

OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 11TH OCTOBER 2018, 6.30 PM
COMMITTEE ROOM 1, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

MINUTES

- | | | |
|----------|--|----------------|
| 1 | MINUTES OF MEETING THURSDAY, 28 JUNE 2018 OF OVERVIEW AND SCRUTINY COMMITTEE | (Pages 3 - 6) |
| 2 | MINUTES OF MEETING THURSDAY, 20 SEPTEMBER 2018 OF OVERVIEW AND SCRUTINY PERFORMANCE PANEL | (Pages 7 - 10) |

3 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.

4 PUBLIC QUESTIONS

Members of the public who have requested the opportunity to ask a question(s) on an item on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

SCRUTINY OF THE EXECUTIVE CABINET

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| 5 | EXECUTIVE CABINET MINUTES | (Pages 11 - 16) |
| | To consider the Executive Cabinet minutes of the meeting held on 2 August. | |
| 6 | NOTICE OF EXECUTIVE DECISIONS | (Pages 17 - 50) |

To view the latest notice of Executive Decisions click here:
<https://democracy.chorley.gov.uk/mgListPlans.aspx?RPId=115&RD=0&bcr=1>.
The document is also attached and correct as of 2 October.

7	ABSENCE POLICY	(Pages 51 - 72)
	To receive a presentation from Human Resources on the recent changes to the Absence Policy. The Policy is enclosed for your information.	
8	IMPACT OF GARDEN WASTE CHARGING	(Pages 73 - 76)
	To consider the report of the Director (Customer and Digital).	
9	OVERVIEW AND SCRUTINY TASK GROUP - ROLLOUT OF SUPERFAST BROADBAND - MONITORING REPORT	(Pages 77 - 82)
	To receive the report of the Director (Business, Development and Growth).	
10	OVERVIEW AND SCRUTINY TASK GROUP - CHILD SEXUAL EXPLOITATION - MONITORING REPORT	(Pages 83 - 86)
	To receive the report of the Director (Early Intervention and Support).	
11	HEALTH SCRUTINY	(Pages 87 - 96)
	To consider the Work Plan of Lancashire County Council's Health Scrutiny Committee. The Council's representative on the Committee, Councillor Alistair Morwood, will give a verbal update.	
12	REPORTS FROM THE TASK AND FINISH GROUPS	
	Overview and Scrutiny Task Group - Quality of housing provided by social landlords	
	To receive a verbal update on the inquiry from the Chair, Councillor Matthew Lynch.	
13	OVERVIEW AND SCRUTINY WORK PROGRAMME	(Pages 97 - 98)
	To consider the Scrutiny Work Programme for 2018/19.	
14	ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR	

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Overview and Scrutiny Committee Councillor John Walker (Chair), Councillor Alistair Morwood (Vice-Chair) and Councillors Paul Clark, Christopher France, Yvonne Hargreaves, Steve Holgate, Paul Leadbetter, Matthew Lynch, June Molyneaux, Greg Morgan, Steve Murfitt, Debra Platt, Gillian Sharples and Kim Snape.

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



MINUTES OF	OVERVIEW AND SCRUTINY COMMITTEE
MEETING DATE	Thursday, 28 June 2018
MEMBERS PRESENT:	Councillor John Walker (Chair), Councillor Alistair Morwood (Vice-Chair) and Councillors Paul Clark, Christopher France, Paul Leadbetter, Matthew Lynch, Greg Morgan, Debra Platt and Kim Snape
OFFICERS:	Rebecca Huddleston (Director (Policy and Governance)) and Ruth Rimmington (Democratic and Member Services Team Leader)
APOLOGIES:	Councillor Yvonne Hargreaves, Steve Holgate, June Molyneaux, Steve Murfitt and Gillian Sharples
OTHER MEMBERS:	Janine Blythe (Chief Executive of Inspire, Chorley Youth Zone)

18.OS.1 Minutes of meeting Thursday, 22 March 2018 of Overview and Scrutiny Committee

Decision: That the minutes of the Overview and Scrutiny Committee held on 22 March 2018 be approved as a correct record for signature by the Chair.

18.OS.2 Minutes of meeting Thursday, 14 June 2018 of Overview and Scrutiny Performance Panel

Decision: That the minutes of the Overview and Scrutiny Performance Panel held on 14 June 2018 be noted.

18.OS.3 Declarations of Any Interests

There were no declarations of interest received.

18.OS.4 Public Questions

There were no public questions for consideration.

18.OS.5 Youth Zone update

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

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

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

The Chorley Youth Zone is the first time OnSide have built a facility in a smaller area like Chorley. Usually they are in larger towns, like Blackburn and Wigan.

The sessions are “Junior Zone” aged 8 – 12 and “Senior Zone” aged 12 – 19. Sessions will be adapted for young people with additional needs to enable anyone to access them; including young people with a variety of different needs from mild learning difficulties to more complex needs such as visual impairment and physical disabilities.

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

The town centre location means excellent transport links and neutral ground for the young people. In advance of the opening staff from the Youth Zone visited schools and partners, such as Parish Councils, to raise awareness of the facility and explore barriers for young people.

Young people from Adlington, Croston, Rufford and Lostock Hall have attended sessions. In the next few months staff will analyse attendance and target any pockets of areas with low attendance.

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

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

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

Activities have been arranged in relation to the World Cup, Chorley in Bloom and holiday club for the summer break.

A homework room is available – this was requested by young people.

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

Decision: that the update be noted.

18.OS.6 Executive Cabinet Minutes

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

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

Decision: That the minutes of the Executive Cabinet meeting held on 15 March and 21 June 2018 be noted.

a Notice of Executive Decisions

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

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

Decision: That the Notice of Executive Decisions be noted.

18.OS.7 Scrutiny Reporting Back: Chorley Council's Annual Report on Overview and Scrutiny in 2017/18

Members received the annual report that summarised the work of the Overview and Scrutiny Committee, Performance Panel and the task groups which had taken place in 2017/18.

Three task group reviews established by the Committee undertook reviews on the topics of -

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

The Committee continued to receive six monthly monitoring reports following the Executive Cabinet's response on the implementation of outcomes and measure success from past scrutiny reviews in relation to CCTV Provision and Infrastructure and Child Sexual Exploitation (CSE).

The Overview and Scrutiny Performance Panel focused on the performance elements of scrutiny, and considered all monitoring information. Each Directorate was scrutinised in turn.

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

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

Other topics considered included the Integrated Community Wellbeing service, Health and Safety, a review of communication with Councillors and a position statement in relation to flooding.

The Chair of the Committee thanked all members and officers who have contributed to the work undertaken in the previous year.

Decision: That the annual report be noted and forwarded to the next Council meeting on 24 July as required in the Council's constitution.

18.OS.8 Reports from the Task and Finish Groups

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

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

Decision: That the update be noted.

18.OS.9 Overview and Scrutiny Work Programme

Members considered the draft work programme. Additional topics were requested in relation to:

- The approach to housing the Syrian refugees,
- The impact of charging for garden waste,
- The low cost housing scheme,
- Ongoing adoption of estates issues

Decision: That the work programme be noted.

Chair

Date



MINUTES OF OVERVIEW AND SCRUTINY PERFORMANCE PANEL

MEETING DATE Thursday, 20 September 2018

MEMBERS PRESENT: Councillor John Walker (Chair), Councillor Alistair Morwood (Vice-Chair) and Councillors Matthew Lynch, Greg Morgan and Kim Snape

OFFICERS: Chris Sinnott (Director (Early Intervention and Support)), Angela Barrago (Health and Wellbeing Manager), Rebecca Aziz-Brook (Performance and Partnerships Officer) and Ruth Rimmington (Democratic and Member Services Team Leader)

APOLOGIES: Councillor June Molyneaux

OTHER MEMBERS: Councillor Beverley Murray Executive Member (Early Intervention and Support)

18.OSP.5 Minutes of meeting Thursday, 14 June 2018 of Overview and Scrutiny Performance Panel

Decision: That the minutes of the Overview and Scrutiny Performance Panel held on 14 June 2018 be approved as a correct record for signature by the Chair.

18.OSP.6 Declarations of Any Interests

There were no declarations of interest received.

18.OSP.7 Performance Focus - Early Intervention and Support

The Chair, Councillor John Walker, welcome Councillor Bev Murray, Executive Member (Early Intervention and Support), Chris Sinnott, Deputy Chief Executive and Director (Early Intervention and Support) and Angela Barrago, (Health and Wellbeing Manager).

Rebecca Aziz-Brook, Transformation Programme Coordinator, presented the report of the Director (Policy and Governance) which set out contextual information on performance relating to the Early Intervention and Support Directorate.

Health and Wellbeing

The Panel noted several corrections on the report relating to the Health and Wellbeing performance indicators.

Members discussed the Neighbourhood Priorities and plans to work in a partnership approach with Parish Councils to make best use of any Community Infrastructure

funding. The new post of Neighbourhood Priorities Officer will oversee delivery and support reporting and communicating of progress on neighbourhood priorities.

Members noted work relating to “barriers to employment” and that “Chorley Works” is aimed at assisting adults into work, rather than young people. Proposals will be presented to a future Executive Cabinet on the future direction of “Chorley Works”.

Members discussed apprenticeships and noted that money can be drawn down from the Government to assist with apprentices. Eric Wright and Wilmott Dixon both have apprenticeship schemes.

Members discussed bed blocking and the positive impact the Disabled Facilities Grants (DFGs) can have. This is a significant issue for hospitals in Central Lancashire. Officers have been able to utilise Occupational Therapists from within the Integrated Wellbeing Service to reduce waiting times for DFGs. DFG’s can eliminate the need for a social care package as the person returns to their own home.

Housing Solutions

Members queried the performance for “% rent collected at Cotswold Supported Housing” and noted that this relates to the timing of housing benefits payments.

Regulatory Services

Members were advised that a “proactive housing inspection” occurs when the Council write to tenants (mainly housing benefit claimants) and ask if they would like their home to be inspected. This was a recommendation from an Overview and Scrutiny inquiry and aims to give tenants another option to address any issues, without having to go through their landlord. Councillors can request these inspections on behalf of tenants.

Members requested the mix of private rented and registered providers and how the tenants are selected. It was suggested this would be helpful at the commencement of a tenancy.

Integrated Wellbeing Service

The Service is a partnership between Chorley Council and Lancashire Care NHS Foundation Trust involving around 170 members of staff. The teams within the Early Intervention and Support directorate work alongside teams from LCFT including, Mindsmatter, Community Restart, Community Therapies, Learning Disabilities and the 0 to 19 service with an aim of changing how we deliver services to improve prevention and early intervention and reduce demand on public services.

There are no current performance indicators and it is difficult to measure the lack of future contact averted through early actions undertaken. Members requested performance indicators be developed for quarterly performance monitoring undertaken by Executive Cabinet.

There are plans to look at a refernet in the future – there is a need to look at the bigger picture in terms of helping vulnerable people, often with complex needs. The work done through PIVOT can greatly assist vulnerable people who have contact with a number of agencies.

It was confirmed that Councillor Murray and Councillor Morgan both sit on the Chorley Integrated Community Wellbeing Service - Executive Steering Group.

The Chair thanked Councillor Bev Murray, Chris Sinnott and Angela Barrago for their attendance.

Decision:
That the report be noted.

18.OSP.8 Progress update Business Planning 18/19

Rebecca Aziz-Brook, Transformation Programme Coordinator, presented the report of the Director (Policy and Governance) which provides an update on the progress of delivery for the service level projects outlined in the service business plans.

Councillor Matthew Lynch left the meeting at 7.15pm.

Members requested that the projects be rated with a RAG status for future reports.

The review of the "Householder Pre-application Process" is required as changes have been made in what planning permission is required for.

It was noted that the Chorley Flower Show event was insured.

Decision: That the report be noted and that projects be rated with a RAG status for future reports.

Chair

Date

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**MINUTES OF****EXECUTIVE CABINET****MEETING DATE****Thursday, 2 August 2018****MEMBERS PRESENT:**

Councillor Peter Wilson (Chair), and Councillors Beverley Murray, Paul Walmsley and Adrian Lowe

OFFICERS:

Gary Hall (Chief Executive), Chris Sinnott (Director (Early Intervention and Support)), Asim Khan (Director (Customer and Digital)), Rebecca Huddleston (Director (Policy and Governance)), Chris Moister (Head of Legal, Democratic & HR Services), Jo Oliver (Waste and Streetscene Manager), Fiona Hepburn (Housing Solutions Manager), Simon Charnock (Digital Transformation Officer) and Ruth Rimmington (Democratic and Member Services Team Leader)

APOLOGIES:

Councillors Alistair Bradley and Jane Fitzsimons

OTHER MEMBERS:

Councillors Aaron Beaver, Eric Bell, Gordon France, Margaret France, Danny Gee, Tom Gray, Yvonne Hargreaves, Marion Lowe, Matthew Lynch, June Molyneaux, Greg Morgan and Alistair Morwood

18.EC.39 Minutes of meeting Thursday, 21 June 2018 of Executive Cabinet**Decision: That the minutes of the Executive Cabinet meeting held on 21 June 2018 be confirmed as a correct record for signature by the Executive Leader.****18.EC.40 Declarations of Any Interests**

There were no declarations of any interests.

18.EC.41 Public Questions

There were no public questions received.

18.EC.42 Chorley Council Performance Monitoring - First Quarter 2018/19

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director (Policy and Governance) which sets out performance against the Corporate Strategy and key service delivery measures for the first quarter of 2018/19, 1 April – 30 June 2018.

Overall, performance of key projects is good, with nine (75%) of the projects rated as green or complete. Three projects (25%) are currently rated amber.

Performance of the Corporate Strategy indicators and key service delivery measures is excellent. 100% of Corporate Strategy measures are performing on or above target or within the 5% threshold and 89% 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 which will be put into place to improve performance.

Members discussed the projects relating to the development of a Housing Strategy, bringing forward key sites for development and the Market Walk Extension which are all currently rated amber. The Key Service delivery measure "Average working days per employee (FTE) per year lost through sickness absence" has a performance of 2.41 days against a target of 2 days. It was requested that information be provided to show work and non-work related sickness absence for future reports.

Decision:
To note the report.

Reasons for recommendation(s)

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

Alternative options considered and rejected

None.

18.EC.43 Revenue and Capital Budget Monitoring 2018/19 Report 1 (end of June 2018)

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Chief Finance Officer which sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2018/19.

Members considered the recommendations which require Council approval in relation to the Business Rates Retention Reserve and the commissioning of a Highways and Transport Strategy. On the Strategy Members noted that South Ribble and Preston respectively have comprehensively detailed their assessment of issues, opportunities and infrastructure requirements within the recent Central Lancashire Highways and Transport Masterplan and Preston Town Centre Masterplan. Chorley has not undertaken the same level of assessment to 'set the scene' of the transport issues specific to the area, which is a high priority in the borough under significant pressure.

The desktop study of pupil projections and need for additional schools in Chorley was discussed. This is a pro-active assessment and will inform Chorley's part of the subsequent allocations and strategic planning during the wider Central Lancashire Local Plan Review process and evidence future CIL contributions.

Decision:

- 1. To note the full year forecast position for the 2018/19 revenue budget and capital investment programme.**
- 2. To note the forecast position on the Council's reserves.**

3. To request Council approval for the contribution of £200,000 from in-year revenue underspends to the Business Rates Retention Reserve.
4. To request Council approval for the contribution of £90,000 from in-year revenue underspends to finance the commissioning of a Highways and Transport Strategy.
5. To approve the contribution of £10,000 from in-year revenue underspends to finance the desktop study of pupil projections and need for additional schools in Chorley.
6. To request Council note the capital programme to be delivered in 2018/19 to 2020/21.

Reasons for recommendation(s)

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected

None.

18.EC.44 Digital Strategy - Annual Update Report

Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene), presented the report of the Director (Policy and Governance) which provides an overview of the projects and work that has taken place as part of the Digital Strategy 2017-2020 since September 2017, and the work planned for the year ahead.

Overall progress on the Digital Strategy during 2017/2018 has been good, with progress being made on each of the four elements of the strategy.

The Digital Strategy details the council's ambitions to further develop the use of technology to transform the way we work, provide services and support to our customers, including residents, businesses and visitors. In addition, it aims to promote the benefits of technology and being online, support those who want to become more digital and also address digital exclusion.

The report set out some of the achievements of the Strategy, including

- an addition of nine access points taking the total number up to 26, including the more rural areas of Mawdesley and Charnock Richard,
- purchase of IDOX Electric Document Management System in order to make use of all the services IDOX products have to offer,
- the take up of digital services has increased this year with 55% of transactions and contact with customers completed via the Council's website in the last quarter,
- the OD strategy is in the process of being refreshed and will incorporate support to staff to enable them to take advantage of the new technology and tools that are being delivered as part of the ICT and Digital Strategies.

Members noted that there will continue to be the option for residents to come into Customer Services and speak to a Customer Services Officer or to telephone the Contact Centre.

Plans are in progress to deliver training to the taxi trade, as requested by them. In addition, Members' iPads will each be brought in for general maintenance and new keyboards/cases. New sim cards with 2 GB of data will also be provided.

Decision:
To note the report.

Reasons for recommendation(s)

To raise awareness of the Council's ongoing work in delivery of the Digital Strategy 2017-2020.

Alternative options considered and rejected

None.

18.EC.45 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds 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.

18.EC.46 Key Partnerships Monitoring Report

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director (Policy and Governance) which provides an update on the performance of the council's key partnership arrangements.

Decision:
To note the report.

Reasons for recommendation(s)

To ensure effective monitoring of the council's key partnerships.

Alternative options considered and rejected

No alternative options considered.

18.EC.47 Approval for Contract Award for Waste and Recycling Collection Services

Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene) presented the confidential report of the Director (Customer and Digital).

The report seeks approval for the award of the 10 year plus eleven week waste and recycling collection contract to the most economically advantageous tender with an optional two year extension. The report also updates Members on the changes to a number of ancillary waste and recycling services.

Decision:
To approve the recommendations within the report.

Reasons for recommendation(s)

The tender evaluation and award process followed the procedure agreed at Executive Cabinet on 14 December 2017. The tender submitted by the winning bidder is the most economically advantageous tender.

Alternative options considered and rejected

To not agree the contract award and award to an alternative bidder would fail to comply with the Council's procurement rules and Public Contracts Regulations and delay the mobilisation for the new contract.

18.EC.48 Proposals of Rent and Service Costs for Primrose Gardens

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director (Early Intervention and Support).

The report seeks approval for the rent and service charges for Primrose Gardens Extra Care Scheme and informs Members of the breakdown of financial implications and arrangements to be agreed for care and support provision.

Decision:

- 1. To approve the proposed rent and service charges for Primrose Gardens, set out at paragraphs 30, 31 and 32.**
- 2. To note the future financial implications and arrangements for care and support provision.**

Chair

Date

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Chorley Council – Notice of Executive Decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.
2. A ‘Key’ Decision is defined as:
 - a) A, Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Public Service Reform)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources)	Councillor Peter Wilson
Executive Member (Early Intervention)	Councillor Beverley Murray
Executive Member (Homes and Housing)	Councillor Jane Fitzsimons
Executive Member (Public Protection)	Councillor Paul Walmsley
Executive Member (Customer, Advice and Streetscene Services)	Councillor Adrian Lowe
4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk. Please note representations should be received 14 days before the date the decision is due to be taken.

Gary Hall, Chief Executive

Last updated: 01 October 2018

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 15 November and 13 December 2018, 17 January, 14 February and 14 March 2019							
November							
Update of Community Infrastructure Levy Regulation 123 List	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Public Service Reform)		15 Nov 2018	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=55780	Report of the Director (Business, Development and Growth)
Cowling Farm Site	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A new or unprogrammed capital scheme of £100,000 or more	15 Nov 2018	No	No	Report of the Director (Business, Development and Growth)

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Control of Invasive Non-Native Species in the Borough of Chorley Control of Invasive Non-Native Species (INNS) in the Borough of Chorley	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Public Service Reform)		15 Nov 2018	No	No	Report of the Director (Business, Development and Growth)
Chorley Council Performance Monitoring Report - Quarter Two Performance	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		15 Nov 2018	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=59439	Report of the Director (Policy and Governance)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
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Revenue and Capital Budget Monitoring 2018/19 Report 2	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	15 Nov 2018	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=59441	Report of the Director (Policy and Governance)
Council Tax Support scheme review 2019 20	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A significant impact in environmental, social or physical terms in two or more wards	15 Nov 2018	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=54210	Report of the Director (Customer and Digital)
Council Tax Local Discounts & Exemptions Policy	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A significant impact in environmental, social or physical terms in two or more wards	15 Nov 2018	No	No	Report of the Director (Customer and Digital)

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Deaccession of Stone Clock Face	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A significant impact in environmental, social or physical terms in two or more wards	15 Nov 2018	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=51600&optionId=0 Appendix 2 for Deaccession of Stone Clock Face Appendix 3 for Deaccession of Stone Clock Face Appendix 4 for Deaccession of Stone Clock Face Appendix 5 for Deaccession of Stone Clock Face	Report of the Director (Policy and Governance)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Revised Tree Policy	Executive Cabinet	Executive Member (Customer, Advice and Streetscene Services)		15 Nov 2018	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30433&Opt=0	Report of the Director (Customer and Digital)
Memorial Stone Inspection Policy	Executive Cabinet	Executive Member (Customer, Advice and Streetscene Services)		15 Nov 2018	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=31406	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Central Lancashire Local Plan Review Evidence Base: Procurement of a Strategic Flood Risk Assessment (SFRA)	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A significant impact in environmental, social or physical terms in two or more wards	15 Nov 2018	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Business, Development and Growth)
Provision of data/broadband services to the Strawberry Fields Digital Hub	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	15 Nov 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)

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Staffing Structure for Supported and Extra Care Housing	Executive Cabinet	Executive Member (Homes and Housing)	A contract worth £100,000 or more	15 Nov 2018	Information relating to any individual.	Details can be found here: https://democracy.chorley.gov.uk/documents/s80439/Chorley%20Council%20Corporate%20Strategy%20201718%20-%20201920%202.pdf	Report of the Director (Early Intervention and Support)
Future meetings							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Procurement - Digitisation element of the Digital Office Hub	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	13 Dec 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)
Procurement Furniture Fit Out for the Digital Office Hub, Euxton Lane	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	13 Dec 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)

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Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Council Tax Local Discounts & Exemptions Policy	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A significant impact in environmental, social or physical terms in two or more wards	17 Jan 2019	No	No	Report of the Director (Customer and Digital)
Chorley Council Performance Monitoring Report - Quarter Three Performance	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		14 Feb 2019	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=59439	Report of the Director (Policy and Governance)
Revenue and Capital Budget Monitoring 2018/19 Report 3	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	14 Feb 2019	No	Details can be found here: https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=59441	Report of the Director (Policy and Governance)

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Concierge Service for Supported and Extra Care Housing	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	14 Feb 2019	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Details can be found here: https://democracy.chorley.gov.uk/documents/s80439/Chorley%20Council%20Corporate%20Strategy%20201718%20-%20201920%2002.pdf	Report of the Director (Early Intervention and Support)

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Neighbourhood Priorities 2019-20	Executive Cabinet	Executive Member (Early Intervention)		14 Mar 2019	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s84572/Final%20Neighbourhood%20Priorities%20Report.pdf	Report of the Director (Early Intervention and Support)
Executive Member Decisions							
Executive Leader and Executive Member (Economic Development and Public Services Reform)							

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Approval of Work Package for Market Walk Extension - Market Walk Stage 4 design costs & contract award	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		August 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s80660/Market%20Walk%20Rpt.pdf	Report of the Director (Business, Development and Growth)
Approving the Order for Brunswick Street Highway Improvements	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	July 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s80660/Market%20Walk%20Rpt.pdf	Report of the Director (Business, Development and Growth)

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Approval of Works Package for Market Walk Extension - Phase 2 Enablement Works	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	August 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s82712/Market%20Walk%20-%20PUBLIC.pdf and here; https://democracy.chorley.gov.uk/documents/s88642/2018.06.29Market_Walk_Update_FullCouncil%20Finalv2.pdf	Report of the Director (Business, Development and Growth)

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Approval of Works Package for Market Walk Extension - Phase 2 Advance Steel Order	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	August 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s82712/Market%20Walk%20-%20PUBLIC.pdf and here; https://democracy.chorley.gov.uk/documents/s88642/2018.06.29Market_Walk_Update_FullCouncil%20Finalv2.pdf	Report of the Director (Business, Development and Growth)

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Approval of Works Package for Market Walk Extension - Phase 2 Advance Façade Order	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	October 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s82712/Market%20Walk%20-%20PUBLIC.pdf and here; https://democracy.chorley.gov.uk/documents/s88642/2018.06.29Market_Walk_Update_FullCouncil%20Finalv2.pdf	Report of the Director (Business, Development and Growth)

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Approval of Works Package for Market Walk Extension - Phase 2 Advance Water Order	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	10 Oct 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s82712/Market%20Walk%20-%20PUBLIC.pdf and here; https://democracy.chorley.gov.uk/documents/s88642/2018.06.29Market_Walk_Update_FullCouncil%20Finalv2.pdf	Report of the Director (Business, Development and Growth)

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Approval of Works Package for Market Walk Extension - Phase 2 Advance Gas Order	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	10 Oct 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s82712/Market%20Walk%20-%20PUBLIC.pdf and here; https://democracy.chorley.gov.uk/documents/s88642/2018.06.29Market_Walk_Update_FullCouncil%20Finalv2.pdf	Report of the Director (Business, Development and Growth)

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Approval of Works Package for Market Walk Extension - Phase 2 Advance Electric Order	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	10 Oct 2018	No	Details can be found here: https://democracy.chorley.gov.uk/documents/s82712/Market%20Walk%20-%20PUBLIC.pdf and here; https://democracy.chorley.gov.uk/documents/s88642/2018.06.29Market_Walk_Update_FullCouncil%20Finalv2.pdf	Report of the Director (Business, Development and Growth)

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Choose Chorley Grant: Croston Conservatory and Window Centres Ltd	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		September 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/documents/s37299/Updated%20Exec%20Cab%20Chorley%20Inward%20Investment%20Plan%20June%202013.pdf	Report of the Director (Business, Development and Growth)
Chorley BIG Grant: Tunit (BVS) Ltd	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		September 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Director (Business, Development and Growth)

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Chorley BIG Grant: Town & Country Piling Ltd	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		September 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Director (Business, Development and Growth)
Chorley BIG Grant: Little Acorns Nursery	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		December 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Director (Business, Development and Growth)

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Chorley BIG Grant: NGD Plumbing and Heating Supplies	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		September 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=30043&Opt=3	Report of the Director (Business, Development and Growth)
Expansion of Chorley Works Programme	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		July 2017	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive

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Proposal to appoint consultants for GTAA	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		October 2018	No	https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=41853	Report of the Director (Business, Development and Growth)
Parking Enforcement and Cash Collection Contract	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	October 2018	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Business, Development and Growth)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Provision of Data/Broadband services to the Digital Office Park - approval of procurement process	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)		September 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)
Furniture Fit Out Digital Office Park - contact award	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	21 Dec 2018	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Business, Development and Growth)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Digitisation element of the Digital Office Park - contract award	Executive Leader and Executive Member (Economic Development and Public Service Reform)	Executive Leader and Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	21 Dec 2018	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Business, Development and Growth)
Deputy Executive Leader and Executive Member (Resources)							

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Appointment of Agency Workers through the MSTAR2 Framework	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		July 2017	No	No	Report of the Director (Policy and Governance)
HR Policy: Alcohol & Drugs	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		April 2018	No	No	Report of the Director (Policy and Governance)
Section 106	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		July 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive

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CIL	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		July 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Award of Contract: Chorley Cemetery Roads and Paths	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	5 Oct 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)

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Proposed Lease of Land at Pear Tree Fields Euxton Lane Euxton	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		August 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)
Shop Front Improvement Grant: 61 Union Street, Chorley	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		Before 14 Oct 2018	Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Details can be found here: https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&Opt=3	Report of the Director (Business, Development and Growth)

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Mutual agreement	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		November 2018	Paragraph 1: Information relating to any individual.	No	Report of the Chief Executive
Chorley North Industrial Estate Drumhead Road Chorley	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		Before 16 Oct 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)

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Contract Award Procedure for Supported Housing Concierge Service	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	October 2018	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Early Intervention and Support)
Executive Member (Public Protection)							
Scrap Metal Dealers Act 2013	Executive Member (Public Protection)	Executive Member (Public Protection)		July 2018	Paragraph 1: Information relating to any individual.	No	Report of the Director (Early Intervention and Support)
Executive Member (Homes and Housing)							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Housing stock purchase	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A contract worth £100,000 or more	June 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)
Housing stock purchase	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A contract worth £100,000 or more	June 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)

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Housing stock purchase	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A contract worth £100,000 or more	June 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)
Housing stock purchase	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A contract worth £100,000 or more	June 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)

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Housing stock purchase	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A contract worth £100,000 or more	June 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director (Business, Development and Growth)
Costs for Operational Fit out for Primrose Gardens	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		September 2018	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information.	No	Report of the Director (Early Intervention and Support)

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Revised May 2018

Attendance Policy

Working together to provide
an excellent service by being

**dedicated
versatile
& creative**

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Policy objective

Chorley Council values the contribution of its staff in the delivery and maintenance of quality services to the community. Whilst recognising that employees may be prevented from attending work through ill health, the Council has a duty to maintain service delivery and minimise disruption. The Council is therefore committed to managing attendance and sickness absence and believes that this is the responsibility of the Council's managers, trade union representatives and employees to work together to promote an attendance culture.

Chorley Council's responsibilities

The following principles apply to the Council's procedures for dealing with sickness absence:

- Good attendance is valued and all opportunities should be taken to acknowledge and recognise such attendance.
- Matters raised relating to an employee's attendance do not imply any distrust of staff or concerns regarding their conduct.
- Issues will be consistently managed and this policy will be fairly applied across the Council.
- The Council will promote a positive and preventative rather than a punitive approach.
- The Council will be sensitive and supportive to those suffering the effects of ill health.
- Sickness and absence cases will be conducted with respect and confidentiality and in accordance with General Data Protection Regulations and Access to Medical Records Acts.
- Open communication between managers and employees will be encouraged and promoted.
- The Attendance Policy and Procedure will be monitored and reviewed to ensure that it continues to meet the Council's aims and complies with these principles. Staff and trade union representatives will be encouraged to be involved in this process

In order to support this policy, the following services are available to managers and employees:

- Occupational Health – to provide support and guidance on the impact of ill health on work and what steps the Council and/or employee can take.
- Emotional Wellbeing support – please refer to the Emotional Wellbeing policy. Which aims to support the mental health of employees and reduce workplace stress.
- Physiotherapy Services – to provide treatment and advice to employees suffering from muscular or skeletal problems.
- HR Services – to provide support and guidance to managers and employees in dealing with sickness absence and ill health and in the use of the Council's related policies and procedures.

Manager responsibilities

Managers are expected to:

- Review employee attendance on a regular basis.
- Apply the policy fairly and consistently.
- Be aware that the management of attendance is the joint responsibility of the manager and employee.
- Follow procedures for the prompt recording of absences.
- Maintain contact with the employee during periods of absence.
- Follow the absence management process.
- Consult with HR Services as needed.

Employee responsibilities

Employees are expected to:

- Attend work unless unfit to do so.
- Be aware that the management of attendance is the joint responsibility of the manager and employee.
- Take responsibility for their own health and wellbeing.
- Raise concerns with their manager or Human Resources if they believe their job is making them ill or contributing to illness.
- Report sickness absences promptly in accordance with the reporting and recording absence process (appendix A).
- Ensure that appropriate certifications are completed, in accordance with the procedure.
- Maintain contact with their manager during periods of sickness absence.
- Communicate effectively with their manager about their sickness absence.
- Co-operate fully with Occupational Health (OH) and other organisations that provide support to the Council and its employees.
- Ensure that medical advice and treatment, where appropriate, is received as quickly as possible in order to facilitate a return to work.
- Not do anything which could have an adverse effect upon their return to work.
- Not abuse the sickness absence procedures or sick pay scheme.

Outcomes

The objective of the Council is to achieve:

- A healthy, well-motivated workforce.
- A culture where the health, safety and wellbeing of all employees is paramount.
- Accurate and timely production of statistics to meet government and the Council's targets.
- A consistent approach to managing absence whilst acknowledging that all absence has a detrimental impact upon service delivery.

Policy Procedure

Definitions

Absence is defined as all non-pre-authorised time off work including self certified absence and medically certified absence.

Short term absence is all absence of 20 days or fewer (pro rata).

Long term absence is all absence of 21 days or more (pro rata).

Disability is defined by the 2010 Equality Act as a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to do normal daily activities.

Occupational Health refers to the service contracted by the Council to provide advice to keep employees healthy and in work.

Terminal illness is an incurable disease that cannot be adequately treated and is reasonably expected to result in the death of the patient within a short period of time.

Procedure for reporting absence

If an employee is absent from work for any reason without prior permission it is their responsibility to ensure the Council is notified. The process outlined at Appendix A must be followed; failure to follow this process may result in disciplinary action.

If the employee has made no contact they will be classed as absent without authorisation and pay may be stopped until a suitable explanation is given. On their return to work a disciplinary investigation may be instigated and/or a deduction from salary for monies owing will be made. Employees will be notified in advance before any deductions are made.

In cases of industrial/work related injury, it is essential that employees complete the corporate accident/incident report form and inform their Manager as per procedure.

Confidentiality

Managers should treat all information provided by the individual about their absence with the utmost sensitivity and should not share details beyond the reporting requirements detailed above and with Human Resources as required. If it is established a member of staff is likely to be absent for more than a week it is good practice to ask the member of staff what details of their absence they would like to be shared with their immediate team, if any. Please note that there is no obligation on the employee to reveal the reason for their absence to their colleagues.

Medical Certification

For absences of 8 calendar days or more a "fit note" must be submitted. The "fit note" must have been signed by a doctor on or before the eighth day. All "fit notes" should be sent promptly to the Manager and received by the third day of the absence covered; these should be scanned and forwarded to HR.

If an employee does not comply with the above procedure, appropriate deductions of pay may be made. Employees may also be subject to disciplinary action.

Emergency action

The Manager may take immediate action if they believe that an employee has become unfit to continue carrying out their duties or the welfare of other employees/service users may be put at risk by the employee's condition. This action may include sending the employee home or suspending them from duty pending medical advice. Such medical suspension will be on full pay.

If an employee has become unfit to continue carrying out their duties due to a work related accident or incident, as well as immediately notifying HR, the relevant Manager must report the accident or incident to the H&S Advisor as soon as possible, using the Incident report form.

Managing absences

It is accepted that all employees will have occasional absences due to minor ailments. However, cause for concern arises when the frequency or duration of such absences is considered to be excessive, or a pattern of absences becomes apparent.

Managers will review absence levels on a formal basis when action points are reached, where there is a pattern of absence, e.g. absence on Mondays or Fridays, absence directly after annual leave and absence towards the end of the leave year, at certain times every year, or where the manager has any concerns about the employee's attendance.

Conditions which may be covered by the Equality Act 2010 will be given further consideration and where ever possible reasonable adjustments will be made.

The following absences will not be considered in relation to the action points:

- Industrial injury, providing an accident reporting form has been completed and returned to their manager
- All pregnancy related absence
- Terminal illness

¹Examples of action points:

- 3 periods of absence within a rolling 6 month period
- 4 periods of absence within a rolling 12 month period
- 2 short term occasions totalling 10 days or more within a rolling 6 month period.
- 28 days or more of long term absence (pro rata)
- A repetitive pattern of absence
- Any other management concerns about an employee's attendance

Sickness absence action point¹ reached.



1st Attendance Review meeting takes place to discuss attendance issue and offer support². Employee should be informed that informal capability due to attendance is being instigated. Attendance review record (Appendix C) should be followed and the action plan agreed.



2nd Attendance Review meeting takes place to assess performance against the agreed action plan. The outcome will be confirmed in writing.



If the agreed action plan has been achieved to a satisfactory standard, no further action will be required.



If the action plan has been met in part and an extension is agreed, this will be documented and a further Attendance Review will be arranged.



Where the employee fails to meet the action plan, they will proceed to an Attendance Capability meeting. The employee should be informed that formal capability due to attendance is being instigated. The Attendance review record (Appendix C) should be followed and support² offered. An action plan should be agreed.



²Support options to be explored:

- Occupational health advice
- Flexible working
- Reasonable adjustments
- Emotional Wellbeing support (refer to emotional wellbeing policy)
- Redeployment
- Physiotherapy (if appropriate)

If the agreed action plan has been achieved to a satisfactory standard, no further action will be required.

Attendance Capability Review meeting takes place to assess performance against agreed action plan. The outcome will be confirmed in writing. The employee has a right to representation.

If the action plan has been met in part and an extension is agreed, this will be documented and a further Attendance Capability Review will be arranged.

Should the employee fail to meet the expectations agreed in the action plan they will proceed to a Medical capability hearing (Appendix D). The employee must be informed that a potential outcome of the hearing is dismissal. The hearing guidance can be found at appendix.

The hearing may decide to adjourn pending a further review period and support². A date for the reconvened hearing will be arranged. A final decision will be made at the reconvened hearing.

The employee is dismissed due to being incapable of carrying out the requirements of their post due to absence. This is confirmed in writing and the appeal procedure provided.

The employee meets the expectations of the review period. No further action will be required.

The employee may choose to appeal the decision. If so a Human Resources Appeal Committee will be convened (Disciplinary Policy appendix 2).

Absence management process

Stage	Manager actions
Sickness absence point reached ¹	Invite employee to 1 st attendance review meeting.
1 st Attendance Review	<p>This meeting should be conducted by the immediate line manager.</p> <p>Follow Attendance Review Record (Appendix C).</p> <p>Explore reasons for absence(s).</p> <p>Discuss support options.</p> <p>Identify attendance target and complete action plan.</p> <p>Agree a review date following advice from HR services.</p> <p>Document the discussion. Provide employee with a copy of the action plan.</p>
2 nd Attendance Review	<p>This meeting takes place at the agreed review date.</p> <p>Review performance against the agreed action plan.</p> <p>If the attendance target and action plan have been met in full no further action is required. This will be confirmed in writing to the employee.</p> <p>If the attendance target and action plan are met in part, explore the reasons with the employee. If appropriate, agree an extension and arrange a further Attendance Review meeting. Confirm this in writing to the employee.</p> <p>If the attendance target and action plan have not been met advise the employee that an Attendance Capability meeting will be arranged. Confirm this in writing and invite the employee.</p>
Attendance Capability Meeting	<p>Attendance Capability Meetings should be conducted by a more senior manager. If the line manager is a head of service or director this should be conducted by another head of service or director.</p> <p>Follow Attendance Review Record (Appendix C).</p> <p>Explore reasons for absence(s) and reasons that the previous action plan and attendance target have not been met.</p> <p>Discuss support options. Refer to Occupational Health for advice (if not received at attendance review stage)</p> <p>Identify attendance target and complete action plan.</p> <p>Agree a review date following advice from HR services.</p> <p>Document the discussion. Provide employee with a copy of the action</p>

	<p>plan.</p>
<p>Attendance Capability Review Meeting</p>	<p>This meeting takes place at the agreed review date.</p> <p>Review performance against the agreed action plan.</p> <p>If the attendance target and action plan have been met in full no further action is required. This will be confirmed in writing to the employee.</p> <p>If the attendance target and action plan are met in part, explore the reasons with the employee. If appropriate, agree an extension and arrange a further Attendance Capability Review meeting. Confirm this in writing to the employee.</p> <p>If the attendance target and action plan have not been met advise the employee that a Medical Capability Hearing will be arranged. Confirm this in writing and invite the employee. Refer to Occupational Health.</p>
<p>Medical Capability Hearing</p>	<p>Full guidance is provided at Appendix D.</p> <p>The hearing may decide to adjourn pending a further review period with a final decision made at the review hearing.</p> <p>The hearing may decide to dismiss the employee on the grounds of medical capability. The employee may appeal this decision, if so a Human Resources Appeal Committee will be convened.</p>

Welfare meetings

If an employee is absent long term a welfare meeting should be arranged with HR services, the employee, and the employee's line manager around the 4th week of absence and approximately 4 weekly thereafter. If an employee is absent due to mental health or an accident at work the welfare should take place as soon as possible due to the need to offer support and/or establish the circumstances leading to the absence. The welfare checklist (appendix B) should be followed.

Referral to occupational health

Employees who are referred to the Occupational Health Physician for a medical examination are advised that they are contractually required to attend.

An employee failing to attend a medical examination arranged by the Council in accordance with this procedure will have to pay the full cost of the medical examination and may cease to be eligible for occupational sick pay unless evidence of inability to attend without notice is provided, e.g. a doctor's statement. Failure to attend may result in the employee being subject to disciplinary investigation, which may result in the employee facing disciplinary sanctions, as well as having their Occupational Sick Pay suspended indefinitely.

Government guidelines on fit notes allow an employer to give precedence to the advice of occupational health over that of an employee's GP. Employees should be aware that a GP "Fit Note" is for advisory purposes only. In cases where an employee does not return to work, despite medical advice that he/she is fit to do so, the employee may be subject to disciplinary action due to the employee being absent without authorisation.

Terminal illness

In the case of an employee diagnosed with a terminal illness, the attendance review process will not be followed. The employee will be supported by their line manager and HR with ill health retirement being explored if appropriate. Wherever possible the employee will be supported to remain at work if well enough to do so, and it is not detrimental to their condition. Chorley Council will not dismiss any person with a terminal illness because of their condition.

Ill health retirement

Any decision to terminate an employee's contract on the grounds of medical capability is a management decision based on medical advice. Where the Occupational Health Physician advises that an employee is permanently incapable of discharging his/her duties in their substantive post the employees Manager and an officer from Human Resources will establish if there are any suitable redeployment opportunities or ill health retirement under tiers 1,2, or 3. If not then the Manager with Human Resources will immediately make arrangements to interview the employee and inform him/her of this advice and explain the implications, including financial benefits.

The employee also has a right to appeal against not being granted ill health retirement to Your Pension Service under the Internal Dispute Procedure.

In circumstances when the Council has received medical advice indicating that an employee is permanently incapable of discharging their duties, but where ill health retirement has not been granted, then whilst any appeal against the decision not to grant ill health retirement is being

processed, the employee's service will continue and the appropriate rate of sick pay will be maintained.

Please refer to the Council's Ill Health Retirement Policy for more information.

Return to work

The employee must notify their Manager prior to their return to work. If medical certificates from a doctor have been issued, the employee may return to work before the end of the fit note provided that the following criteria are met:

- The employee's doctor has not requested to see them again at the end of the fit note
- The employee's doctor has not advised them to stay off for the entire period of the fit note
- The employee is fit to return

Following the completion of the sickness absence form on Sharepoint, a Return to Work notification will be assigned to the manager of the absent employee for completion.

The Manager (or appropriately designated officer) will review the absence with the employee on the day that they return to work, after each and every absence [or as soon as practicable for those employees who work shifts or unusual hours]. These interviews should provide an opportunity to:

- Demonstrate to the employee that they are a valued member of the team and the Manager cares and takes the employee's state of health seriously.
- Ascertain whether the employee feels sufficiently fit to return to work
- Confirm the reason for absence and ensure that correct details relating to the absence are recorded
- Offer support if appropriate from the Council's Occupational Health or Physiotherapy provider
- Raise the profile of the Council's sickness attendance policy and procedures, ensuring that the employee understands the details of the policy and his/her own responsibilities
- Discuss any factors which may be affecting the welfare of the employee
- Ask the employee about their emotional wellbeing.
- Document all relevant information on the return to work interview form on Sharepoint.

The content of this discussion must be treated as confidential except where, with the employee's permission, information is shared in order to facilitate the provision of appropriate support.

Supported return to work

When managing long term sickness absence one of the options that may be suitable to aid an employee to return is to offer a return to work on reduced hours, different duties or different role. An assisted return to work will be agreed with the employee's manager in conjunction with Human Resources.

Phased return to work

Reduced hours either part days or part weeks in current position and performing all duties on job description. It is recommended that a phased return to work does not exceed more than 4 weeks. As a guide, hours can be reduced as follows: 1st week 25% of normal hours, 2nd week 50%

normal hours, 3rd week 75% of normal hours, returning to normal hours and duties in the 4th week.

For the first 3 weeks of an agreed phased return, the employee will be paid their normal pay and will not be required to use annual leave, flexi leave or TOIL to cover time they are not in work. An employee, during the first four weeks of the phased return, if applicable, will clock in and out and use miscellaneous time corrections to make their target up for the day.

Where a phased return lasts longer than 3 weeks, the employee will be required to use annual leave, flexi leave or TOIL to enable continued reduced hours at full pay. If annual leave, flexi leave or TOIL is not an available option, then special unpaid leave can be requested.

Therapeutic return to work

Returning on a full or part time basis either doing part of their own role or a different role in the Council for a temporary period to ease employee back to work.

Reasonable adjustments and redeployment

On the advice of Occupational Health, the appropriate Director must give urgent consideration to whether the employee's post can be modified, giving it a different balance of duties which the individual will be able to fulfil.

The Equality Act 2010 requires employers to give consideration to making "reasonable adjustments" for employees with a disability, physical or mental, that will have a substantial long term adverse effect on their ability to carry out normal day to day activities. Reasonable adjustments would include alterations to premises, reallocation of duties, provision of specialist equipment and allowing the employee to be absent during working hours for rehabilitation, assessment or treatment. Such adjustments must be considered in all cases where the employee's incapability results from an underlying medical condition.

All reasonable adjustments offered and implemented will be monitored for the purposes of equality and diversity.

If reasonable adjustments are not a practical possibility, consideration must be given to the availability of alternative employment for the employee within the Council.

Any offer of alternative employment must be made to the employee, in writing, detailing the main terms and conditions including any trial period arrangements as appropriate. Should an employee seek alternative employment to a lower graded post, protection will follow the details set out in the Redeployment Policy.

If the dismissal relates to short term absence and no underlying medical condition exists consideration of job redesign or alternative employment would not normally be appropriate

Repayment of sickness allowance following an accident

In the event that an employee is absent as a result of an accident (including none work related accidents) the normal sickness allowance will be paid. However should the employee be entitled to receive loss of earnings damages from a third party in respect of the accident, they will be required to include this within any claim they make and refund the Council the amount of any monies received from the third party in respect of loss of earnings.

Any period of absence where a refund of sickness allowance is made, shall not be recorded for the purposes of the attendance management process and statistics.

Appendix A

Reporting and Recording Absence

	Employee	Manager
Day 1 – first day of absence	<p>Report absence by telephone yourself before the start of your normal working day to <u>your manager</u> giving the following details:</p> <ul style="list-style-type: none"> • Nature of sickness • How long you have had the illness/problem • Have you visited or intend to visit your GP • What treatment / medication have you taken • How long do you estimate you may be absent for • Give details of any commitments or meetings 	<p>Discuss nature of the absence, including:</p> <ul style="list-style-type: none"> • Nature of sickness • How long they have had the illness/problem • What treatment / medication have they taken • How long they estimate they may be absent for • Give details of any commitments or meetings • Request an update on the 3rd day of absence <p>Report individual as absent via the online notification on theloop providing as much information as possible and complete the absence on TMS.</p>
Day 3	<p>Notify manager with an update of their condition and the estimated return date</p>	<p>If no contact has been made, contact the individual to establish:</p> <ul style="list-style-type: none"> • the continuing nature of the absence, • discuss the availability of support services such as counselling • estimated date of return • Update TMS absence profile
Day 5	<p>Notify manager of the reason for their continued absence</p>	<p>If no contact has been made, contact the individual to establish:</p> <ul style="list-style-type: none"> • the continuing nature of the absence, • discuss the availability of support services such as counselling <p>estimated date of return</p> <p>Employees should also be reminded that a “fit note” will be required for absences lasting 8 days or more</p>

<p>Between 8 days and 4 weeks</p>	<ul style="list-style-type: none"> • Provide manager with a fit note • Keep in weekly contact with and advise their manager of any progress or developments concerning their absence • Attend Occupational Health appointments as arranged • Attend home welfare meeting in 4th week of absence (or sooner if stress/anxiety/depression related) 	<ul style="list-style-type: none"> • Maintain weekly contact with the individual • Remind individual of the importance of keeping in contact with the line manager and the necessity of notifying them if they are to be away from their home address for any reason • Arrange home welfare meeting in 4th week of absence (or sooner if anxiety/depression related) • Arrange referral to occupational health
<p>After 4 weeks</p>	<ul style="list-style-type: none"> • Keep in weekly contact with and advise their manager of any progress or developments concerning their absence • Ensure that an up to date medical certificate covers their continuing sickness • Attend welfare and OH appointments as arranged 	<ul style="list-style-type: none"> • Maintain weekly contact with the individual • Discuss return to work plans and supported return to work if appropriate • Refer to the attendance review process

Appendix B

Welfare checklist for managers

Name of employee:

Name of manager:

Meeting Date:	
Issues to discuss	Notes (confidential)
Reasons for absence/update on health	
Previous episodes of absence (if appropriate)	
Second and subsequent welfare visits only Update on Actions from previous welfare	
Employees concerns <i>Identify real or perceived barriers to returning to work. Refer to Emotional Wellbeing policy if appropriate.</i>	

<p>Discuss support options and ways of achieving a return to work.</p> <ul style="list-style-type: none"> -Referral to Occupational Health -Reasonable adjustments -Flexible working -Redeployment -Phased or therapeutic return 	
<p>Likely/expected return to work date</p>	
<p>Actions identified and who is responsible</p>	
<p>Sick pay dates</p>	<p>Half pay: Out of pay:</p>
<p>Fit note dates</p>	

Appendix C

Attendance review record

Name of employee:

Name of manager:

Meeting Date:	
1 st Attendance Review/2nd Attendance Review/Attendance Capability Meeting/Attendance Capability Review Meeting (delete as appropriate)	
Issues to discuss	Notes (confidential)
Reasons for absence/update on health	
Absence history (if appropriate)	
<p>Employees concerns</p> <p><i>Identify real or perceived barriers to improving attendance. Refer to Emotional Wellbeing policy if appropriate.</i></p>	
<p>Discuss support options:</p> <ul style="list-style-type: none"> -Referral to Occupational Health -Reasonable adjustments -Flexible working -Redeployment -Phased or therapeutic return 	

ACTION PLAN
Attendance Review/Attendance Capability (delete as appropriate)

Action	Who is responsible?	When will this be achieved? (date)	Progress	Action completed (date)
Attendance target of _____				

Review Date:

Appendix D

Medical Capability Hearing

This meeting will be heard by the employee's Director or if unavailable, another suitable Director, with a member of Human Resources present to advise. JNC conditions apply for Chief Officer Sickness Absence.

The employee will be informed in writing of the Medical Capability Hearing.

The employee will be given a minimum of 5 working days' notice of the formal meeting and may be accompanied either by a Trade Union representative or work colleague.

The employer may wish to request medical information from the employee's GP/Consultant but will obtain their permission before requesting this information.

If the employee is prevented from attending the hearing, due to his/her medical condition, he/she may send a representative and /or written statement for the Director to consider (JNC conditions apply for Chief Officer Sickness Absence Management).

If an employee wishes to submit a medical report from his/her own Doctor/ Consultant then they must write to them within 1 week of being informed of the hearing, providing evidence to the Council that this has been requested. The hearing will be postponed for a maximum of 4 weeks to provide adequate time for the medical report.

All documentation which is to be presented at the Hearing must be submitted at least 2 working days beforehand, by both parties, to the HR Services Manager.

At the hearing the following will be considered:

- If there have been signs of improvement;
- The employee's absence history;
- The nature of the absence(s) and any treatment that has been received;
- Any action taken to support a return to work;
- The effect of the absence on the performance and effectiveness of the Service;
- All individual circumstances, including medical reports from the Occupational Health Physician and employee's Dr and/or Consultant.

The employee and/or their representative will be given the opportunity to put forward all reasons for the continuing absence and these will be given due consideration.

When making their decision the Director should consider if:

- The employee should be dismissed due to being incapable of carrying out the requirements of their post, specifically providing regular and efficient service, due to absence.
- A further review period should be set to continue to monitor their absence.
- Any reasonable adjustments need to be considered under the Equality Act 2010

The Director will normally confirm the decision at the end of the Hearing and this will be followed in writing to the employee within 5 working days. In cases of dismissal the appropriate notice period will be paid accordance to the employee's Terms and Conditions of Service.

Any appeal against the decision of the Director must be lodged, in writing, to the HR Services Manager within 10 working days of receipt of the letter confirming the decision. This letter must clearly state the grounds for appeal. A letter purely requesting an appeal will not be acceptable.

The Human Resources Appeals Committee will hear any appeals against dismissal.

The Appeal Hearing will be convened for a mutually convenient date as soon as reasonably practicable following receipt of the letter lodging the appeal. The procedure for the Human Resources Appeal Hearing will follow the guidance set out at Appendix 2 of the Disciplinary Policy.

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Report of	Meeting	Date
Director of Customer and Digital	Overview and Scrutiny Committee	11 October 2018

IMPACT OF CHARGING FOR GARDEN WASTE

PURPOSE OF REPORT

- To update members on the impact of changes to garden waste collections which were implemented on 1 May 2017.

RECOMMENDATION(S)

- The committee note this report.

EXECUTIVE SUMMARY OF REPORT

- A charge of £30 per bin was introduced on 1 May 2017 for residents who wished to participate in the council’s garden waste collection service. Prior to that date collections had been free at point of use if residents wished to participate in the scheme.
- Currently there are 23,386 grey bin subscriptions generating an income of £702,616. Participation in the scheme for those properties with gardens is around 55%. The recycling rate has reduced by 5% since the change to garden waste collections. There has been no increase in fly tipping of garden waste following the introduction of a charge for this service.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

- 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

- The council introduced a free garden waste collection service in 2001 to a few thousand properties and this gradually expanded to cover the whole borough. At its peak 10,700 tonnes of garden waste were collected in 2016/17..
- The Council needed to make significant savings from 2017/18 onwards and fundamental changes to the waste collection service were needed to mitigate the impact of this reduction. From April 2018 the council no longer received waste cost share funding from Lancashire County Council, £900k per year. One of the changes to waste collection was the introduction

of an opt in chargeable garden waste collection service. Over 50% of councils now charge for garden waste collections.

8. The charge is £30 per bin and properties can pay for more than one bin. Currently there are 23,386 grey bin subscriptions generating an income of £702,616. Participation in the scheme for those properties with gardens is around 55%.

IMPACT ON RECYCLING RATE

9. In the report that went to Executive Cabinet on 19 January 2017 requesting approval for changes to waste collection it was estimated that Council's recycling rate would decrease by around 10% if chargeable garden waste collections went ahead.
10. The table shows the changes in the recycling rate over the last four years.

Year	Recycling Rate %	Change +/-	Composting Tonnages
2015/16	48.39	-0.43	10,760
2016/17	46.53	-1.86	10,609
2017/18	41.51	-5.02	7,021
2018/19	41.00 (estimate)	-0.51	6,684

11. The change to chargeable garden waste collections did result in a decrease in our recycling rate though not as big as predicted. In England household recycling rates have been plateauing for the last few years and the majority of regions in England have seen a decline. The overall rate for household waste recycling in England in 2016/17 was 43.7%.
12. Seasonal factors such as the hot dry summer this year will also impact on garden waste tonnages. Garden waste which does not enter the chargeable disposal stream is believed to divide into thirds with one third going into refuse bins, a third being taken to HWRCs e.g. Lower Burgh and a third disappearing from recorded waste tonnage calculations.
13. There are a number of European targets for recycling waste i.e. 55% of municipal waste must be reused or recycled by 2025. It is unclear if these targets will be transposed into UK legislation after 31 March 2019. Government is expected to publish the National Resource and Waste Strategy later this year, the last strategy was published in 2007. This will, hopefully provide guidance on what level of recycling is expected to be achieved.

Fly Tipping

14. One of the major concerns about introducing a charged for garden waste collection service is that that it will result in an increase in fly tipping.

Year	Total Number of Reported Fly Tipping Incidents	Number of Fly Tipped Green Waste Incidents	% Fly Tipped Green Waste
2015/16	886	36	4.1
2016/17	880	28	3.2
2017/18	1067	36	3.4
2018/19	449 to date	18	4.0

15. The percentage of fly tips classed as green waste is small, less than 5%. There has been no significant increase in fly tipping of green waste since the introduction of the chargeable scheme. Green waste will include garden waste but will also include landscaping material or waste generated by commercial gardeners.

IMPLICATIONS OF REPORT

16. 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

17. Garden Waste income in year one was £714,000 and in year two to date, £703,000. At this stage the financial impact of the anticipated National Resource and Waste Strategy is not known.

COMMENTS OF THE MONITORING OFFICER

18. No comments at this time.

ASIM KHAN
DIRECTOR OF CUSTOMER AND DIGITAL

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jo Oliver	5737	27 September 2018	***

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Report of	Meeting	Date
Director of Business, Development and Growth	Overview and Scrutiny Committee	11 October 2018

OVERVIEW AND SCRUTINY TASK GROUP - ROLLOUT OF SUPERFAST BROADBAND – MONITORING OF RECOMENDATIONS

PURPOSE OF REPORT

1. To update Overview and Scrutiny Committee on the implementation of the recommendations made by the inquiry which reported to Executive Cabinet in August 2017.

RECOMMENDATION(S)

2. That the report be noted.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

3. This report relates to the following Strategic Objectives:

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

BACKGROUND

4. During 2017, a task group of Overview and Scrutiny undertook a review of the roll out of Superfast Broadband. In August 2017, the Executive Cabinet accepted the recommendations in the final report of the task group. This report provides an update on progress in delivering against the recommendations.

PROGRESS IN DELIVERY

5. The table below sets out the original recommendations from the Task Group, and an update on the progress in delivery.

Task Group Recommendation	Update
For Superfast Lancashire	
1. To have discussions with Virgin about the current issues in Buckshaw, Rivington and White Coppice and encourage them to provide Superfast Broadband.	Update from LCC 18/09/18 Lancashire County Council have met with Virgin and referred to the issues experienced in these areas.
2. To highlight the issues of new estates not having Superfast Broadband from the outset with Broadband Delivery UK (BDUK).	Update from LCC 18/09/18 Lancashire County Council has met with both Openreach and Virgin and raised this issue.
3. To provide hints and tips on resolving broadband issues, including residents speaking to their own provider first before speaking to other providers and not placing electrical devices next to the router etc for distribution to Councillors and Town/Parish Councils.	Update from LCC 18/09/18 Lancashire County Council advise that such additional information will be published on the Superfast Lancashire website.
4. To utilise different technologies available to provide Superfast Broadband to white areas (having minimal coverage and open market review failure).	Update from LCC 18/09/18 Lancashire County Council advise that any future procurements will be technology neutral to ensure a wide range of solutions can be taken into account.
For BT	
1.To update the call centre operative information with regard to Superfast Broadband accessibility.	We understand that the two BT recommendations are also within LCC's remit, and updates are awaited.
2.To review structures in areas which flood, to ensure they are located in the best place.	As above
Chorley Council	
1.To consider methods of encouraging new properties to have access to Superfast Broadband from the outset.	Planning and ICT officers attended a meeting outlining The Street Works Tool Kit which is a framework for UK Fibre Broadband Delivery. The Central Lancashire Local Plan Review is to incorporate an appropriate policy about providing fibre broadband and allowing connection to the doorstep for all developments (end 2020 plus to move through the process to adoption). In the shorter term a practice note for developers to be prepared and/or planning conditions instigated (eg Strawberry Fields Digital Hub).
2.To liaise with BT about new developments, both residential and commercial.	As above, BT Openreach one of the partner contributors to the Street Works Tool Kit framework.
3.To lobby Broadband Delivery UK (BDUK) to give broadband the same status as utilities	As above
4.To raise awareness with the public and businesses that services would not upgrade automatically, but must be ordered from their provider.	The Council can schedule social media posts advising residents to check with their suppliers if they are on the best deal/speed. With regard to the business community, an item was included in the Council's August 2018 Business E-Bulletin about the national Gigabit Broadband Voucher Scheme which can offer

	<p>£3,000 to small and medium sized enterprises (ie few than 250 employees) to update their business broadband to a fast and reliable connection.</p>
<p>5.To include an action to investigate the provision of town centre WiFi within the new Digital Strategy.</p>	<p>The Council has been working closely with their partner TNP to deliver town centre Wi-Fi, and the first phase is planned for completion by Christmas 2018. Phase one will provide Wi-Fi to the existing Market Walk shopping centre and covered markets via external grade access points. Connection to the Wi-Fi will be free at the point of access and the selected Wi-Fi name (Check Out Chorley) will be made publicly available and visible to everyone within range. In addition to town centre Wi-Fi, the same technology will be used to broadcast corporate and guest Wi-Fi.</p>
<p>6.To work with the Combined Authority through the Digital Lancashire project to implement these recommendations.</p>	<p>Chorley’s Chief Executive is the lead on the Digital Combined Authority workstream. This work has been pushed back following the delay in creating the Combined Authority.</p>
<p>7.To support the future projects within the Digital Strategy:</p> <ul style="list-style-type: none"> • Integration of My Account and E Citizen • Continuation of digital skills training to give the right training to the right people in a flexible way • Tablet loan scheme 	<p>A review and refresh of the Council’s website is due in the next year, pending implementation of the new ICT infrastructure. This will ensure it is easier to use, more accessible, responsive and secure with an improved user experience and customer journey.</p> <p>Partnerships and provision in place ready to cope with digital requirements of residents, such as the live rollout of Universal Credit in Chorley in July 2018.</p> <p>An additional 8 laptops have been purchased to allow outreach digital skills sessions to take place in venues that do not have ICT equipment. Tablet loan scheme could be looked at in the future but would need risk assessing.</p> <p>LFFN- Local Full Fibre Network</p> <p>Chorley Council are investigating options for funding via the LFFN programme to extend their existing fibre infrastructure. This aims to address some of the areas of poor broadband coverage in Chorley. Consultants have currently been engaged and ICT are working on preparing a submission. Once the plans have been finalised a further update will be provided.</p>
<p>8.Tailor digital skills training to the needs of particular groups.</p>	<p>Four Council owned community centres are now established as digital hubs with full ICT suites.</p> <p>340 learners have attended 23 different courses in 12 different venues in the year since September 2017 – a 46% increase on previous year.</p> <p>Partnerships established with learning providers such as Lancashire Adult Learning, Preston’s College, as well as Lancashire Constabulary,</p>

	<p>Google Digital Garage, Jobskilla and Good Things Foundation - which will all help to further develop support across the Borough.</p> <p>An additional 9 access points takes the total number across the Borough up to 26, including the more rural areas of Mawdesley and Charnock Richard.</p>
9.To ask Town/Parish Councils to advertise digital skills training in their newsletters.	<p>Parish Councils receive digital copies of promotional material and this will continue. Social media channels increasingly used to promote availability of digital skills training.</p> <p>There is an ongoing campaign to promote the digital hubs with each centre receiving GetOnline branding.</p>
10.To highlight the availability of good digital access within the Economic Development Strategy as a selling point for businesses to locate in Chorley.	<p>This is identified in the current Economic Development Strategy; will be included in the refreshed Economic Development Strategy; and will be integrated into discussions on Central Lancashire Economic Development Strategy.</p>

IMPLICATIONS OF REPORT

6. 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	

RISK

A risk register has been completed	Yes	No
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COMMENTS OF THE STATUTORY FINANCE OFFICER

7. The costs of implementing any proposed actions will be met from existing revenue and capital budgets. Further actions that may require additional resources will require further approval.

COMMENTS OF THE MONITORING OFFICER

8. No Comments

MARK LESTER
DIRECTOR OF BUSINESS DEVELOPMENT AND GROWTH

Background Papers			
Document	Date	File	Place of Inspection
Overview and Scrutiny Task Group - Rollout of	August 2017	Website	https://democracy.chorley.gov.uk/mgIssueHistory

Superfast Broadband			Home.aspx?IId=56390
Overview and Scrutiny Task Group: Superfast Broadband - Response from the Executive Cabinet	November 2017	Website	https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=57078
Overview and Scrutiny Task Group: Superfast Broadband - Response from the Executive Cabinet	January 2018	Website	https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=57078

Report Author	Ext	Date	Doc ID
Gill Barton	5300	19/9/18	***

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Report of	Meeting	Date
Director of Early Intervention and Support	Overview and Scrutiny Committee	11 October 2018

CHILD SEXUAL EXPLOITATION MONITORING REPORT

PURPOSE OF REPORT

- To update the committee on progress made in responding to the recommendations made by the overview and scrutiny task and finish group on tackling child sexual exploitation (CSE).

RECOMMENDATION(S)

- That the report be noted.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- The final report of the Overview and Scrutiny task and finish group on Child Sexual Exploitation was presented to Executive Cabinet in August 2017. The Executive Cabinet accepted the recommendations made and approved an action plan to deliver against the recommendations.
- This report presents an update on the implementation of that action plan.

UPDATE ON THE IMPLEMENTATION OF THE ACTION PLAN

6. Set out in the table below is an update against the action plan.

KEY AREA	ACTION	Completed
<p>Training and awareness raising for Elected Members and Officers.</p>	<ol style="list-style-type: none"> 1. Elected members provided with training by Lancashire Police including awareness and referral pathways. 2. Licencing and Public Safety Committee members provided with training and any new members appointed to the Committee to include CSE and safeguarding awareness and referral pathways. 3. A further training session will be provided to elected members including new members. To include partnership approaches such as contact with every child & young person matter and referral pathways. 4. Officer training – e-learning Emerge – mandatory – include awareness and referral pathways. 5. All Regulatory Services Officers received training and information regarding safeguarding and CSE 6. Support campaigns in relation to CSE and Safeguarding issues i.e. CSE Week – utilising social media and other forms of publication 7. Working with partners to produce an appropriate package of training specifically relating to CSE to be delivered to the targeted officers who already receive safeguarding training. 	<p>Completed during the task and finish group review</p> <p>Training was organised and delivered by an external provider in 2017/18, and will be refreshed in 2018/19</p> <p>This was delivered through a Member Learning Session</p> <p>Completed alongside safeguarding training packages.</p> <p>Completed</p> <p>Publicity was undertaken during CSE awareness week in March 2018.</p> <p>Training completed across Chorley and South Ribble Partners ‘Not just our daughters’ delivered by Yorkshire Mesmac</p>
<p>Taxi Trade and Licencing community training</p>	<ol style="list-style-type: none"> 1. Training to be put on for Taxi Licence holders every 3 months, until this is available online. 2. Wider licencing trade to be invited to attend training as part of CSE Awareness Week. Suggested theatre group and workshop – feedback to be used to inform future events. 	<p>Completed and ongoing</p> <p>This was not completed in March 2018, and will be planned for 2019.</p>
<p>Work with partners in producing appropriate materials /</p>	<ol style="list-style-type: none"> 1. Continue to engage with High School Safeguarding Leads – pass on material/learning/advice on a regular basis 	<p>Ongoing</p>

KEY AREA	ACTION	Completed
<p>delivering events to raise CSE awareness amongst parents and guardians, improve links and maintain links with secondary and primary schools</p>	<ol style="list-style-type: none"> 2. Continue to work with Early Action Team (Police) in relation to their work within primary and secondary school and provide assistance where appropriate. 3. Work with other partners in relation to CSE & Safeguarding awareness/training for school/teachers/parents utilising theatre company style. 4. Task and Finish Group to be convened and include Safeguarding lead from Parkland Academy and a primary school. 5. Hold central list of Safeguarding leads for all Secondary & Primary schools in Chorley. Utilise LCC and Early Action for these links. 	<p>This work continues, through the community safety partnership and the multi-agency PIVOT process.</p> <p>Delivered through the ‘Chelsea’s Choice’ project across Chorley and South Ribble</p> <p>The task group was created and worked on the Chelsea’s Choice project.</p> <p>Contact is established through the various head teacher cluster arrangements in place</p>
<p>Elected members personal safety guidance</p>	<ol style="list-style-type: none"> 1. Democratic Services to provide guidance to members in relation to personal safety including appropriate conduct and disciplinary procedures. 	<p>Completed</p>
<p>The Council to continue to raise awareness within the community</p>	<ol style="list-style-type: none"> 1. Regulatory Manager to develop a Safeguarding and CSE awareness handbook for the taxi trade and designed a contact card to accompany the badge and licence. 2. A safeguarding and CSE element to be included in the new online taxi trade knowledge test and also used for drivers at renewal. 3. Liaise with Police Deter team in relation to new publications from Lancashire Police 	<p>Completed in September 2017</p> <p>To be completed during 2019 now the enforcement team is in place</p> <p>Ongoing</p>

7. While many of the original actions and recommendations have been implemented, it is important to note that many relate to training and awareness raising. It will be important to ensure that this continues to ensure that Officers and Members are aware of the risk of CSE and the processes that are in place to protect children. Work over the next twelve months will include:
 - a. Including refresher training for members of the Licensing and Public Safety Committee
 - b. Awareness raising for Members about safeguarding and CSE
 - c. Continued development of the training for the taxi trade around CSE, including the introduction of online taxi trade knowledge test that covers CSE.

IMPLICATIONS OF REPORT

8. 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	

RISK

A risk register has been completed	Yes	No
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COMMENTS OF THE STATUTORY FINANCE OFFICER

9. No comments

COMMENTS OF THE MONITORING OFFICER

10. As this is an update report I have no comments.

CHRIS SINNOTT
DEPUTY CHIEF EXECUTIVE / DIRECTOR (EARLY INTERVENTION AND SUPPORT)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	2 October 2018	CSE monitoring report Oct 18

Health Scrutiny Committee Work Programme 2018/19

The Health Scrutiny Committee Work Programme details the planned activity to be undertaken over the forthcoming municipal year through scheduled Committee meetings, task group, events and through use of the 'rapporteur' model.

The items on the work programme are determined by the Committee following the work programming session carried out by the Steering Group at the start of the municipal year in line with the Overview and Scrutiny Committees terms of reference detailed in the County Council's Constitution. This includes provision for the rights of County Councillors to ask for any matter to be considered by the Committee or to call-in decisions.

Coordination of the work programme activity is undertaken by the Chair and Deputy Chair of all of the Scrutiny Committees to avoid potential duplication.

In addition to the terms of reference outlined in the [Constitution](#) (Part 2 Article 5) for all Overview and Scrutiny Committees, the Health Scrutiny Committee will:

- To scrutinise matters relating to health and adult social care delivered by the authority, the National Health Service and other relevant partners.
- In reviewing any matter relating to the planning, provision and operation of the health service in the area, to invite interested parties to comment on the matter and take account of relevant information available, particularly that provided by the Local Healthwatch
- In the case of contested NHS proposals for substantial service changes, to take steps to reach agreement with the NHS body
- In the case of contested NHS proposals for substantial service changes where agreement cannot be reached with the NHS, to refer the matter to the relevant Secretary of State.
- To refer to the relevant Secretary of State any NHS proposal which the Committee feels has been the subject of inadequate consultation.
- To scrutinise the social care services provided or commissioned by NHS bodies exercising local authority functions under the Health and Social Care Act 2012.

- To request that the Internal Scrutiny Committee establish as necessary joint working arrangements with district councils and other neighbouring authorities.
- To draw up a forward programme of health scrutiny in consultation with other local authorities, NHS partners, the Local Healthwatch and other key stakeholders.
- To acknowledge within 20 working days to referrals on relevant matters from the Local Healthwatch or Local Healthwatch contractor, and to keep the referrer informed of any action taken in relation to the matter.
- To require the Chief Executives of local NHS bodies to attend before the Committee to answer questions, and to invite the chairs and non-executive directors of local NHS bodies to appear before the Committee to give evidence.
- To invite any officer of any NHS body to attend before the Committee to answer questions or give evidence.
- To recommend the Full Council to co-opt on to the Committee persons with appropriate expertise in relevant health matters, without voting rights.
- To establish and make arrangements for a Health Steering Group the main purpose of which to be to manage the workload of the full Committee more effectively in the light of the increasing number of changes to health services.

The Work Programme will be submitted to and agreed by the Scrutiny Committees at each meeting and will be published with each agenda.

The dates are indicative of when the Health Scrutiny Committee will review the item, however they may need to be rescheduled and new items added as required.

Health Scrutiny Committee work programme

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Dementia Strategy	Opportunities and challenges	Committee	Dr Z Atcha, LCC	3 July 2018	The report be noted; and The Cabinet Member for Health and Wellbeing be invited to a future scheduled meeting of the Health Scrutiny Committee to present on the development of a housing strategy and the ageing population.	N/A In progress
Our Health Our Care Programme	Update on the future of acute services in central Lancashire	Committee	Dr Gerry Skales, Lancashire Teaching Hospitals Foundation Trust and Sarah James, Greater Preston and Chorley and South Ribble CCGs	3 July 2018, 25 September and 6 November/11 December	3 July: The update be noted; Further updates be presented to the Health Scrutiny Committee at its scheduled meetings in September and November 2018;	N/A In progress

Appendix 'A'

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
					<p>The importance of all partners working together on prevention and early intervention form a part of developing the new models of care for acute services in central Lancashire; and</p> <p>Public information and education be included in the new model of care for acute services in central Lancashire.</p>	<p>Awaiting response</p> <p>Awaiting response</p>
Delayed Transfers of Care (DToC) and Winter 2019/20	Update on performance as a whole system and preparations for winter 2019/20	Committee	Louise Taylor, Tony Pounder, LCC and NHS Trusts/Chairs of A&E Delivery Boards	6 November 2018		
Integrated Care System	Delivery of strategic transformational plans - finance	Committee	Gary Raphael, Healthier Lancashire and South Cumbria	tbc		
Hyper Acute Stroke Services	Consultation	Committee/Joint	Gemma Stanion, Healthier Lancashire and South Cumbria	tbc		

Future meeting dates: 11 December; 5 February 2019; 2 April and 14 May.

Other topics to be scheduled:

Housing strategy for an ageing population (Cabinet Member for Health and Wellbeing to be in attendance)

Healthy New Towns – Whyndyke Garden Village, Fylde

Health Scrutiny Steering Group work programme

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
Fylde Coast Integrated Care Partnership (ICP)	Update on the work of the partnership	Steering Group	Wendy Swift, Blackpool Teaching Hospitals Foundation Trust and Andrew Harrison, Fylde and Wyre CCG	15 June	The Steering Group agreed that an item on Healthy New Towns and the Whyndyke Garden Village in Fylde be presented to a future meeting of the Health Scrutiny Committee.	
NWAS	Update on new Government reporting standards and NWAS' new Nursing and Residential Home Triage (NaRT) Tool. (Also hospital pharmacy waiting times and delays for NWAS transport)	Steering Group	Peter Mulcahy and Julie Butterworth, NWAS	19 September		
Hyper Acute Stroke Services	Overview	Steering Group	Gemma Stanion, Healthier Lancashire and South Cumbria	tbc		
Rosendale Birth Centre	Proposals	Steering Group	Kirsty Hamer and Christine Goodman, East Lancs CCG	24 October (10:30 slot)		

Appendix 'A'

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
tbc	tbc	Steering Group	Mike Maguire, West Lancs CCG	24 October		
Transforming Care (Calderstones)	Model of care for CCG commissioned learning disability beds	Steering Group	Rachel Snow-Miller, Director for Commissioning for All-age Mental Health, Learning Disabilities and Autism and Neil Greaves, Healthier Lancashire and South Cumbria	21 November		
Vascular Service Improvement	Improving quality and access to Vascular Services	Steering Group	Tracy Murray, Healthier Lancashire and South Cumbria	21 November (11:30)		
Suicide Prevention in Lancashire	Progress report/annual update on outcomes set out in the Logic Model	Steering Group	Dr Sakthi Karunanithi and Chris Lee, LCC	16 January 2019		
Quality Accounts	Preparations for responding to NHS Trusts Quality Accounts	Steering Group	Healthwatch Lancashire	16 January		
Secondary Mental Health Services in Lancashire	Update	Steering Group	Charlotte Hammond, LCC	20 February		

Appendix 'A'

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
Childhood immunisations	Progress report (invite to be extended to Chair and Deputy Chair of Children's Services Scrutiny Committee)	Steering Group	Jane Cass/Tricia Spedding, NHS England, Sakthi Karunanithi, LCC	20 February		
North West Clinical Senate	Joint working	Steering Group	Prof. Donal O'Donoghue and Caroline Baines	13 March		
NHSE – Quality Surveillance Group	Overview and relationships with scrutiny	Steering Group	Sally Napper, NHSE	tbc		
Health in All Policies	Embedding spatial planning and economic determinants	Briefing note (and Steering Group)	Dr Aidan Kirkpatrick and Andrea Smith, LCC	-		
Scrutiny of Budget Proposals 2018/19	Sexual Health Advocacy Services Learning, disability and autism: Enablement Older persons in-house residential services: self-funder fees Extra sheltered care services	Briefing note	Neil Kissock, LCC	-		

Future meeting dates: 17 April and 14 May

Other topics to be scheduled:

Chorley A&E, GTD Healthcare and CCGs - performance

NWAS – transformation strategy and future

Disabled facilities grants and housing associations

Health and Wellbeing Board update

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OVERVIEW AND SCUTINY COMMITTEE WORK PROGRAMME 2018/19

To be considered:	14 Jun	28 Jun	20 Sep	11 Oct	29 Nov	24 Jan	7 Mar	21 Mar
	OSPP	OSC	OSPP	OSC	OSPP	OSC	OSPP	OSC
Panel Meeting (OSPP) to consider Council and related performance in addition to scrutiny of key service areas	*		*		*		*	
Customer and Digital			Early Intervention and Support		Policy and Governance		Business, Development and Growth	
Performance Report / Business Plans	Quarter Four		Business Plans		Quarter Two		Business Plans	
Overview and Scrutiny Performance Panel minutes		*		*		*		*
Executive Cabinet Minutes		*		*		*		*
Notice of Executive Decisions		*		*		*		*
Health Scrutiny				*		*		*
Overview and Scrutiny Work Programme		*		*		*		*
Annual Reporting Back		*						
Youth Zone update		*						
Impact of charging for garden waste				*				
Absence Policy				*				
Review of Communications with Councillors						*		
Budget Scrutiny						*		
Integrated community wellbeing service update						*		
Adoption issues						*		
Scrutiny Reviews								
Quality of housing provided by social landlords		C		C				
Roll out of Superfast Broadband by BT				M1				
Waste Management Contract – mobilisation						*		
Indoor Leisure Contract								
Crime and Disorder Scrutiny								
Neighbourhood Policing					*			
Community Safety Partnership – Child Sexual Exploitation				M1				
Potential topics for future reviews								
Community Racial Integration Flooding Air quality Neighbourhood Area Meetings & CIL (following the Electoral Review)	Approach to housing the Syrian refugees Low cost housing scheme Ongoing adoption of estates issues Market Walk							

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

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