projected jobs created through inward investment are reliant primarily on availability of land and/or premises for business to relocate to in Chorley. We continue to received grant enquiries, however the availability of this land is at present limited and therefore the needs of businesses enquiring about grants cannot always be met.</p>		
Action required	<p>The grants will continue to be made available as part of the inward investment offer. Over the next year, the 2017/18 Corporate Strategy will be delivering a project to bring forward land for development across three sites to deliver more available land in the medium to long term. This will enable more available land/premises for businesses to relocate to in Chorley.</p>		
Trend:	<p>▼ Performance at quarter four 2016/17 was 25 against a target of 60. Out turn this quarter is 2 against a target of 60, therefore performance is worse than quarter four last year.</p>		

39. The full outturn information for the performance indicators is included at Appendix A.

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



The long term outcomes for this priority are:

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

ACHIEVING THE LONG TERM OUTCOMES IN QUARTER FOUR

40. The project 'deliver a borough wide programme of improvements to street services' will look at reviewing current working practices to identify opportunities for improvement within grass cutting, litter bin emptying and street cleansing working practises. Work this quarter has progressed well; it has involved reviewing work schedules for street cleansing and litter bins to understand current working practices to identify areas for improvement and continued work to establish an accurate data base for grass cutting improvements.
41. In this quarter, the project to 'deliver the Chorley Public Service Reform' has made good progress. The work programme has been developed for the delivery phase which involves; embedding successes from previous implementation activity into operational activity, and also testbed some wider system activity including business intelligence and system leadership to support principles of the programme which include reducing demand, developing integration of services, focussing on prevention, adding social value and improving wellbeing outcomes. The Executive and Implementation Group met in January to agree the delivery plan objectives. The development of seven mandates has been completed as part of the future delivery plan.
42. The project 'transform the way the council delivers services' will look to transform the way in which the council delivers services to a financially sustainable and operationally efficient organisation that can continue to meet the needs of local residents through quality services. There has been good progress made this quarter with the return of tenders for the Council's Waste Contract which is currently under review, the completion of the Business, Growth and Investment service review and redesign of the Integrated Community Wellbeing service. All of which are significant transformation initiatives, that will not only achieve efficiencies, but redesign the way we deliver for our residents. The Transformation programme has prepared an outline plan for the 2019/20 Budget which will help to achieve the savings to achieve our Medium Term Financial Strategy. In addition, the exploration of opportunities for income generation is underway and ongoing investment priorities.

Performance of Key Projects



43. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of the fourth quarter overall performance is good.

44. Three projects are rated as green, meaning they are progressing according to timescale and plan:
- Deliver a borough wide programme of improvements to street services
 - Integrate public service through the Chorley Public Service Reform Partnership
 - Transform the way the council delivers services

Performance of Corporate Strategy Measures



45. At the end of the fourth quarter, it is possible to report on two of the five key performance indicators under this priority.
46. Two indicators are performing on or better than target:
- % service requests received online
 - % customers dissatisfied with the service they received from the council
47. The full outturn information for the performance indicators is included at Appendix A.

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

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



49. The reasons for areas of underperformance are listed in the table below:

Performance Indicator		Target	Performance
	Number of missed collections per 100,000 collections of household waste	49	69
Reason below target	<p>The reasons behind the lower than anticipated performance this quarter is due to Veolia continuing to experience staffing issues in terms of both recruiting and retaining staff. In addition to this, there is a shortage of HGV drivers nationally and this is affecting supervision due to supervisors carrying out operational duties.</p> <p>Performance this quarter has significantly improved from last quarter when performance was at 125. Veolia have identified a number of changes required to improve the workforce culture which have been implemented since January 2018 which has contributed to improved performance.</p>		
Action required	<p>Work will continue with Veolia to improve performance, with an action being provided by Veolia to focus on improving performance and continue to identify repeat issues to ensure these are dealt with.</p> <p>In addition to this, a remediation notice was served on the contractor in March 2018 which requires Veolia to further improve performance.</p>		
Trend:	<p>↓ Performance at quarter four 2016/17 was 55 against a target of 49. Out turn this quarter is 69 against a target of 49, therefore performance is worse than quarter four last year.</p>		

Performance Indicator		Target	Performance
	Average working days per employee (FTE) per year lost through sickness absence	7.5 days	8.17 days
Reason below target	<p>It is the instances of short term sickness that have contributed to the average working days per employee being off target. The long term sickness absence this quarter is within target. The majority of short term sickness across both quarters two and four was lost due to viral infections.</p>		
Action required	<p>A number of actions are either underway or being progressed. These include:</p> <ul style="list-style-type: none"> The Emotional Wellbeing policy has now been approved to support mental health and proactively address reducing absences related to stress, anxiety 		

	<p>and depression. Manager training will be implemented and there will be briefing sessions to staff to embed the policy.</p> <ul style="list-style-type: none"> The Attendance policy and the process for managing short-term sickness are under review. A new early intervention approach has been proposed which will provide flexibility, enable potentially problematic absences to be addressed at an early stage and empower managers to deal with absences within their services. <p>Whilst under review, the current attendance policy will continue to be followed. This includes conducting timely return to work interviews and identifying any issues. Absence meetings will be held where triggers are met – offering supporting interventions and issuing any sanctions where necessary, consideration of reasonable adjustments for disability cases and medical capability hearing if short-term absences persist. Conduct early intervention welfare for employees absent with stress/anxiety.</p>
Trend:	<p>↓ Performance at quarter four 2016/17 was 8.24 days against a target of 7 days. Out turn this quarter is 8.17 days against a target of 7.5 days, therefore performance is worse than quarter four last year.</p>

IMPLICATIONS OF REPORT

50. 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)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Rebecca Aziz-Brook	5348	07.06.2018	Chorley council performance monitoring report Q4

Appendix A: Performance of Corporate Strategy Key Measures

★ Performance is better than target

● Worse than target but within threshold

▲ Worse than target, outside threshold

Indicator Name	Polarity	Target	Performance Quarter 4	Symbol	Trend
% increase in the number of volunteering hours earned	Bigger is better	20%	22.8%	★	Worse than Q4 16/17
Overall employment rate	Bigger is better	80%	86.5%	★	Better than Q4 16/17
Number of projected jobs created through targeted interventions	Bigger is better	150	105	▲	Worse than Q4 16/17
Number of projected jobs created through inward investment	Bigger is better	60	2	▲	Worse than Q4 16/17
The % of 16-17 year olds who are not in education, employment or training (NEET)	Smaller is better	4.6%	2.7%	★	Better than Q4 16/17
The number of visits to Council's leisure centres	Bigger is better	1 million	1,117,553	★	Better than Q4 16/17
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	20,000	23,417	★	Worse than Q4 16/17
Number of affordable homes delivered	Bigger is better	100	172	★	Better than Q4 16/17
Number of long term empty properties in the borough	Smaller is better	180	164	★	Worse than Q4 16/17
% service requests received online	Bigger is better	20%	24.2%	★	Worse than Q4 16/17
% customers dissatisfied with the service they have received from the council	Smaller is better	20%	19.86%	★	Worse than Q4 16/17
% of the population with NVQ level 3 and above	Bigger is better	57%	59.9%	★	Better than Q4 16/17
% increase in digital access points across the borough	Bigger is better	11%	56%	★	Better than Q4 16/17
Growth in business rate base	Bigger is better	1%	1.18%	★	Better than Q4 16/17
Number of employment sites being brought forward	Bigger is better	2	2	★	Worse than Q4 16/17

Trend shown is for change from Quarter 4 2016/17.

Appendix B: Performance of Key Service Delivery Measures

★ Performance is better than target

● Worse than target but within threshold

▲ Worse than target, outside threshold

Indicator Name	Polarity	Target	Performance Quarter 4	Symbol	Trend
Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit	Smaller is better	6.4 days	5.05 days	★	Better than Q4 16/17
Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	100%	★	Better than Q4 16/17
Processing of planning applications as measured against targets for 'minor' application types	Bigger is better	65%	95%	★	Better than Q4 16/17
Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	100%	★	Better than Q4 16/17
Number of households living in Temporary Accommodation	Smaller is better	15	11	★	Worse than Q4 16/17
Number of missed collections per 100,000 collections of household waste	Smaller is better	49	69	▲	Worse than Q4 16/17
Supplier Payment within 30 days	Bigger is better	99%	98.62%	●	Better than Q4 16/17
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	7.5 days	8.17 days	▲	Better than Q4 16/17
Vacant Town Centre Floor Space	Smaller is better	6%	2.53%	★	Better than Q4 16/17
% Council Tax collected	Bigger is better	98.02%	98.16%	★	Better than Q4 16/17

Trend shown is for change from Quarter 4 2016/17.



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.

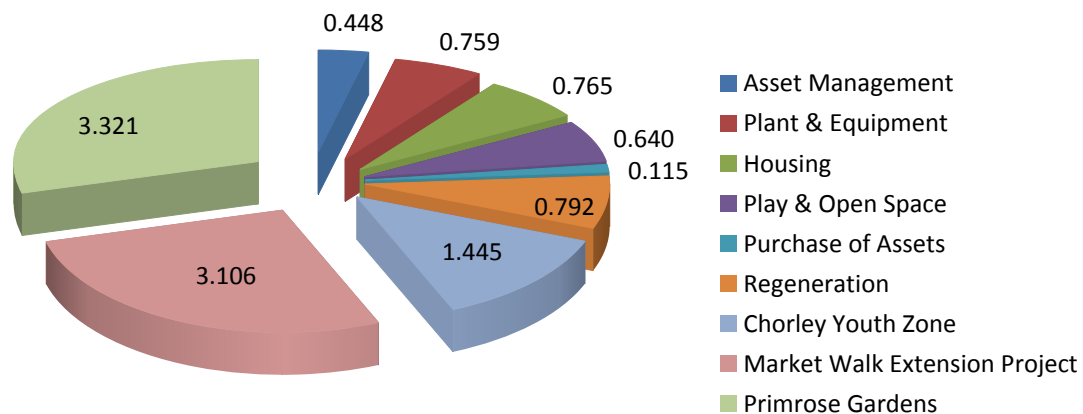
SECTION B: CURRENT FORECAST POSITION – CAPITAL

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:

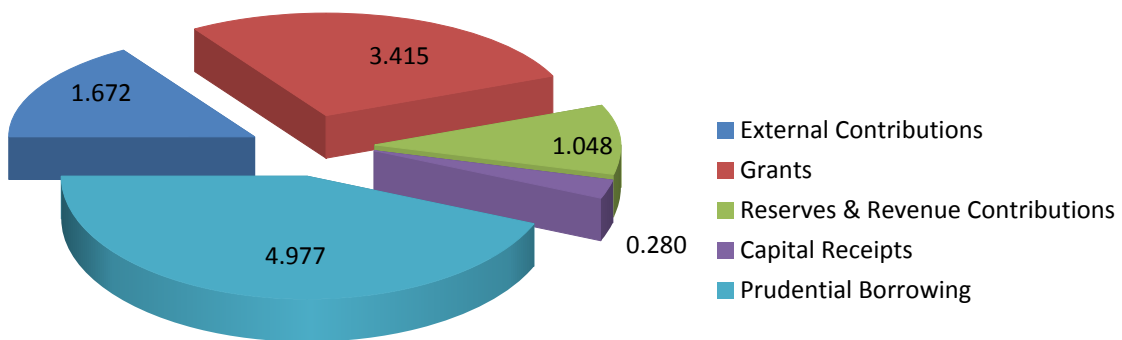
- £3.321m invested in the design and build of the **Primrose Gardens** Extra Care Facility. With £621k expended in 2016/17 on the purchase of the site, expenditure to date represents over a third of the forecast £10m project that will see the provision of 65 apartments for residents over 55 years old 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.

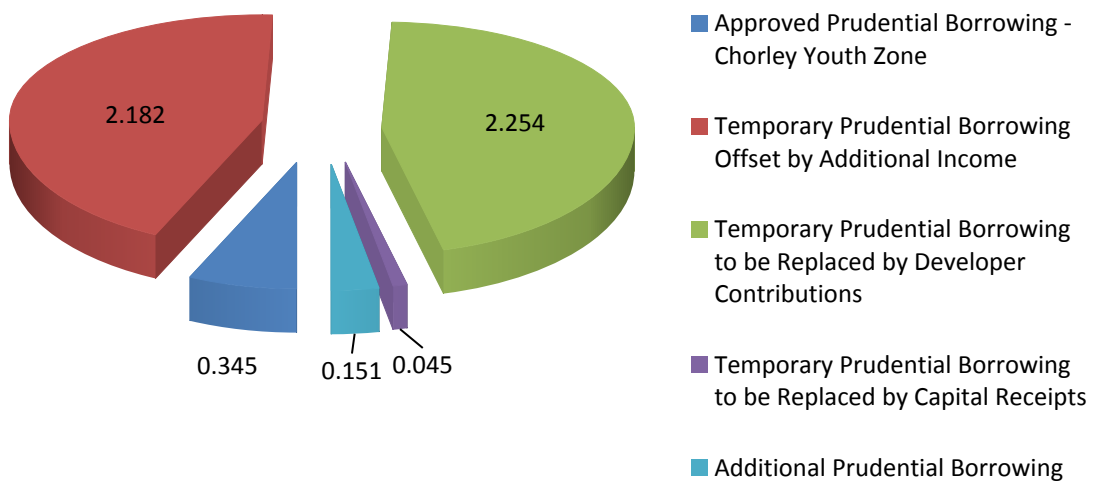
Capital Financing 2017/18

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	55,000				18,546	73,546					0	0	45,000	30,000	30,000				
Recycling receptacles - Garden Waste	175,541	244,731				(69,190)	175,541					69,190	0	69,190	0	0				
Puffin Crossing Collingwood Rd	0	47,820				(47,820)	0					47,820	0	47,820	0	0				
People & Places Vehicles & Plant	44,914	0			44,914	0	44,914					0	0	0	0	0				
ICT Modernisation	391,664	750,000				(358,336)	391,664					358,336	0	358,336	0	0				
Software Purchases	73,225	0				73,225	73,225					0	0	0	0	0				
Bank Hall Restoration	506,202	2,200,000				(1,693,798)	506,202					1,693,798	0	1,693,798	0	0				
Path Works to Cemeteries	50,043	140,576				(90,534)	50,043					90,534	0	167,534	0	0				
	1,315,135	3,438,128	0	0	44,914	(2,167,907)	1,315,135					77,000	0	2,259,678	0	2,381,678				
												122,000	0	0	0	30,000	30,000			
Policy & Governance																				
Chorley Youth Zone	1,445,186	1,500,000			(55,000)	186	1,445,186					0	0	0	0	0				
Astley 2020	49,609	474,175			(317,960)	(106,607)	49,609					340,784	106,607	100,000	547,390	0				
	1,494,795	1,974,175	0	0	(372,960)	(106,421)	1,494,795					0	0	0	0	0				
												0	0	0	0	0				
Early Intervention																				
Chorley Adaptation Grant (Formerly DFG)	622,502	824,404				(201,902)	622,502					665,945		201,902	66,055	933,902				
Cotswold House Improvements Final Phase	142,019	259,797			(117,545)	(233)	142,019					0	0	0	0	0				
Leisure Centres Improvements	49,972	90,000				(40,028)	49,972					30,000	0	40,028	0	70,028				
Delivery of CCTV 15/16 - 17/18	0	26,768				(26,768)	0					0	0	26,768	0	26,768				
	814,493	1,200,969	0	0	(117,545)	(268,931)	814,493					695,945	0	0	0	1,030,698				
												0	0	0	0	666,000				
Regeneration & Inward Investment																				
Asset Improvements	255,610	355,207			28,000	(127,597)	255,610					280,000		120,000	127,597	0	527,597			
Market Walk Extension & Public Realm Works	2,886,688	11,617,227		(6,039,643)	(2,414,584)	(276,312)	2,886,688					0	8,831,000	276,312	0	9,107,312				
Oak House Car Park	163,204					163,204	163,204							(163,204)	0	(163,204)				
Decked Parking	55,889					55,889	55,889							(55,889)	0	(55,889)				
Arley Street Car Park	680					680	680							(680)	0	(680)				
Brunswick Street Improvements	0					0	0							0	0	0				
Regeneration Projects - Public Realm Works Phase	0	956,984		(956,984)		0	0							0	0	0				
Steeley Lane Gateway	120,136	114,000			5,246	890	120,136					160,000		0	0	160,000				
Car Parks Pay & Display Ticket Machines	42,983	38,412			4,571	0	42,983							0	0	0				
Yarrow Meadows	63,397	83,102			(24,085)	4,380	63,397							112,085	(4,380)	107,704				
Buckshaw Village Rail Station	0	726,000			(726,000)	0	0							695,907	0	695,907				
Eaves Green Play Development	0	53,195				(53,195)	0							53,195	0	53,195				
Play, Recreation and Open Space Projects	280,172	1,105,492			372,636	(1,197,442)	280,686							1,196,500	857,294	2,053,794				
Rangletts Recreation Ground	86,647	92,592	5,000			(10,945)	86,647							10,945	0	10,945				
Yarrow Valley Car Park	207,478	212,555			0	(5,077)	207,478							0	0	0				
Recreation Strategy	0	105,000			(105,000)	0	0							0	0	0				
Primrose Retirement Village	3,321,260	3,572,278		(145,942)		(105,076)	3,321,260					5,553,427	844,531	145,942	105,076	0	6,648,976			
Westway Playing Fields Sports Campus	1,977	950,517			(895,702)	(52,838)	1,977							895,702	52,838	0	948,540			
Digital Office Park	165,324	4,964,527		(2,447,395)	0	(2,351,809)	165,324					2,450,000		2,447,395	2,351,809	0	7,249,204			
Digital Office Park Enabling	0	0		910,000	(10,000)	(900,000)	0							900,000	0	900,000				
Buckshaw Bus Stops	0	0	40,000			(40,000)	0							40,000	0	40,000				
Purchase of 1 Dole Lane (Hyatt)	115,000	0				115,000	115,000							0	0	0				
Properties for Refugees	0	0				0	0							0	1,672,000	1,672,000				
	7,766,446	24,947,089	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		
TOTAL	11,390,869	31,560,360	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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Report of	Meeting	Date
Director of Early Intervention and Support (Introduced by the Executive Member for Homes and Housing)	Executive Cabinet	21 June 2018

PRIMROSE GARDENS EXTRA CARE ALLOCATIONS POLICY

PURPOSE OF REPORT

- To present the draft allocations policy for the Primrose Gardens extra care scheme.

RECOMMENDATION(S)

- The Executive Cabinet is asked to agree the draft allocations policy for consultation with the bodies identified at paragraph 17.
- To delegate to the Executive Member for Homes and Housing Authority to amend the policy following the consultation responses being considered and to approve the allocations policy, in current or amended form, for adoption

EXECUTIVE SUMMARY OF REPORT

- Primrose Gardens Extra Care 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 view of LCC and agree a series of priorities in order comply with the HCA grant conditions.

Confidential report Please bold as appropriate	Yes	No

Key Decision? Please bold as appropriate	Yes	No

Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- The allocations policy is required to ensure that the accommodation within Primrose Gardens is allocated in a fair and transparent manner.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 7. To use the existing Select Move Allocations Policy to allocate the apartments and to not develop a separate allocations policy. This was rejected as the nature of the Primrose Gardens scheme means that different needs and issues need to be taken into consideration in prioritising the accommodation.

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

BACKGROUND

- 9. The allocations policy is needed to set out how the accommodation at Primrose will be allocated to those who would like to live there. In addition, it confirms the joint working agreements between Chorley Council and Lancashire County Council. Both organisations need to work together on the allocations primarily because of their core responsibilities. The county council has an important role through social care, while Chorley Council has an important role as the landlord and housing authority.
- 10. The policy has been produced in consultation with LCC and the draft policy is attached in Appendix 1. The agreement of the policy also plays an important part of the grant agreement between the two councils associated with the county council’s capital contribution of £1 million toward the scheme.

KEY ELEMENTS OF THE POLICY

- 11. The aim of the policy is to promote independence and well-being; facilitate a balanced, vibrant and sustainable community for older people within the setting of extra care housing which will play a key role in preventing and avoiding admissions to residential care and hospitals, and contribute to alleviating delayed transfer of care
- 12. The policy sets out the approach that will be taken to achieving that aim, so that void times are minimised and allocations are handled efficiently and effectively. It sets out:
 - a. The service model for the Extra Care scheme, including the core care provision that all residents will receive (and pay for)
 - b. The eligibility criteria for social housing
 - c. The qualification criteria for the accommodation – including priority for people able to demonstrate a local connection to Chorley.
 - d. The housing, care and support needs that will be considered in allocating accommodation
 - e. Disqualification criteria
- 13. The key elements of the policy are how applicants will be assessed and prioritised for accommodation when it is available. This includes the priority banding and the allocations panel. These are set out in more detail below.

Priority banding

14. As with other allocation policies, the draft policy for Primrose Gardens includes banding to separate and prioritise applicants for accommodation. The priority bandings are:

Priority 1	People who have an urgent need for re-housing and high care needs, who would otherwise move into residential care setting. This includes people who are unable to return home following a period in hospital or rehabilitation
Priority 2	People who have had a social care assessment (including reablement) that indicates that their current housing is no longer suitable and extra care accommodation would meet or reduce any ongoing statutory care needs, and would promote wellbeing as defined in the Care Act
Priority 3	People who have no statutory care needs who indicate that their current housing is no longer suitable and their independence and well-being would be promoted through living in an extra care scheme, thereby preventing or slowing down the need for care in the future

15. Within each of those bands, the policy then gives priority to those who currently living in Chorley, then those who can demonstrate a local connection and finally to those who live elsewhere in Lancashire.

Joint Allocations Panel

16. 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.

NEXT STEPS

17. To consult 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.
18. Once the allocations policy has been agreed, it will be applied to the applications received in advance of the completion of the build programme so that there is time to manage the opening of Primrose Gardens during 2019.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

20. The ratification of an agreed allocations policy between the Council and LCC is integral to securing the £1m capital contribution as pledged by LCC. The allocations policy proposed goes some way to achieving this goal and is believed to have been largely agreed with LCC at the date of this report. Specific sections of the Policy, including 11. Disqualification 14. Prioritisation and 18. Voids, deal directly with matters that aim to mitigate the main financial risks to the Authority of rent arrears and excessive voids (notwithstanding physical degradation of the asset). It is deemed that the Policy offers a supportive mechanism to sit alongside lease agreements in diminishing the Council's financial risk in these matters.

COMMENTS OF THE MONITORING OFFICER

21. The policy has been prepared in agreement with LCC and properly addresses relevant priorities. Consultation with the groups referenced prior to adoption is appropriate to demonstrate compliance with the Council's equality and diversity commitments.

COMMENTS OF THE DIRECTOR OF POLICY AND GOVERNANCE

22. As a new policy an Integrated Impact Assessment needs to be completed for the allocations policy to ensure consideration is given to the possible impact that the policy may have on different groups within Chorley. This process should be undertaken in parallel to the consultation process and form part of the Executive Member report to give final approval for the policy.

CHRIS SINNOTT

DEPUTY CHIEF EXECUTIVE / DIRECTOR (EARLY INTERVENTION AND SUPPORT)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Lisa McCormick	***	5 June 2018	Allocations Policy for Primrose Gardens Executive Cabinet Report

Allocations Agreement



PRIMROSE
GARDENS

DRAFT

Between

Chorley Borough Council

&

Lancashire County Council

1. INTRODUCTION

The document confirms the joint working agreements between the following organisations:

- Chorley Council
- Lancashire County Council

The organisations are committed to:

- The overarching philosophy and ethos of Extra Care Housing;
- Working together to help support the residents living within the scheme to live as independently as possible in a safe and well managed environment.

2. Purpose of the policy and shared objectives

2.1 The aim of the policy is to:

- promote independence and well-being;
- facilitate a balanced, vibrant and sustainable community for older people within the setting of extra care housing which will play a key role in preventing and avoiding admissions to residential care and hospitals, and contribute to alleviating delayed transfer of care

2.2 The procedures seek to ensure that :

- all necessary assessments have taken place and allocations are well-managed and carefully monitored so that void times for rented apartments are handled efficiently and effectively and best use is made of the resources available;
- decisions made in line with the Allocation Policy are fair, equitable, transparent and consistent and that organisations work collaboratively and seek to make decisions by consensus.

3. SERVICE MODEL

3.1 Extra care housing is a type of supported housing which aims to be able to respond appropriately to the changing care and support needs of individuals who live there through:

3.1 The design of the accommodation which seeks to provide a home for life which enables independence for longer.

3.2 The provision of on-site care and support flexible and responsive to changing needs and person-centred.

3.3 Opportunities for social interaction (both formally and informally), companionship, neighbour support and links to the wider community.

- 3.4 The proposed model for delivering care and support within extra care will comprise of two elements:

Core Service

1. 24 hour care staff presence
2. Unplanned care which is delivered in an emergency.
3. A wellbeing service – promotion of independence, healthy living and social inclusion through activity co-ordination and signposting/support to access community facilities.
4. Tenants will be required to use, and pay for, the service offered by the on-site provider of the core service per apartment.
5. The service will generally be procured via contract between the Service Provider and LCC, in which case payment is made by LCC on behalf of the user through application of personal budgets.
6. In the event that the tenant is not eligible for social care funding then the service provider will levy and collect the charge directly.

Planned Care

1. Planned personal care, where applicable, will be funded through personal budgets
2. Residents will have complete choice over which organisation delivers their planned care which they will fund from their personal budget or own means if not entitled to social care funding.
3. Arrangements regarding these payment and service provision will be detailed in a separate agreement outside this policy.

4. ALLOCATIONS

Creating a Balanced and Sustainable Community

- 4.1 The allocations policy and procedure will seek to facilitate the development of a balanced and sustainable community (mixture of individual with low, medium and high care needs with support).
- 4.2 Applicants at risk of being admitted to residential care, or who have been identified as having statutory care needs, will be given priority within the policy. The only exception to this would be where the scheme can no longer be safely managed or the schemes objectives are significantly undermined because of the profile of customers at that time ie. if the number of people with high care needs are having a negative impact on the operation of the service or the profile of residents is impacting on the ability to let properties.
- 4.3 The overall profile of people living in the scheme will be monitored and the prioritisation criteria will be reviewed if the proportion of people with high care needs is perceived to be having a negative impact on the operation and sustainability of the service. The JAP will be responsible for monitoring the profile of people living in the scheme and reviewing the prioritisation criteria.
The allocation procedure will seek to ensure that:
- 4.4 All necessary assessments have taken place and allocations are well-managed and carefully monitored so that void times for rented apartments are handled efficiently and effectively and best use is made of the resources available;
- 4.5 Decisions made in line with the Allocations Policy are fair, equitable, transparent and consistent and that organisations work collaboratively and seek to make decisions by consensus.

5. ELIGIBILITY FOR SOCIAL HOUSING

- 5.1 Applicants must be eligible for social housing. Eligibility for social housing is set down nationally, including provisions regarding persons from abroad and those subject to immigration control and details will be included within the published Allocations Policy.

In essence, the following are eligible:-

- (1) British citizens
- (2) Certain Commonwealth citizens with a right of abode in the UK
- (3) Irish citizens, who are not subject to immigration control in the UK because the Republic of Ireland forms part of the Common Travel Area (see paragraph 3.11 (iii) below) with the UK which allows free movement
- (4) EEA nationals, and their family members, who have a right to reside in the UK that derives from EU law. Whether an EEA national (or family member) has a particular right to reside in the UK (or another Member State) will depend on the circumstances, particularly their economic status (e.g. whether he or she is a worker, self-employed, a student, or economically inactive)

(5) Persons who are exempt from immigration control under the Immigration Acts, including diplomats and their family members based in the UK, and some military personnel.

7. QUALIFICATION CRITERIA

7.1 A housing authority can determine the qualification criteria for an allocation of housing and these are listed below:-

8. LOCAL CONNECTION

- Local connection to Lancashire with priority given to those with a local connection to Chorley (within same priority needs bands – see sections 14 and 15)

In order to have a local connection to Chorley:

- The applicant must be able to demonstrate that they have lived for the past 3 years continuously in the Chorley Council area.
- The applicants must be able to demonstrate they have lived for the past 6 months or 3 out of the last 5 years in the Chorley Council area
- Applicants who have worked for the past 12 months in full time employment in the Chorley area, providing the work is of at least 16 hours per week
- The applicants must be able to demonstrate they have a close family member who reside in the Chorley area and have resided there for at least the last 5 years. Close family member for this criteria means adult children, siblings or parent.
- Any other long standing connection accepted by Chorley Council. It is accepted that older people who have lived in Chorley almost all their lives, may not meet the above criteria, and that exceptions may be made on a case by case basis

8 AGE

- Applicants must meet the minimum age criteria of 55 years.
- In the case of joint applications (spouse / partners) at least one of the applicants must meet the minimum age criteria of 55 years or older.
- Where two people wish to live together so that one person can provide care to the other (e.g. elderly parent with adult child with learning disabilities) then only one person would need to meet the minimum age criteria
- In exceptional circumstances, applicants who are below the minimum age and are disabled may be considered. An assessment would be undertaken to determine if Primrose Gardens would be an appropriate setting for the applicant.

9 HOUSING, CARE AND SUPPORT NEEDS

- Applicants will normally require assistance with their daily living tasks and/or their personal care.
- Applicants may however be quite independent but would benefit from a safer and more supportive environment for a range of reasons including the following:
 - Present living situation may no longer be suitable because of layout or that care and other facilities cannot be readily, practically or economically be provided there.
 - The setting of extra care housing offers services which are not available in the applicant's current home, or available to the appropriate extent.
 - The provision of more intensive, closer-to-hand care and/or support / continually supportive environment is appropriate.
 - Assistance to move towards a more independent lifestyle is required.
 - Those who are vulnerable and at risk which would make access to housing support/care invaluable but whose current care package is small or non-existent; this may include those with anxiety, socially isolated, being abused or self-neglect.
 - Will have care and/or housing support needs because of frailty, long term illness or a range of physical difficulties or disabilities; this could include those whose needs may not be constant but would benefit from a supportive environment and access to support/care as and when needed e.g. those with Parkinson's Disease, prone to falling.
 - Have a degenerative condition where an early move could prolong independent living and maintain/improve quality of life e.g. those with rheumatoid arthritis or multiple sclerosis.
 - Have care / housing support needs because of dementia, mental health problems, and learning disabilities or exhibit some other sort of cognitive impairment.
 - Are isolated or suffering from depression or some other long-term illness which is managed through appropriate treatment/ support and are likely to derive psychological benefits from the setting of extra care housing.
 - Where two people wish to live together so that one person can provide care to the other (e.g. elderly parent with adult child with learning disabilities).

10. AFFORDABILITY

- 10.1 All applicants will be provided with a financial assessment to ensure that they understand both the care and support and tenancy related costs associated with their tenancy at Primrose Gardens. Chorley Council reserves the right to disqualify an application on the basis of affordability.

11. DISQUALIFICATION

The following applicants may not qualify for an allocation at Primrose Gardens:

11.1 Unacceptable behaviour

Certain behaviour and/or convictions of the applicant(s) or household member may result in them being disqualified. Examples include where the applicant or household member has:

Unspent criminal convictions that make them unsuitable to be a tenant due to the threat or risk they pose. This will be determined by the information provided by probation, police intelligence and evidence available.

Engaged in anti-social behaviour such that action has been taken, or could have been taken against that person such as a Civil Injunction, Criminal Behaviour Order, Community Protection Notice, Demotion Order or Possession Order.

Previously been evicted by a Social Landlord and the reasons for the eviction whether behavioural or financial are still considered a risk to the scheme. The applicant/household member has the right to appeal this decision. Appeals will be considered by the Registered Provider that carried out the eviction. Any further appeals will not be considered within 12 months.

Been convicted of using or allowing current or former accommodation to be used for illegal and/or immoral purposes.

Been responsible for neglecting, damaging or abandoning a previous property.

Been responsible for providing false information in connection with making a housing application and or obtaining a tenancy.

Been responsible for tenancy fraud.

When assessing whether the behaviour of the applicant or household member is serious enough to disqualify, the following matters will be considered by the JAP.

11.2 Financial circumstances

The applicant/household is a current tenant of a Registered Provider and has any outstanding housing related debt.

The applicant/household have a housing related debt such as rent arrears, repairs recharges, leasehold service charges and/or sundry debts of £1000.01 or more that can be proven by a social and/or private landlord.

Applicants/household with housing related debts of below £1000 will qualify provided that they have made and maintained a repayment plan in accordance with the criteria below:

- Housing related debt under £500, an agreed repayment plan must have been maintained for a minimum of 3 months before they can register.
- Housing related debt between £500.01 and £1000 an agreed repayment plan must have been maintained for a minimum of 6 months and the debt must be reduce to under £500 before they can register.
- Payments must be maintained under the plan before any offer of accommodation is made.

To note: each case will be evaluated on a case by case basis. The key issue will be the level of risk to the applicant themselves and other service users, neighbours and the organisations. The level of support available to reduce any risks identified will also be considered.

Applicants may also meet the qualification criteria if the:

- Applications cannot be properly verified due to lack of sufficient information.
- Applications from those whose level of physical or mental frailty exceeds that which can be reasonably met by the care provision within the scheme (or be predicted to develop within a short time of entry).
- Applications from those who require frequent nursing care beyond the level available from the Community Nursing Service.
- Applications from those with a requirement for specialist health services which cannot be met in a community setting etc.
- Applications from those who have a level of physical or mental frailty which is likely to either lead to violent or severely challenging behaviour or would be a serious risk or disruption to others for example, people who persistently wander or are physically aggressive.
- Applicants who lack the capacity to take on the responsibilities of a tenancy / are not able to make an informed choice about extra care housing as their preferred option and are not felt able to settle in and manage in the scheme and its community.

- Applicants who lack the capacity to take on the responsibilities of a tenancy / are not able to make an informed choice about extra care housing as their preferred option and are not felt able to settle in and manage in the scheme and its community

In considering someone's capacity, this must be done in line with the Mental Health Act 2005 and its associated Code of Practice, which assumes that each person has capacity to make a decision unless it is established otherwise and that they are supported to help make decisions which are in their "best interests".

12. APPLICATIONS

- 12.1 Potential applicants should be given an application form and information about extra care housing at the initial enquiry stage so they have some understanding of what the service offers. A wide range of organisations will have information available or be able to download information about extra care to give to individuals.
- 12.2 Applications / referrals can be made from a variety of sources e.g. Social Services, relatives, carers, self-referral, GP, Health professionals, District Councils, landlords etc.
- 12.3 Any applications or enquiries will to be directed to Chorley Council, as per the procedure.
- 12.4 The Landlord and support provider will consider the application and ensure all the information is available for the JAP:
 - The landlord or care provider will contact representatives from other agencies which are involved with the applicant in order to obtain additional relevant information about the client's background, current circumstances, needs, and any risk issues etc. to assist the application process.
 - The landlord or the care provider will make a referral for an assessment under the Care Act by Lancashire County Council for those applicants who may be in need of social care support.
 - A specialist assessment will be required in addition to a care need assessment for those with specialist needs e.g. mental health, learning disability, dementia etc. Chorley Council or the care provider to request assessment where appropriate.
- 12.5 Applications will only be considered by the JAP once all information is available to enable informed decisions to be made.
- 12.6 A list of all current applications will be held by the Housing Options and Support Manager, Chorley Council.
- 12.7 Applicants will be required to register on the Council's Choice Based Lettings register. However, CBL is being used for administration purposes only.

13. OPERATION OF JOINT ALLOCATIONS PANELS

- 13.1 Allocation decisions will be made by the JAP for the scheme which will comprise representatives from the following organisations:
 - Chorley Borough Council
 - Care Provider

- Adult Social Care

13.2 The Panel will meet on a monthly basis, or earlier if necessary as determined by voids, thus ensuring the void period is kept to a minimum. This may mean at times meeting at short notice or communicating via telephone or email.

13.3 The purpose of the meetings is to regularly review and agree the order of priority of applicants on the register by:

- assessing new applications and accepting onto the register, or rejecting
- monitoring and updating applications already on the register
- monitoring overall profile of the scheme

13.4 Applications can only be considered by the JAP if all information is available and up-to date (care assessments, specialist assessments and verification of housing and housing support needs).

- Assessments under the Care Act and housing/care provider assessment will be required to be awarded Priority 1 or Priority 2
- housing and care/support assessments undertaken by the landlord and on site care provider required to be awarded Priority 3.

13.5 Information to be circulated normally at least 3 days prior to the meeting of the JAP.

Information should also be gathered on the actual or potential care and housing support needs of any partner or co-tenant/family member.

14 PRIORITISATION

14.1 Priority for accommodation will be awarded in accordance with the following criteria;

Banding. The scheme operates 3 bands Priority 1 to Priority 3. 1 is the highest band and 3 the lowest.

Effective date. An effective date will be used to determine an applicant's position within the band after local connection has been taken into account. For a new applicant the effective date will be the date the application was received by Chorley Council

Care and Housing Need Priority Listing

Priority 1	People who have an urgent need for re-housing and high care needs, who would otherwise move into residential care setting. This includes people who are unable to return home following a period in hospital or rehabilitation
Priority 2	People who have had a social care assessment (including reablement) that indicates that their current housing is no longer suitable and extra care accommodation would meet or reduce any ongoing statutory care needs, and would promote wellbeing as defined in the Care Act

Priority 3	People who have no statutory care needs who indicate that their current housing is no longer suitable and their independence and well-being would be promoted through living in an extra care scheme, thereby preventing or slowing down the need for care in the future
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14.2 Where it is necessary to prioritise applicants who fall within the same category/band, the provider will take all relevant factors into account which includes but is not limited to:

- appropriateness of service
- level of urgency in relation to both their housing circumstances and care needs
- level of vulnerability/need of the individual in relation to both their housing circumstances and care needs

14.3 Whilst the vision for extra care is to provide a balanced community which promotes independence, there is also the need to ensure that admissions to residential care and delayed transfers of care are minimised. Consequently priority will be given to people who fall into the above bands.

14.4 Where individuals appear to have similar levels of need for the accommodation, the length of time that the applicant has been on the scheme waiting list will also be taken into account.

14.5 The balance of the scheme will be kept under continuous review, and if there appears to be an over representation of people with high needs then the prioritisation policy will be reviewed.

14.6 It also needs to be recognised that the care needs of individuals moving into schemes may reduce as a result of living in an extra care environment.

15. LOCAL CONNECTION

15.1 Priority Listing

As extra care is a specialist resource, it is important that flats are allocated to those people who are in greatest need irrespective of where they are currently living, although Chorley Council will manage the scheme in order to have the majority of residents with high needs who can demonstrate a local connection to Chorley.

Priority order for Allocations		Local Connection
1	1a	People living in Chorley
	1b	People living in another area with a local connection to Chorley
	1c	People living in other districts in Lancashire
2	2a	People living in Chorley

	2b	People living in another area with a local connection to Chorley
	2c	People living in other districts in Lancashire
3	3a	People living in Chorley
	3b	People living in another area with a local connection to Chorley
	3c	People living in other districts in Lancashire

16. DECISION MAKING

- 16.1 The JAP will be chaired by Chorley Council who will also manage and maintain a register of applications.
- 16.2 The JAP will seek to reach a decision through consensus.
- 16.3 Where the JAP cannot agree, then the decision should be escalated to nominated senior officers within the participating organisations within a 3 day period with a view to reaching a decision through consensus.
- 16.4 Where, following the escalation, there is still no agreement, between the participating organisations, the landlord will have the right to make the final decision

17. OFFER

- 17.1 Chorley Council will contact the applicant identified by the JAP with an official offer of accommodation within 3 days of meeting.
- 17.2 The applicant must decide whether to accept the offer within a maximum of 3 days.
- 17.3 If the offer is refused, the next reserve applicant will be made an offer. The landlord will update all applications on the register at all key stages
- 17.4 If the offer is accepted, the tenancy will commence in accordance with the landlord's allocations procedure. The tenancy will commence in accordance with the landlord's allocations procedure.

18. VOIDS

- 18.1 The landlord will have systems in place to ensure that once an existing tenant serves notice action will immediately be taken to identify a tenant.
- 18.2 It is essential that void loss is kept to a minimum. Therefore, if no suitable applicant is found within 4 weeks (or less, if JAP confirm they are willing to waive that requirement) then a more relaxed criteria can be applied but still retaining the principle of prioritising local connection.
- 18.3 Where LCC confirm that there will be no applicants requiring the accommodation at the commencement of the four week period and the JAP agree to waive the 4 week period, or any part of that 4 weeks then Chorley Council can allocate the property from their waiting lists at the earliest period.

- 18.5 The landlord would be responsible for any rental loss arising during the period that the property is vacant. The support provider will be responsible for any loss of income in relation to the provision of care and support during any period that the property is vacant.

19. REFUSAL OF APPLICATIONS

- 19.1 Chorley Council will write to the applicant and the referrer, on behalf of the JAP, informing them of the reasons for the decision and advising them of their right to appeal. This will include details of how to appeal against the decision and also details of how to reapply if circumstances alter.

20. APPEALS

- 20.1 Any appeals will be considered jointly by a more senior officer from both Chorley Council and Lancashire County Council and the care provider, none of whom can have been involved in the original decision of the JAP.

21. TENANTS CARE NEEDS ARE TOO HIGH

- 21.1 Whilst extra care housing aims to provide a home for life for those who live there, this is not a guarantee and the boundaries of the service must be fully explained to applicants and their relatives or advocates as well as to other professionals.
- 21.2 The basis of the service is to be flexible and responsive to increasing needs of the occupiers and thus enabled ageing in place. However, if an occupier's needs change to the point that they cannot be met by a combination of personal budget supports and community-based services or safe guarding issues have been identified, then key agencies will need to review the situation with the occupier and, if appropriate their relatives. Identification of alternative accommodation/residential care will only be approved with the agreement of the occupier and others involved including other professionals and relatives, if necessary. All Agencies will commit to work closely together to seek a mutually acceptable solution, adhering to internal procedures and legislation.

22. REVIEW

- 22.1 A review of the Allocations Policy and its associated will be undertaken at least annually, by the Joint Allocations Panel, led by Chorley Council.

Signed:

For
Name –
Position –
Signed
Date

For
Name –
Position –
Signed –
Date

For
Name –
Position –
Signed –

Date

Appendix 1 – Joint Allocations Panel Members

Name:

Title:

Email:

Telephone:

DRAFT

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Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Allocations policy for Primrose Gardens		
What does the service, policy, strategy or project do?	The allocations policy is needed to set out how the accommodation at Primrose will be allocated to those who would like to live there. In addition, it confirms the joint working agreements between Chorley Council and Lancashire County Council.		
Who is it intended to benefit and how?	This will benefit Chorley Council, Lancashire County Council and Primrose Gardens applicants. The allocations policy is required to ensure that the accommodation within Primrose Gardens is allocated in a fair and transparent manner.		
Officer responsible for completing the assessment	Lisa McCormick		
Date of Assessment	06/06/2018	Date of Review	06/06/2019

Introduction

What is an Integrated Impact Assessment?

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

Why do we need to do Impact Assessments?

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

Quick Steps for Completion

1. There are four sections;
 - Equality – This section considers the impact on our 10 equality strands, which are; age, disability, gender re-assignment, pregnancy and maternity, race, religion and belief, rurality, marriage and civil partnerships, sex and sexual orientation.. When completing this section, reference should be made to the Council's [Equality Scheme](#)
 - Health – the impact on potential health impacts. There is a link in the section to the current public health observatory information
 - Reputation – the impact on the Council's reputation and our ability to deliver our key priorities. Reference should be made to the Council's [Corporate Strategy](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the climate change strategy
- Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code Description

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

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

Storage and review

Once completed and signed off, all Integrated Impact Assessments should be sent to the Performance and Partnerships Team.

Existing assessments should be reviewed every two years.

If you require further information, please contact Kate Cronin – kate.cronin@chorley.gov.uk, 5348

Equality Impact Assessment	Yes	No	Evidence				Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		X					
What potential impact does this activity make to:							
	P	N	U	NI	Evidence	Further action required	
1. Equality of opportunity amongst customers of different ages (Age)	X				<p>The accommodation is purpose built for older residents in Chorley (55 and over) to facilitate a balanced, vibrant and sustainable community for older people within the setting of extra care housing.</p> <p>The allocations policy will therefore facilitate the allocation of accommodation to positively impact older residents in Chorley.</p>		
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	X				<p>The aim of the accommodation is to promote independence and well-being for people with both physical and mental disabilities.</p> <p>The allocations policy will therefore facilitate the</p>		

					allocation of accommodation to positively impact people with both physical and mental disabilities in Chorley.	
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)				X	The implementation of the allocations policy will not have any impact on individuals due to their gender. The policy will be compliant with the Councils Equality Scheme and Equality Act 2010.	
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)				X	The implementation of the allocations policy will not have any impact on individuals who are pregnant or parents. The policy will be compliant with the Councils Equality Scheme and Equality Act 2010.	
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				X	The implementation of the allocations policy will not have any impact on individuals due to their race. The policy will be compliant with the Councils Equality Scheme and Equality Act 2010.	
6. Equality of opportunity amongst customers of different religions (Religion or Belief)				X	The implementation of the allocations policy will not have any impact on individuals due to their religion. The policy will be compliant with the Councils	

					Equality Scheme and Equality Act 2010.	
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)				X	The implementation of the allocations policy will not have any impact on individuals due to rurality. The policy will be compliant with the Councils Equality Scheme and Equality Act 2010.	
8. Equality of opportunity amongst male and female customers (Sex)				X	The implementation of the allocations policy will not have any impact on individuals due to their sex. The policy will be compliant with the Councils Equality Scheme and Equality Act 2010.	
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				X	The implementation of the allocations policy will not have any impact on individuals due to their sexual orientation. The policy will be compliant with the Councils Equality Scheme and Equality Act 2010.	
10. Equality of opportunity amongst customers who are married or in a civil partnership (Marriage and Civil partnerships)*				X	The implementation of the allocations policy will not have any impact on individuals on individuals due to marriage or civil partnership. The policy will be compliant with the Councils Equality Scheme	

					and Equality Act 2010.	
Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958	X				The aim of the policy is to promote independence and well-being; Facilitate a balanced, vibrant and sustainable community for older people within the setting of extra care housing which will play a key role in preventing and avoiding admissions to residential care and hospitals, and contribute to alleviating delayed transfer of care.	
2. Enabling residents to Start Well (pre-birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions • Supporting vulnerable families and children 				X	Due to the specialist accommodation designed for extra care and complex needs including dementia cases for those over the age of 55, it does not consider individuals who are under 19.	
3. Enabling residents to Live well (16 -75 years) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 	X				The policy promotes mental wellbeing and healthy lifestyles and aims as stated in the policy. Extra care housing is a type of supported housing which aims	

				<p>to be able to respond appropriately to the changing care and support needs of individuals who live there through:</p> <p>The design of the accommodation which seeks to provide a home for life which enables independence for longer.</p> <p>The provision of on-site care and support flexible and responsive to changing needs and person-centred.</p> <p>Opportunities for social interaction (both formally and informally), companionship, neighbour support and links to the wider community.</p>	
<p>4. Enabling residents to Age Well (over 65 years). Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting independence • Reducing social isolation • Managing long term conditions and dementia • Reducing emergency admissions and direct admissions to residential care settings • Supporting carers and families 	X			<p>The aim of the policy is to promote independence and well-being; facilitate a balanced, vibrant and sustainable community for older people within the setting of extra care housing which will play a key role in preventing and avoiding admissions to residential care and hospitals, and contribute to alleviating delayed transfer of care</p>	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 	X				<p>The policy offers a supportive mechanism for a high quality extra care scheme within the borough with 24/7 support to promote independent living and reduce the need for residential care homes.</p> <p>This will continue Chorley Council's role as a community leader and improve customer satisfaction with the services we provide.</p>	
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 	X				<p>The delivery of primrose gardens is a corporate strategy project and supports our commitment to providing clean safe and healthy homes and communities in Chorley.</p>	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. The effective protection of Chorley’s environment. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 				X	There would be no direct impact of the allocations policy on this issue.	
<p>2. Prudent usage of natural resources. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Limiting use of non-sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 				X	There would be no direct impact of the allocations policy on this issue.	
<p>3. Social progress amongst all of Chorley’s communities. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 	X				<p>The policy sets out the core service at Primrose Gardens, which will provide:</p> <p>24 hour care staff on site.</p> <p>A wellbeing service – promotion of independence, healthy living and social inclusion through activity co-ordination and signposting/support to access community facilities.</p> <p>The policy promotes opportunities for social interaction (both formally and</p>	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
					informally), companionship, neighbour support and links to the wider community	
<p>4. A vibrant local economy in Chorley. Possible issues to consider are;</p> <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 				X	There would be no direct impact of the allocations policy on this issue.	

* this equality strand is covered by the Public Sector Equality Duty in respect of which the s.149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act.

Integrated Impact Assessment Action Plan

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

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Make reference to the Councils Equality Scheme and Equality Act 2010 including public sector duties.	07/06/2018		Lisa McCormick

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer



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