

## **COUNCIL**

TUESDAY, 23RD JULY 2019, 6.30 PM  
COUNCIL CHAMBER, TOWN HALL, CHORLEY

### **AGENDA**

#### **APOLOGIES**

1 **MINUTES OF MEETING TUESDAY, 14 MAY 2019 OF COUNCIL**

(Pages 5 - 16)

2 **DECLARATIONS OF ANY INTERESTS**

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

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

3 **RETURNING OFFICER'S REPORT**

The Chief Executive as Returning Officer will report that Val Caunce was duly elected as Councillor for Eccleston and Mawdesley ward at the Borough by-election on 4 July 2019.

4 **MAYORAL ANNOUNCEMENTS**

5 **PUBLIC QUESTIONS**

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question.

6 **ANNUAL REPORT 2018/19**

(Pages 17 - 36)

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

7 **EXECUTIVE CABINET**

(Pages 37 - 40)

To receive and consider the report of the Executive Cabinet held on 20 June 2019.

8	<b>PROVISIONAL REVENUE AND CAPITAL OUTTURN 2018/19</b>	(Pages 41 - 66)
	To consider and receive the report of the Chief Finance Officer.	
9	<b>GOVERNANCE COMMITTEE</b>	(Pages 67 - 72)
	To receive and consider the general report of the Governance Committee held on 5 June 2019.	
10	<b>CONSTITUTION REVIEW</b>	(To Follow)
	To receive and consider the report of the Monitoring Officer.	
11	<b>DEVELOPMENT CONTROL COMMITTEE - CHANGE OF COMMITTEE NAME</b>	(Pages 73 - 74)
	To receive and consider the report of the Chair of Development Control Committee.	
12	<b>COUNCIL APPOINTMENTS</b>	
	To consider any changes to Committee appointments.	
13	<b>QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8 (IF ANY)</b>	
14	<b>TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10</b>	

15 **EXCLUSION OF THE PUBLIC AND PRESS**

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

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

Condition:

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

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

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

Condition:

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

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

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

The Charities Act 1993

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

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

16 **MARKET WALK UPDATE**

(To Follow)

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

17 **CREATION OF A WHOLLY OWNED COMPANY**

(To Follow)

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

18 **SITE ACQUISITION**

(To Follow)

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

19 **SHADY LANE PROCUREMENT**

(To Follow)

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

- |    |   |             |
|----|---|-------------|
| 20 | <b>SHARED SERVICES UPDATE REPORT</b>  | (To Follow) |
|    | To receive and consider the report of the Director (Policy and Governance).   |             |
| 21 | <b>SENIOR MANAGEMENT REVIEW</b>   | (To Follow) |
|    | To receive and consider the report of the Chief Executive. As the consultation period for the Review only ended on 12 July the report will follow to enable responses to be considered fully. |             |
| 22 | <b>ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE MAYOR</b>   |             |

GARY HALL  
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Council.

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To view the procedure for public questions/ speaking click here  
<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%2016.pdf> and scroll to page 46



**MINUTES OF COUNCIL**

**MEETING DATE** Tuesday, 14 May 2019

**MEMBERS PRESENT:** Councillor Margaret Lees (Mayor), and Councillors Julia Berry, Aaron Beaver, Eric Bell, Martin Boardman, Alistair Bradley, Terry Brown, Mark Clifford, Jean Cronshaw, John Dalton, Jane Fitzsimons, Christopher France, Gordon France, Margaret France, Peter Gabbott, Anthony Gee, Danny Gee, Tom Gray, Yvonne Hargreaves, Alex Hilton, Steve Holgate, Keith Iddon, Hasina Khan, Zara Khan, Roy Lees, Laura Lennox, Sheila Long, Adrian Lowe, Marion Lowe, Matthew Lynch, June Molyneaux, Alistair Morwood, Steve Murfitt, Beverley Murray, Debra Platt, Gillian Sharples, Paul Sloan, Joyce Snape, Kim Snape, Ralph Snape, John Walker, Paul Walmsley, Neville Whitham, Alan Whittaker and Peter Wilson

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

**APOLOGIES:** Councillor Graham Dunn

**19.C.35 Minutes of meeting Tuesday, 9 April 2019 of Council**

The Mayor invited Members to observe a minute's silence in memory of Councillor Henry Counce, who sadly passed away on 1 May.

The Mayor congratulated everyone at Chorley Football Club on their promotion to the National League. She also thanked all those who ran in and supported the Chorley 2K and 10K on Sunday.

**Decision: That the minutes of the Council meeting held on 9 April 2019 be approved as a correct record for signature by the Mayor.**

**19.C.36 Declarations of Any Interests**

There were no declarations of interests received.

**19.C.37 Returning Officer's Report**

The Mayor congratulated all those Councillors who had been elected or re-elected on 2 May 2019 and in particular welcomed the four new councillors and two returning Councillors.

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

<b>Ward</b>	<b>Councillor</b>
Adlington and Anderton	June Molyneaux
Astley and Buckshaw	Laura Lennox
Chisnall	Julia Berry
Chorley East	Terry Brown
Chorley North East	Marion Lowe
Chorley North West	Aaron Beaver
Chorley South East	Paul Walmsley
Chorley South West	Margaret Lees
Clayton le Woods and Whittle le Woods	Mark Clifford
Clayton le Woods North	Steve Murfitt
Clayton le Woods West and Cuerden	Peter Gabbott
Coppull	Alex Hilton
Eccleston and Mawdesley	Martin Boardman
Euxton South	Debra Platt
Lostock	Paul Sloan

**Decision: that the report be noted.**

#### **19.C.38 Election of the Mayor for the council year 2019/20**

It was formally proposed by Councillor Terry Brown, and seconded by Councillor Zara Khan, that Councillor Hasina Khan be elected as Mayor of the Borough of Chorley for the forthcoming Council Year.

**Decision: that Councillor Hasina Khan be elected as Mayor of the Borough of Chorley for the forthcoming Council year.**

#### **19.C.39 Election of the Deputy Mayor for the council year 2019/20**

It was formally proposed by Councillor Jane Fitzsimons, and seconded by Councillor Alex Hilton, that Councillor Steve Holgate be elected as Deputy Mayor for the forthcoming Council Year. Councillor Holgate introduced his Deputy Mayoress, Mrs Emma Adlam.

**Decision: that Councillor Steve Holgate be elected as Deputy Mayor for the Borough of Chorley for the forthcoming Council year.**

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

**Councillor Hasina Khan in the Chair**

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

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

**19.C.40 Tributes to the retiring Mayor**

The Mayor referred to the Retiring Mayor, Councillor Margaret Lees year of office, along with her Consort, Councillor Roy Lees, and how they had served as first class ambassadors for Chorley.

Political group Leaders also paid tribute to the Retiring Mayor and Mayoress for a very successful year and money raised for Derian House, Chorley Mencap and Home-Start Central Lancashire.

Councillor Margaret Lees responded, thanking Councillors for their kind words and their support over the year. She thanked her Consort, Councillor Roy Lees, the Mayor’s Secretary and the Civics team for their support and assistance.

**Mayor’s Announcements**

The Mayor explained that her first fundraising event is a sponsored fast for Ramadan, which began on 6 May and will continue until 5 June.

The Mayor invited all Members to Civic Sunday on 19 May for the mayoral procession to St Laurence’s Church for a service at 11.30am. All Councillors are also invited to attend Civic Dinner on Friday, 21 June.

**19.C.41 Executive Cabinet appointments for 2019/20**

Councillor Alistair Bradley, Executive Leader informed the Council of his appointments to the Executive Cabinet for 2019/20.

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

Portfolio	Executive Member
<p><b>ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM</b>                      Lead Director: Mark Lester / Rebecca Huddleston</p> <ul style="list-style-type: none"> <li>• Business growth and inward investment</li> <li>• Employment and skills</li> <li>• Asset Management</li> <li>• Town Centre (including Market Walk and car parking)</li> <li>• Public Service Reform (including combined authority and shared services)</li> <li>• Parks and Open Spaces development</li> <li>• Planning and housing policy</li> </ul>	<p>Alistair Bradley</p>

<p><b>RESOURCES</b>                  Lead Director: Rebecca Huddleston / Gary Hall</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Corporate Strategy and improvement</li> <li>• Transformation</li> <li>• Communications and events</li> <li>• Support services</li> <li>• Astley Hall and Cultural Assets</li> </ul>	<p>Peter Wilson</p>
<p><b>EARLY INTERVENTION</b>                  Lead Director: Chris Sinnott</p> <ul style="list-style-type: none"> <li>• Integrated community wellbeing service</li> <li>• Volunteering and VCFS</li> <li>• Community Centre Management</li> <li>• Neighbourhood working and community development</li> <li>• Community safety</li> <li>• Environmental Health</li> </ul>	<p>Bev Murray</p>
<p><b>HOMES AND HOUSING</b>                  Lead Director: Chris Sinnott</p> <ul style="list-style-type: none"> <li>• Housing options, advice and supported housing</li> <li>• Home improvement service</li> <li>• Private sector housing</li> <li>• Primrose Gardens</li> </ul>	<p>Graham Dunn (Acting)</p>
<p><b>PUBLIC PROTECTION</b>                  Lead Director: Asim Khan</p> <ul style="list-style-type: none"> <li>• Development Control</li> <li>• Enforcement, including Building Control, Licensing, Empty Properties and Neighbourhood Officers (fly tipping)</li> </ul>	<p>Alistair Morwood</p>
<p><b>CUSTOMER, ADVICE AND STREETSCENE SERVICES</b>                  Lead Director: Asim Khan</p> <ul style="list-style-type: none"> <li>• Street Cleansing</li> <li>• Grounds Maintenance</li> <li>• Streetscene Improvements</li> <li>• ICT</li> <li>• Customer Services</li> <li>• Revenues and Benefits</li> <li>• Single Front Office</li> <li>• Waste collection</li> </ul>	<p>Adrian Lowe</p>
<p>Lead Member for Chorley Integrated Community Wellbeing Service:</p>	
<p>To include:</p> <ul style="list-style-type: none"> <li>• Member of the Chorley Integrated Community Wellbeing Service Executive Steering Group</li> <li>• Council Champion for Health and Wellbeing</li> <li>• Observer role on Public Services Reform Board</li> </ul>	<p>Margaret France</p>



Lead Member for Shared Services and Joint Working	
To include: • Member of shared service joint committee • Lead role for developing sub-regional partnerships, including Lancashire Combined Authority • Council Champion for Shared Services	Graham Dunn
Lead Member for Equality and Diversity:	
To include: • Council Champion for Equality and Diversity • Lead representative on outside bodies on equality issues	Hasina Khan
Member Responsible for:	
Town Centre & Assets Customer, Digital & Community Development Economic Development and Skills Governance and Audit	Danny Gee Matthew Lynch Yvonne Hargreaves Anthony Gee
Council Champion for:	
Environment & Green Space Democratic and Member Services Older People Rural Communities Young People Strategic Development & Planning Public Protection & Animal Welfare Enforcement and Adoptions	TBC Margaret Lees Jean Cronshaw Alan Whittaker Zara Khan Neville Whittam Marion Lowe Terry Brown

#### 19.C.42 Appointments to committees, panels and working groups for 2019/20

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

The Executive Leader Councillor Alistair Bradley proposed, the Deputy Leader Councillor Peter Wilson seconded, and the Decision that the following appointments be approved for 2019/20:

APPOINTMENTS TO COMMITTEES, PANELS AND GROUPS 2019/20			
Committees	Labour Group	Conservative Group	Independent Group
<b>OVERVIEW AND SCRUTINY COMMITTEE</b> (14 Members)  (11:3:0)	1 Roy Lees (Vice-Chair) 2 Yvonne Hargreaves 3 Marion Lowe 4 Steve Murfitt 5 Matthew Lynch 6 Kim Snape 7 Gillian Sharples 8 June Molyneaux 9 Paul Sloan 10 Alex Hilton 11 Peter Gabbott	1 John Walker (Chair) 2 Debra Platt 3 John Dalton	
<b>OVERVIEW AND SCRUTINY PERFORMANCE PANEL</b> (6 Members)  (5:1:0)	1 Roy Lees (Vice-Chair) 2 June Molyneaux 3 Gillian Sharples 4 Marion Lowe 5 Alex Hilton	1 John Walker (Chair)	
<b>JOINT OVERVIEW AND SCRUTINY INTO "OUR HEALTH OUR CARE" WITH SOUTH RIBBLE</b> (4 Members) (3:1:0)	1 Laura Lennox 2 Steve Holgate 3 Julia Berry	1 John Walker	
<b>DEVELOPMENT CONTROL COMMITTEE</b> (13 Members)  (11:2:0)   4 x substitute Members per group	1 June Molyneaux (Chair) 2 Chris France (Vice-Chair) 3 Neville Whitham 4 Alan Whittaker 5 Aaron Beaver 6 Yvonne Hargreaves 7 Tommy Gray 8 Danny Gee 9 Alistair Morwood 10 Steve Murfitt 11 Alex Hilton  1 Gordon France 2 Jean Cronshaw 3 Julia Berry 4 Steve Holgate	1 Martin Boardman 2 John Dalton         1 Keith Iddon 2 Sheila Long 3 Eric Bell 4 John Walker	

APPOINTMENTS TO COMMITTEES, PANELS AND GROUPS 2019/20			
Committees	Labour Group	Conservative Group	Independent Group
<b>LICENSING AND PUBLIC SAFETY</b> (15 Members)  (11:2:2)   2 x substitute Members per group	1 Matthew Lynch (Chair) 2 Margaret France (Vice-Chair) 3 Laura Lennox 4 Gordon France 5 Terry Brown 6 Jean Cronshaw 7 Steve Holgate 8 Danny Gee 9 June Molyneaux 10 Mark Clifford 11 Tommy Gray  1 Aaron Beaver 2 Adrian Lowe	1 John Walker 2 Sheila Long         1 Debra Platt 2 Eric Bell	1 Joyce Snape 2 Ralph Snape
<b>GENERAL PURPOSES COMMITTEE</b> (17 Members)  (14:3:0)	1 Aaron Beaver (Chair) 2 Gordon France (Vice-Chair) 3 June Molyneaux 4 Margaret Lees 5 Julia Berry 6 Zara Khan 7 Paul Walmsley 8 Graham Dunn 9 Peter Gabbott 10 Paul Sloan 11 Neville Whitham 12 Jane Fitzsimons 13 Terry Brown 14 Mark Clifford	1 Martin Boardman 2 John Dalton 3 Keith Iddon	
<b>GOVERNANCE COMMITTEE</b> (8 Members)  (6:2:0)  Peter Ripley (Independent Person)	1 Tony Gee (Vice-Chair) 2 Jean Cronshaw 3 Steve Holgate 4 Kim Snape 5 Julia Berry 6 Roy Lees  Peter Gabbott (Observer)	1 Debra Platt (Chair) 2 Eric Bell	

APPOINTMENTS TO COMMITTEES, PANELS AND GROUPS 2019/20			
Committees	Labour Group	Conservative Group	Independent Group
<b>APPOINTMENTS PANEL</b> (9 Members)  (7:2:0)  1 x substitute Member per group	1 Alistair Bradley (Chair) 2 Graham Dunn 3 Jane Fitzsimons 4 Marion Lowe 5 Terry Brown 6 Beverley Murray 7 Peter Wilson <b>Plus relevant portfolio holder</b>  1 Margaret Lees	1 Martin Boardman 2 Debra Platt       1 John Walker	
<b>CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL</b> (5 Members) (4:1:0)	1 Alistair Bradley (Chair) 2 Peter Wilson 3 Terry Brown 4 Marion Lowe	1 Martin Boardman	
<b>HUMAN RESOURCES APPEALS</b> (Panels taken from 9 Members)  (7:2:0)	1 Graham Dunn (Chair) 2 Alistair Morwood 3 Laura Lennox 4 Beverly Murray 5 Paul Walmsley 6 Danny Gee 7 Margaret France	1 John Walker 2 Debra Platt	
<b>EQUALITY FORUM</b> (6 Members)  (5:1:0)	1 Zara Khan (Chair) 2 Jean Cronshaw 3 Paul Sloan 4 Terry Brown 5 Alex Hilton	1 Sheila Long	
<b>LOCAL PLAN WORKING GROUP</b> (12 Members)  (10:2:0)	1 Alistair Bradley (Chair) 2 Alistair Morwood (Vice-Chair) 3 Neville Whitham 4 Paul Sloan 5 Margaret France 6 Chris France 7 Danny Gee 8 Roy Lees 9 Julia Berry 10 Alan Whittaker	1 Martin Boardman 2 Debra Platt	

APPOINTMENTS TO COMMITTEES, PANELS AND GROUPS 2019/20			
Committees	Labour Group	Conservative Group	Independent Group
<b>MARKET WALK STEERING GROUP</b> (7 Members)  (6:1:0)  1 x substitute Member per group	1 Alistair Bradley (Chair) 2 Danny Gee 3 Tommy Gray 4 Zara Khan 5 Alistair Morwood 6 Margaret Lees  1 Peter Wilson	1 Martin Boardman       1 Eric Bell	
<b>DIGITAL OFFICE PARK STEERING GROUP</b> (7 Members)  (6:1:0)	1 Alistair Bradley (Chair) 2 Peter Gabbott 3 Jane Fitzsimons 4 Roy Lees 5 Julia Berry 6 Danny Gee	1 Eric Bell	
<b>PRIMROSE GARDENS WORKING GROUP</b> (7 Members)  (6:1:0)	1 Graham Dunn (Chair) 2 Laura Lennox 3 Neville Whitham 4 Aaron Beaver 5 Tony Gee 6 Terry Brown	1 Eric Bell	
<b>MEMBERS SUPPORT WORKING GROUP</b> (7 Members)  (6:1:0)	1 Margaret Lees (Chair) 2 Aaron Beaver (Vice-Chair) 3 June Molyneaux 4 Kim Snape 5 Gillian Sharples 6 Mark Clifford	1 Vacant	
<b>SHARED SERVICES JOINT COMMITTEE</b> (5 Members)  (4:1:0)  1 x substitute Member per group	1 Alistair Bradley 2 Peter Wilson 3 Graham Dunn 4 Margaret France  1 Alistair Morwood	1 Martin Boardman       1 Debra Platt	
<b>SHARED SERVICES APPOINTMENTS</b> (3 Members) (2:1:0)  1 x substitute Member per group	1 Alistair Bradley 2 Peter Wilson  1 Graham Dunn	1 Martin Boardman   1 Debra Platt	

APPOINTMENTS TO COMMITTEES, PANELS AND GROUPS 2019/20			
Committees	Labour Group	Conservative Group	Independent Group
<b>INTEGRATED COMMUNITY WELLBEING SERVICE EXECUTIVE STEERING GROUP</b> (3 Members) (2:1:0)	1 Bev Murray 2 Margaret France	1 Sheila Long	
<b>CHORLEY LIAISON</b>  Chair: Vice Chair:  The 8 Chairs of the Neighbourhood Area Meetings plus one other Councillor representing Chorley town	Chairs of all 8 Neighbourhood areas - to be appointed at the first Neighbourhood Meetings of the year in June/July  1 Chorley Town East - 2 Chorley Town West - 3 Clayton and Whittle - 4 Eastern Parishes - 5 Western Parishes - 6 Euxton, Astley and Buckshaw - 7 South Eastern Parishes - 8 Southern Parishes - 9 Chorley Town Area -		
<b>LICENSING LIAISON PANEL</b> Chair and Vice Chair of Licensing & Public Services Committee plus Executive Member for Public Protection	1 Matthew Lynch 2 Margaret France 3 Alistair Morwood		
<b>TOWN TEAM</b> (4 Members including Executive Member for Resources – plus County Councillors) (4:1:0)	1 (Chair) Danny Gee 2 Margaret Lees 3 Matt Lynch 4 Peter Wilson  Tommy Gray (Observer)	1 Eric Bell	
<b>CHORLEY PUBLIC SERVICES REFORM EXECUTIVE</b> (2 representatives) (1:1:0)	1 Alistair Bradley  Margaret France (Observer) Graham Dunn (Observer)	1 Martin Boardman	

**Shadow Cabinet Appointments**

Leader of the Opposition, Business, Development and Growth Directorate	Martin Boardman
Deputy Leader of the Opposition, Policy and Governance Directorate	Debra Platt
Early Intervention and Support Directorate	John Walker
Customer and Digital Directorate	Eric Bell

**19.C.43 Appointments to outside bodies for 2019/20**

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

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

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
1.	Adlington Community Association	2	Councillor June Molyneaux and Kim Snape	May 2020
2.	Armed Forces Champion	1	Councillor Aaron Beaver	May 2020

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
3.	Brindle Village Hall Management Committee (Observer position)	1	Councillor Sheila Long	May 2020
4.	Chorley and South Ribble Citizens Advice Bureau Management Committee	1	Councillor Gordon France	May 2020
5.	Chorley and South Ribble Shopmobility	1	Councillor June Molyneaux	May 2020
6.	Chorley Consolidated Charity and Chorley Relief Fund	3	Councillor Anthony Gee (Appointed May 2015) Councillor Jean Cronshaw (Appointed May 2015) Doreen Dickinson (Appointed May 2016) (NB Appointments are for a 5-year period and cannot be changed mid-period)	May 2020 May 2020 May 2021
7.	Chorley Football Club Community Foundation	1	Executive Member for Early Intervention - Councillor Beverley Murray	May 2020
8.	Chorley Sports Forum	2	Executive Member for Early Intervention - Councillor Beverley Murray and Councillor John Walker	May 2020
9.	Chorley Women's Centre Committee	1	Councillor Margaret France	May 2020
10.	Chorley, South Ribble and West Lancashire Children's Partnership Board	1	Councillor Gordon France	May 2020
11.	Clayton Hall Landfill Liaison Cttee	1	Councillor Neville Whitham	May 2020
12.	Clayton-le-Woods Community Centre Management Committee	1	Peter Gabbott	May 2020
13.	Cuerden Valley Trust	1	Councillor Neville Whitham	May 2020
14.	District Councils' Network	1	Executive Leader - Councillor Alistair Bradley	May 2020
15.	Growth Lancashire Ltd Company - Board	1	Executive Leader - Councillor Alistair Bradley Substitute Cllr Alistair Morwood	May 2020

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
16.	Heapey and Wheelton Village Hall Committee	2	Councillors Chris France and Gordon France	May 2020
17.	Heskin Village Hall Management Committee	1	Councillor Alan Whittaker	May 2020
18.	Hoghton Village Hall Management Committee	1	Councillor Yvonne Hargreaves	May 2020
19.	Home-Start Chorley and South Ribble	1	Councillor Margaret Lees	May 2020
20.	Jigsaw Homes North Board	1	Councillor Roy Lees	May 2020
21.	Lancashire Air Quality Champions Network	1	Councillor Margaret France	May 2020
22.	Lancashire Combined Authority (Shadow)	1	Executive Leader – Councillor Alistair Bradley (Substitute - Councillor Graham Dunn)	May 2020
23.	Lancashire County Council – Health Overview and Scrutiny Committee (Co-opted member)	1	Councillor Margaret France (Substitute - Councillor Alistair Morwood)	May 2020
24.	Lancashire Police and Crime Panel	1	Executive Leader - Councillor Alistair Bradley (Substitute, Deputy Executive Leader - Councillor Peter Wilson)	May 2020
25.	Lancashire Teaching Hospital NHS Foundation Trust – Governing Council (3 year appointment)	1	Executive Leader – Councillor Alistair Bradley	May 2022
26.	Lancashire Waste Partnership	1	Executive Member for Customer, Advice and Streetscene Services - Councillor Gordon France	May 2020
27.	Local Government Association (Lancashire Branch)	1 (2)	Executive Leader - Councillor Alistair Bradley Deputy Executive Leader - Councillor Peter Wilson and Leader of the Opposition - Councillor Martin Boardman (Observers)	May 2020
28.	Local Government Association General Assembly and associated groups	2	Executive Leader - Councillor Alistair Bradley and Deputy Executive Leader - Councillor Peter Wilson	May 2020

No.	NAME OF BODY	NO OF REPS	REPRESENTATIVES	EXPIRY DATE
29.	Mawdesley Millennium Trust	1	Councillor Keith Iddon	May 2020
30.	Mawdesley Village Hall Management Committee	1	Councillor Martin Boardman	May 2020
31.	North West Local Authorities Employers' Organisation	1	Executive Member for Resources - Councillor Peter Wilson	May 2020
32.	PATROL Adjudication and Bus Lane Adjudication Joint Committee Service	1	Executive Member for Customer, Advice and Streetscene Services - Councillor Adrian Lowe	May 2019
33.	Preston and Western Lancashire Racial Equality Council	1	Councillor Hasina Khan	May 2020
34.	Preston Domestic Violence Services – Management Committee	1	Councillor Margaret France	May 2020
35.	Rivington and Brinscall Advisory Group	3	Councillors Chris France, Margaret France and Kim Snape	May 2020
36.	Rivington Heritage Trust	1	Councillor Kim Snape	May 2020
37.	Runshaw College Community Liaison Group	4	Councillors John Dalton, Anthony Gee, Danny Gee, Alistair Morwood	May 2019
38.	Rural Services Network	1	Councillor Alan Whittaker	May 2020
39.	Safer Chorley and South Ribble Partnership (Responsible Authorities Group)	1	Councillor Marion Lowe	May 2020
40.	The North West of England and the Isle of Man Reserved Forces and Cadets Association	1	Councillor Aaron Beaver	May 2020

#### 19.C.44 Council Meetings 2019/20

Councillors noted the programme of Council Meetings for 2019/20 as follows:

- Tuesday, 23 July 2019 at 6.30pm
- Tuesday, 17 Sep 2019 at 6.30pm
- Tuesday, 19 Nov 2019 at 6.30pm

- Tuesday, 21 Jan 2020 at 6.30pm
- Tuesday, 25 Feb 2020 at 6.30pm
- Tuesday, 7 Apr 2020 at 6.30pm
- Tuesday, 19 May 2020 at 6.30pm

Mayor

Date



Chorley Council  
**ANNUAL  
REPORT**  
2018/19

Chorley  
Council



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Agenda Item 6

# Welcome to Chorley Council's annual report

This report presents Chorley Council's annual report for 2018/19. It provides an overview of activities and achievements over the last year, outlining the key steps that we have taken to ensure that we continue to deliver our vision and priorities as outlined below:

## Our vision:

A proactive community leader, supporting the borough and all its residents whether in rural or urban areas, to reach their full potential through working in partnership to deliver services that achieve the best outcomes for local people and protect vulnerable people



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



**A strong local economy**



**Clean, safe and healthy homes and communities**



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



## Council Leader's Introduction

From Councillor Alistair Bradley, Leader of Chorley Council and Executive Member for Economic Development and Public Service Reform

In May this year, I was proud to run alongside 1300 residents and visitors in the first ever Chorley 10K. The event not only demonstrated our commitment to wellbeing but also showcased what our borough has to offer, taking in the beautiful Astley Park and vibrant town centre where we've seen some big changes over the past 12 months.

The extension to Market Walk is now built and ready to be fitted out with six screen cinema, food hall and leisure facilities; the first residents are expected to move into Primrose Gardens extra care facility over the coming months; and the Strawberry Fields Digital Hub is ready for business. These are high quality spaces that will help to meet the future needs of the borough.

We're also thinking ahead to our future workforce with events like the Chorley Hack digital event attended by over 100 pupils from local schools and the Chorley Skills Board which brings partners together to get the right skills in place for Chorley.

We're leading the way for Lancashire and more people than ever are visiting to experience our attractions with a 1.5% increase compared to the same time last year.



## Overview of Resources

From Councillor Peter Wilson, Deputy Executive Leader, Executive Member (Resources)

Despite financial challenges, we remain committed to not only maintaining services but improving them through working with our partners to enable and involve our communities. Our teams are working in new ways to help residents make improvements to their local area and we've invested a further £50,000 in neighbourhood projects.

Our Youth Zone also goes from strength to strength with 5,548 members signed up in April 2019 against our original target of 3000 which is fantastic. We now want to build on this through outreach work to make sure that young people from across the borough can benefit from this facility. Also, this year, over 1000 people have been supported to get online with basic digital skills training and we continue to invest in local bus routes to make sure that residents from across the borough are able to access council services.

"This year has delivered a lot of positive change for our borough, but we won't stop there in making Chorley an even greater place to live, work and visit."



# Achievements in 2018/19

We have continued to not only deliver but improve our high-quality services for residents across the borough

An 11% reduction in the number of long-term empty properties across the borough

1.2million visits to Council leisure centres

A 42% decrease in the number of missed collections of household waste

202 affordable homes delivered across the borough

More than 69,000 attendees at events organised by the Council

21 community groups supported through small community funding

An additional 488 residents earning time credits

108 residents attended training to support their employment prospects

1041 residents successfully completed digital skills training

£130,000 funding provided to commission vital services for the residents of Chorley

104 community groups supported and developed by the Council

892 people supported by the council who were at risk of being homeless/ potentially homeless

Customer dissatisfaction with the service received from the Council reduced by 10.8% year on year


An average of 4 days to process new claims and changes to Housing and Council Tax benefits (an annual reduction of 1 day)

29 parks, open spaces and playing pitches improved across the borough

77 projected jobs created through Council support or intervention

A 37% increase in the number of service requests received online




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




The first HACK coding event was attended by over 100 young people from 13 schools across the borough, challenging them to create games and apps to educate about cyber bullying and social media safety, as well as fascinating information on the day about online security and 3D printing.

The event aimed to encourage and support our young people to develop the digital skills that will enable them to meet future workforce demand.

 Small community grants were awarded to voluntary community and faith sector groups from across the borough, including much needed help and support to promote a local befriending service, to develop the junior section of a cricket club, and to set up a local parish parent and toddler group.



The Time Credits programme which provides support to volunteer within the local community has 128 groups signed up, with over 24,000 hours earned this year. It has been proven that volunteering reduces feelings of isolation, encourages skill sharing and improves mental health


 Clean up days have been held in Adlington, Whittle-le-Woods, Withnell and Wheelton, Brinscall and Abbey Village, Health Charnock, Chorley Town East and Bretherton. Residents have been supported with tools and equipment to tidy up their local neighbourhood. This activity will be developed into a more structured offer with the aim of enabling residents to improve their local environment.

 Clean safe and healthy communities



In 2018/19 the council's largest contract; waste and recycling collection, was re-tendered resulting in savings for the council of £1.249m a year.

The new in-cab technology and real time information will improve communications with residents and allow us to provide them with more

 Neighbourhood priority projects were completed in 2018/19 these include; a planting scheme along Euxton Lane, creation of a civic pride entrance stone at Heapey Chase Estate, a lighting scheme at Adlington War Memorial, increased defibrillator provision in Withnell and Wheelton, and surface improvements to Meadow Street Play Area in Wheelton



In 2018/19 improvements have been made to various play, open space and playing pitches across the borough to help create safer and healthier communities.

These improvements include:

- Coronation Recreation Ground - two new play areas installed as well as many other improvements
- Harpers Recreation Ground - a new play area, artificial grass, improved paths, new railings, a refurbished bowls hut and toilets.
- Astley Park - the creation of the Garden of Reflection, drainage works, and additional car parking
- Yarrow Valley Access Improvements - existing and new footpaths through the Country Park to improve access, safety and use
- Creation of a new bowling green at Euxton Greenside
- Two new community gardens in Heskin and Whittle-le-Woods



## A strong local economy



We have delivered numerous events across the year which have allowed us to engage with residents whilst raising the profile of Chorley as a destination and encouraging visitors from further afield. More than 69,000 people attended our events in 2018/19 including the Chorley Flower Show, Chorley Live, Picnic in the Park and the Christmas attractions.



Latest information available shows that visitor numbers to Chorley have increased by 1.5% meaning that more than 3.6 million tourist visits were made to Chorley in 2017. This is also better than all Lancashire which saw an increase of 5%



Choose Chorley Events to help local businesses grow and potential businesses to choose Chorley for business attracted over 320 businesses. These events included the Choose Chorley BIG Event, Choose Chorley Networking Event and the Workplace Wellbeing Expo.

A range of seminars were organised and attended by more than 70 local businesses to help them operate effectively; continuing to grow the local economy. These included tax going digital, health and safety in employment, bookkeeping and a start-up workshop.



In 2018/19 over 800 referrals were made by the Council with local businesses



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



A new referral system for partnership working has been introduced called Refernet; this is a safe, secure and local online referral system which enables advice agencies to find services and support available, make referrals securely, and understand what support is available at an early point of intervention. Since going live in January 2019 almost 300 referrals have now been made.



The multi-agency group (PIVOT) have managed 235 cases in 18/19 to provide joined up support for vulnerable individuals. The cases managed have had 92% positive interventions, reducing duplication and achieving better outcomes for wellbeing.



We have continued to fund and protect some bus routes across the borough to support services were at risk of withdrawal enabling our residents continued access to vital services such as the hospital and town centre.



We have continued to transform our ways of working, aiming to do more for less, whilst retaining a high level of service. Our transformation programme has seen budget efficiency savings and increased income totalling £345k.



## A strong local economy

**The Market Walk extension** is just one of a number of exciting schemes we have helped to bring to Chorley. 2018 was an exciting year for the extension with construction started in October, as well as a new crossing over the by-pass and the new two-level Friday Street car park creating 300+ spaces.

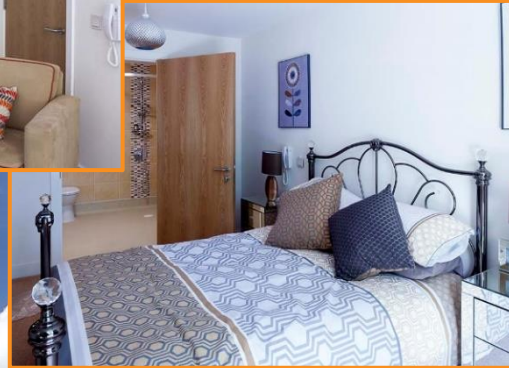
Ensuring that Chorley has a strong and vibrant local economy is one of the Council's key priorities, and the extension will offer a new attraction and provide a sustainable asset in the town centre to support longer term growth.

By growing the local economy, Chorley will become a better place for everyone living here, with more jobs, more houses and better leisure opportunities.

The Market Walk extension which is due to open in time for the 2019 Christmas shopping period will include a six screen Reel cinema, an M&S Foodhall, as well as retailers, food and beverage outlets, and leisure facilities.







## Providing clean, safe and healthy homes and communities

**Primrose Gardens** was constructed and handed over to the Council by the developers in 2018/19 providing accommodation for those aged 55 and over which is ideally located and will provide a unique, modern space for residents to enable them to live independently, integrate with the local community and gain access to support and care when needed.

Residents will have the benefit of living independently in a stylish apartment whilst having 24-hour access to care and support.

All the flats are dementia friendly and built to Homes England standards, incorporating HAPPI principles.

Primrose Gardens will include:

- 65 modern and accessible apartments
- Fully equipped dance studio
- Comfortable shared quiet lounge
- High quality café
- Stylish and relaxing hairdressers and beauty salon






## A strong local economy


**The Strawberry Fields Digital Hub** is a brand new, state of the art, hi-tech business centre for digital and creative businesses, providing collaborative space and bespoke office suites, from new start-ups to growing Small to Medium Enterprises.

This prestigious Digital Hub will have:

- Super-speed broadband capacity vital for digital and creative businesses
- A range of office environments which include hot-desking and micro pods, offices for companies seeking flexibility and growth to larger office suites
- Access to training and meeting rooms, presentation facilities and cloud storage
- On site business support with links to academia


As well as the **£673k** of investment funding built into the base budget, the Council identified one-off provisions to fund projects to further deliver the Council's corporate strategy priorities during 2018/19.


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

 **£750k** investment in modernising ICT infrastructure including improving to web-based services for Chorley residents


 **£500k** investment in Astley Hall and the surrounding park, as well as the improvements to Hallgate car park. The Astley 2020 project will renovate Astley Hall, as well as the parks events infrastructure and footpath lighting.

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

 **£250k** invested in the continued development of pedestrianised areas in the town centre including the bus and train station subways and Steeley Lane routes


 Chorley Council is facilitating the **£2.2m** Heritage Lottery Fund (HLF) investment in the redevelopment of Bank Hall, Bretherton. The proposals will completely restore the building's external envelope for Chorley residents to enjoy.


 **A strong local economy**


 The completion of the Market Walk extension project that includes an enhanced town centre parking offer - **£15.3m**


 The completion of the Digital Office Park, a new prestigious development that will provide 5,000 m<sup>2</sup> of Council owned bespoke digital office and start up accommodation - **£8.1m**

 **Clean safe and healthy communities**

 The completion of Primrose Gardens retirement living, the council's **£10m** extra care facility

 Continued delivery of c. **£600k** per year of home adaptations to enable Chorley residents to continue independent living

 **£2.5m** investment in the council's play and open spaces

 The completion of the Chorley Youth Zone offering a purpose-built facility for the borough's young people aged 8 to 19, and up to 25 for those with disabilities.

A **£224k** investment fund was also created for 2018/19 to support a range of projects including food provision schemes, assisting young people at risk of homelessness and helping communities to access funding.

## Future Challenges

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

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

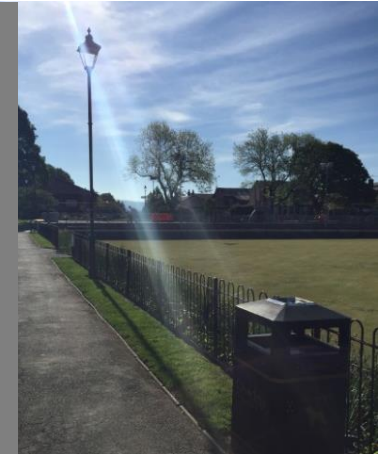
### New ways of working

Developing our use of technology to change the way that we deliver services has huge potential to transform the way we do things for the better. We need to continue to respond to increasing customer expectations by making sure that our services can be easily accessed online by everyone.



### Uncertainty

Financial and political uncertainty at a local and national level, including Brexit, mean that we need to plan for a range of scenarios so that we can continue to provide high quality services for our residents.



### Partnership working

All of our partners face the same financial challenges and we have to work together to mitigate their impact and ensure the longer term sustainability of public services



### Resources and capacity

The council has plans in place to meet the financial challenges faced, and we will continue to transform services to deliver efficiencies as well as investing in income generating projects such as the Market Walk extension and Digital Office Park, whilst continuing to make Chorley a better place for everyone.



## Looking ahead to 2019/20

Looking forward to 2019/20 we will continue to focus on delivering positive outcomes for residents against our corporate priorities, this will include the following:



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



Develop Astley Hall and park as a visitor destination



Support people from across the borough to be digitally included



Develop a framework for building community resilience and delivery of identified projects



### Clean safe and healthy communities



Deliver the Housing Company



Deliver improvements to the playing pitches in the borough



Deliver the Primrose Gardens retirement village



### A strong local economy



Bring forward key sites for development



Deliver the Market Walk extension



Deliver the Digital Office Park



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



Transform the way the council delivers services



Deliver a borough wide programme of improvements to street services



Deliver a review of our approach to partnership working



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Report of	Meeting	Date
Director Policy and Governance (Introduced by the Leader)	Council	23 July 2019

## CHORLEY COUNCIL ANNUAL REPORT 2018/19

### PURPOSE OF REPORT

- To provide a summary of the Council's achievements during 2018/19 as well as highlighting both the challenges and opportunities facing the Council in 2019/20 and beyond.

### RECOMMENDATION(S)

- That the report be noted.

### EXECUTIVE SUMMARY OF REPORT

- Overall performance against the Corporate Strategy in 2018/19 was very good, delivering significant progress against the councils' key priorities:
  - 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
- Despite a challenging financial climate, the council has continued to not only deliver but improve services for residents from all areas of the borough including grass cutting, waste collection and overall satisfaction. In 2018/19 a number of high-profile initiatives were further progressed including Primrose Gardens, Market Walk and Strawberry Fields Digital Office Park which will shape the future of the borough and help sustain council services.
- Looking ahead, financial and political uncertainty will continue to present significant challenges, as will the need to work differently in partnership with our communities and other organisations. This report outlines key achievements, challenges and opportunities.
- The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force in April 2017, which put in place provision in the Trade Union Act 2016 requiring relevant public sector employers, including councils, to publish specific information about time provided to trade union officials to undertake trade union duties. This information is provided at Appendix A of the annual report.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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**REASONS FOR RECOMMENDATION(S)**

(If the recommendations are accepted)

7. N/A

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

8. N/A

**CORPORATE PRIORITIES**

9. 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**

10. The annual report is a key mechanism for presenting information about the Council’s performance to residents, partners and key stakeholders. The report provides information regarding the key activities which have been delivered over the past 12 months to meet our vision and corporate priorities.

**SUMMARY OF THE REPORT**

11. The Chorley Council Annual Report is provided alongside this paper. The key headlines from the report include:

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

The first Chorley Hack coding event was held this year and attended by over 100 young people from 13 Chorley schools, supporting the development of key digital skills and building our future workforce in this sector. As part of ensuring that everyone is able to access our services and supporting digital inclusion, over 1000 residents have taken part in digital skills training with groups supported by the council in venues across the borough including: Eccleston, Mawdesley, Charnock Richard, Adlington and Clayton Brook. The council has offered even more support for communities to get involved in their local area, providing small grants to 21 local organisations and assisting 104 community groups. Over 24,000 time credits hours have been earned this year with a total of 128 groups signed up and an additional 488 residents earning time credits compared to the same time last year. This year the council also continued to provide £130,000 funding for vital services to support residents in Chorley including advice and guidance, family support and food provision schemes.

**b. A strong local economy**

Over 69,000 people attended events in Chorley this year including the Flower Show, Bonfire and Christmas attractions, showcasing Chorley as a great place to live, work and invest. The number of visitors to the borough increased by 1.5% compared to the rest of Lancashire which only saw an increase of 0.5%, demonstrating the impact of marketing activity such as Check Out Chorley. We continue to create the conditions for businesses to thrive through the



successful completion of the Strawberry Fields Digital Hub which will provide state of the art facilities for key sectors and emerging enterprises. Over 260 attendees attended Choose Chorley events to network, and a range of seminars to help with tax, book keeping and health and safety were attended by more than 70 local businesses. Job creation remains a key priority with 77 projected jobs created through council support or intervention and 108 residents attending training to support their employment prospects. The construction of Market Walk has made excellent progress and is on track to open for Christmas 2019, providing an exciting new leisure and retail offer in the town centre.

**c. Clean, safe and healthy communities**

In 2018/19 the council committed to invest £2.5m to improve parks and open spaces provision. Developments included: two new community gardens in Heskin and Whittle-le-Woods; two new play spaces installed on Coronation Recreation Ground; a new play area, artificial grass and improved pathways on Harpers Recreation Ground; and the creation of the Garden of Reflection in Astley Park. For 2018/19, the number of missed bin collections reduced by 42% compared to the same time last year and the councils waste contract was re-tendered which will introduce new technology to drive a more efficient waste and recycling service for residents. Chorley is an even better place to live with an 11% reduction in the number of empty properties, delivery of 202 affordable homes and the completion of Primrose Gardens retirement village providing high quality extra care accommodation for older residents. In 2018 the Integrated Community Wellbeing Service was fully established as part of a joint initiative with Lancashire Care Foundation Trust to drive forward a borough wide preventative approach to health and wellbeing.

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

Council services are more efficient with new benefit claims and changes to housing and council tax benefit now processed within 4 days on average, a reduction of 1 day compared to the same time last year. It's easier to access council services with a 37% increase in requests received online compared to the same time last year. The council also continues to fund some local bus routes that were at risk of withdrawal due to county wide cuts to ensure residents in all areas of the borough have access to vital services. Overall customer satisfaction with the council is high with the number of dissatisfied customers decreasing by 10.8% year on year. As an organisation, the council has worked hard to transform the way that it works to be as efficient as possible, implementing new technology, generating income and working closely with key partners.

**e. Council spending**

In 2018/19 the council committed investment of £897,000 in strategic priorities including specific activity to:

- Reduce crime and improve feelings for safety across the borough
- Support people to use and benefit from being online
- Improve local neighbourhoods across the borough

The council also invested over £24m in capital funding to support improvements to Astley Hall and Park; restoration of Bank Hall; new play spaces across the borough; improvements to the town centre including new parking provision; and the large developments: Primrose Gardens Retirement Village, Market Walk Extension and Strawberry Fields Digital Office Park.

**f. Future challenges in 2018/19**

As well as managing the impact of public service cuts and increasing demand for services, 2019/20 presents significant political and financial uncertainty both nationally and locally, including a change in government leadership and potential Brexit outcomes. Locally we continue to see cuts to services provided by Lancashire County Council in response to budget challenges and strive to protect important provision for local residents.

The council has been proactive in its response and has strong financial and transformation plans in place including developing opportunities to generate income such as the Market Walk extension and putting in place new ways of working as an organisation and with our partners like the Integrated Community Wellbeing Service. In 2018/19 the transformation programme achieved increased efficiency and income generation totalling £345k.

We will need to build on this in future years, making the most of local assets through the development of a wholly owned company, creating employment opportunities, and finding new ways to deliver services through the Public Service Reform Partnership and future shared services to ensure that the borough continues to thrive.

**IMPLICATIONS OF REPORT**

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

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

REBECCA HUDDLESTON  
DIRECTOR (POLICY AND GOVERNANCE)

Report Author	Ext	Date	Doc ID
Victoria Willett	5248	11.7.19	Chorley Council Annual Report 2018,19

## Appendix A

### Trade Union Facilities time for 2018/19

The trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. These regulations place a legislative requirement on relevant public sector employers to collate and publish, on an annual basis a range of data on the amount and cost of facility time within their organisation. The facility time data for Chorley Borough Council for the period of 2018/19 is shown below. We have included the tables to illustrate the information required, and it is published alongside the Annual Report for the period 2018/19.

**Table 1 - Relevant Union Officials**

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

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
7	7

**Table 2 - Percentage of time spent on facility time**

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

Percentage of time	Number of Employees
0%	0
1-50%	7
51-99%	0
100%	0

**Table 3 - Percentage of pay bill spent on facility time**

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

	Figures
Provide the total cost of facility time (including oncosts)	£5,637.97
Provide the total pay bill	£9,784,292.82
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time / total pay bill) x 100	0.06%

**Table 4 - Paid trade union activities**

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

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as: (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	0
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**Executive Cabinet**

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

**GENERAL REPORT OF THE MEETING HELD ON 20 JUNE 2019****Overview and Scrutiny Task and Finish Group - Quality of housing provided by social landlords**

2. The Chair of the Overview and Scrutiny Committee, Councillor John Walker, presented the report which had identified 31 recommendations which would be worked through by Councillor Graham Dunn, Interim Executive Member (Housing), for response.
3. Councillor Walker thanked the Chair, Councillor Matthew Lynch, members of the Task Group, and officers involved with the inquiry.
4. We received the report, with the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.

**Shared Financial Services Staffing Review and Proposals**

5. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the report of the Chief Finance Officer which briefs members on the review of, and amendments to, the existing shared services for finance and assurance between Chorley Borough Council and South Ribble Borough Council.
6. Members noted that the proposals had been endorsed by Shared Services Joint Committee and formally approved by South Ribble Borough Council at their Cabinet meeting earlier in the week. We approved the recommendations within the report.

**Chorley Council Performance Monitoring – Fourth Quarter 2018/19**

7. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director (Policy and Governance) which sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2018/19, 1 January to 31 March 2019.
8. Overall, performance of key projects is very good, with nine (75%) of the projects rated as green or scheduled to start in quarter one 2019/20. Three (25%) projects are currently rated amber and the action plans for each of these projects are contained within the report.
9. Members noted that performance of the Corporate Strategy indicators and key service delivery measures is also very good with 75% of Corporate Strategy measures and 89% of key service delivery measures performing on or above target

or within the 5% threshold. Those indicators performing below target have action plans outlined with measures to improve performance.

10. We approved the recommendations within the report.

### **Funding outreach work at Inspire Youth Zone**

11. Councillor Beverley Murray, Executive Member (Early Intervention and Support), presented the report of the Director (Early Intervention) which seeks approval for the provision of funding to Inspire Youth Zone for additional outreach work.

12. Members discussed the report, noting that although work has been undertaken to address some of the potential barriers to young people in outlying areas attending the Youth Zone, there is more work to be done to ensure that all young people in the borough are able to benefit from the facility.

13. Members discussed the problems regarding the provision of transport and noted that it is this would be one of the barriers to membership and/or attendance which will be examined in more detail as part of the consultation being proposed. It was noted that approximately 1200 young people attended the Youth Zone each week but that the report proposes outreach activities to take place in the identified areas as well as facilitating attendance on site. With regards to young people's mental health, it was noted that existing work with the Health Trust and Clinical Commissioning Group involving smaller projects could be built upon.

14. We approved the recommendations within the report.

### **Business Grants**

15. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the confidential report of the Director (Business, Development and Growth) which seeks approval of revisions to the existing business grant eligibility and creation of two new business grants. We approved the recommendations within the report.

### **Bengal Street**

16. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the confidential report of the Director (Business, Development and Growth) which advises Members on proposals for the development of the Bengal Street site and seeks approval to procure a consultant team to undertake intrusive site investigations, and complete a feasibility study and outline business plan for the development of the Bengal Street site and adjacent National Grid Gas holder site. We approved the recommendations within the report.

### **Tatton Feasibility Study Procurement**

17. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the confidential report of the Director (Business,

Development and Growth) which provides an update on the proposed development feasibility for the former bus depot off Eaves Lane and the Tatton community centre, and seeks approval to appoint a consultant team to undertake a feasibility study and prepare a business case for development at Tatton. We approved the recommendations within the report.

### **Whittle GP Surgery Procurement**

18. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the confidential report of the Director (Business, Development and Growth) which provides an update on the purchase of the property on Preston Road, Clayton-Le-Woods and the proposed development, and outlines the proposed procurement for the delivery of the GP surgery. We approved the recommendations within the report.

### **Market Walk Lettings**

19. Councillor Peter Wilson, Executive Member (Resources), presented the confidential report of the Director (Business, Development and Growth) which seeks approval for the proposed Heads of Terms for occupying a unit in the Market Walk Extension. We approved the recommendations within the report.

### **Insourcing Market Walk Security Contract**

20. Councillor Peter Wilson, Executive Member (Resources), presented the confidential report of the Director (Business, Development and Growth) which seeks approval for bringing the Market Walk and Town Centre security provision in-house. We approved the recommendations within the report.

### **Any urgent business previously agreed with the Chair**

21. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), gave Members a confidential briefing.

### **Recommendation**

22. To note the report.

COUNCILLOR ALISTAIR BRADLEY  
EXECUTIVE LEADER

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Report of	Meeting	Date
Chief Finance Officer (Introduced by the Executive Member for Resources)	Executive Cabinet	20 June 2019

## **PROVISIONAL REVENUE AND CAPITAL OUTTURN 2018/19**

### **PURPOSE OF REPORT**

1. To present the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2018/19.
2. To present the provisional outturn figures for the 2018/19 capital programme and update the capital programme for financial years 2019/20 to 2021/22 to take account of the re-phasing of expenditure from 2018/19 and other proposed budget changes.
3. The accounts are provisional at this stage and are also subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the outturn as a result of this process a further report will be submitted to Executive Cabinet.

### **RECOMMENDATION(S)**

4. Note the full year outturn position for the 2018/19 revenue budget and capital investment programme.
5. Request Executive Cabinet approval for slippage requests outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2019/20.
6. Request Council approval for the contribution of £162,000 from in-year revenue underspends to the Change Management Reserve to finance one-off redundancy and pension strain costs arising from transformation and shared service strategies.
7. Request Council approval for the contribution of £71,000 from in-year revenue underspends to finance the National Graduate Development Programme (NGDP) in 2019/20 and 2020/21.
8. Request Council approval for £55,000 to fund architect fees relating to requests from tenant liaison meetings requests and the costs of clerk of works at Market Walk Extension.
9. Note the 2018/19 outturn position on the Council's reserves outlined in Appendix 4.
10. Note the impact of the final capital expenditure outturn and the re-phasing of capital budgets to 2019/20 and approve the additions to the capital programme outlined in paragraph 70.
11. Request Council approval of the financing of the 2018/19 capital programme to maximise the use of funding resources available to the Council.

**EXECUTIVE SUMMARY OF REPORT**

- 12. There is a provisional underspend against the budget at year-end of £438k (as detailed in Appendix 1) prior to requests for slippage of committed items of £150k.
- 13. The provisional underspend excludes any variation to projected expenditure on investment items included in the budget in 2018/19. Details of the balances remaining at year end are shown in Appendix 3 and will be transferred into specific reserves and matched to expenditure in future years.
- 14. In the 2018/19 budget the expected net income from Market Walk after deducting financing costs is £1.059m. The final outturn position shows an underspend of £19k.
- 15. The capital outturn expenditure for 2018/19 is £24.8m.
- 16. The Council’s Medium Term Financial Strategy proposed that working balances are to reach £4.0m over the 3 year lifespan of the MTFS to 2018/19 due to the financial risks facing the Council. As reported to Executive Cabinet in June, the target of £4m has been achieved as at 31 March 2018. Should the recommendations in this report be accepted, the forecast level of balances at 31 March 2019 will be £4m.

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

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

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 18. None

**CORPORATE PRIORITIES**

- 19. 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**

20. The current net revenue budget for 2018/19 is £17.84m. This has been amended to include approved slippage from 2017/18 and any transfers to/from reserves.
21. Appendix 4 provides further information about the specific earmarked reserves and provisions available for use throughout 2018/19.
22. A full schedule of the investment budgets carried forward from 2017/18 and the new (non-recurrent) investment budgets introduced in the 2018/19 budget are shown in Appendix 3 together with expenditure to date against these projects and any balances carried forward for use in future years (for capital items see Appendix 5).
23. The Council's approved revenue budget for 2018/19 included target savings of £200k from management of the staffing establishment. The full savings of £200k have been achieved for the year.
24. Following recommendations made in the December 2018 budget monitoring report, in-year revenue underspends have been set aside to fund the following items:
  - £100,000 to finance the next phase of CCTV infrastructure in the capital programme.
  - £60,000 to the Income Generation Reserve.
  - £210,000 to create a Council Tax Costs Bad Debt Provision.
  - £40,000 to the Market Walk income equalisation reserve.

**SECTION A: CURRENT FORECAST POSITION – REVENUE**

25. The net expenditure at the end of the financial year shows a provisional underspend against the Council's budgets of £288k (after taking requests for slippage and other special items into account). Details of the revenue outturn position are shown in Appendix 1 and requests for slippage are outlined in Appendix 2. The main variances over and above those previously reported to Executive Cabinet are shown in table 1 below.

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

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

	£'000	£'000
<b>Expenditure:</b>		
Staffing Costs	18	
Waste and Recycling Contract	20	
External Contractors - Tree Work	22	
Transition Fund	30	
Financing of Waste Bins	25	
Council Events Programme	(29)	
Bad Debts Provision - Council Tax costs	(38)	
Bad Debts Provision – Investment Portfolio	(41)	
		7
<b>Income:</b>		
Planning Application Fees	24	
Parking Fees/Permits	17	
Disabled Facilities Grant Admin. Fee	<u>23</u>	
		64
<b>Other:</b>		
Housing Benefits	30	
Net Financing Transactions	74	
Business Rates	21	
Government Grants	44	
Community Infrastructure Levy (CIL)	20	
Other minor variances	<u>28</u>	
		217
<b>Net Movement</b>		<b>288</b>
Quarter 3 Net Forecast Underspend		0
<b>Provisional Outturn Underspend 2018/19</b>		<b>288</b>

*Expenditure*

26. The additional savings on staffing costs of £18,000 shown in table 1 above reflects the changes from the position reported to the end of December in the last monitoring report. The main changes are as a result of vacant posts, predominantly from the Customer and Digital directorate from vacant posts in Customer Transformation and Streetscene Services.

27. The Council's revenue budget for the outgoing waste contract with Veolia included a provision for the cost of an additional bin wagon required for 2018/19 together with an allowance for inflation for any additional properties in the borough. Following negotiations held with Veolia earlier this year, the charge for the additional bin wagon has been waived and in addition, Veolia agreed to no inflation for additional properties. The final outstanding contract charges have now been settled with Veolia and this has resulted in a further saving of around £20,000 for 2018/19.
28. One area where the Council has managed to reduce its costs over recent months is in the use of external contractors for grounds maintenance and tree works. As a result of streamlining procedures and improving efficiency, the Streetscene team has carried out more of these works in-house therefore reducing the need to use external contractors. This has resulted in a saving of around £22,000 for 2018/19.
29. In 2017/18 the Council paid a sum of £30,000 to Coppull Primary School and Nursery to support the provision of universal services following reductions in funding from Lancashire County Council. The sum paid by Chorley Council was agreed as transitional funding to prevent any immediate impact and enable a fuller assessment including consideration of alternative models of service delivery. The revenue budget for 2018/19 included a further provision of £30,000 on the assumption this funding would continue for a further 12 months. However, after further discussions with the school it was agreed that the Council's funding was not required in 2018/19.
30. The council now charge for all replacement bins. Income budgets were adjusted in 2018/19 to reflect this. The £25k variance is due to a shortfall in income resulting in a third of replacement bins issued not being charged for. It is expected that income will be higher in 2019/20 as the new technology aids decision making in charging for bins.
31. The Council's events programme has a net overspend of around £29,000 compared to the revenue budget for 2018/19. It was originally proposed that the Picnic in the Park and Astley Bonfire events were taken out of the schedule to save money and ensure that capacity and resources were directed towards the larger events. However, these were retained in the programme for 2018/19 and this accounts for around £18k of the reported overspend. The Christmas Ice Rink returned for 2018 and proved to be much more popular than the Helter Skelter in 2017. However, this was also proved to be more expensive due to higher rental and running costs. A breakdown of the expenditure and income for the main events in 2018/19 is shown below.

Event	2018/19 Budget £'000	2018/19 Expenditure £'000	2018/19 Income £'000	2018/19 Outturn £'000	2018/19 Variance £'000
Chorley Flower Show	40	136	(106)	30	10
Chorley Grand Prix	30	38	(8)	30	0
Picnic in the Park	0	8	(1)	7	(7)
Astley Park bonfire	0	11	0	11	(11)
Christmas Attraction	14	40	(5)	35	(21)
<b>Totals</b>	<b>84</b>	<b>232</b>	<b>(119)</b>	<b>113</b>	<b>(29)</b>

To mitigate the risk of potential overspend against the 2019/20 budget, the Chorley Grand Prix, which continues to have high running costs, has been replaced by the Chorley 10k event which has lower set up costs and provides an opportunity to offset those costs through income generation.

32. As previously detailed in the quarter 3 monitoring report to Executive Cabinet in February, an estimated contribution of £210,000 was made to create an initial bad debts provision (BDP) in respect of Council Tax costs arrears for potential non-recovery of the debt. Once the

provision is created, any bad debts in future years would be written off to the provision each year instead of reducing the General Fund's income. In essence the council is incurring costs during 2018/19 that will be used to offset bad debts in future years. The final level of debt at 31 March 2019 has generated an increase in the required BDP resulting in an additional net cost of £38,000.

33. In line with the principal above, the level of debt outstanding for other non-council tax and housing benefit related debts (sundry debtors) is also reviewed at the end of March. The analysis of these outstanding debts showed an increase in the level of arrears for rental income relating to a number of properties in the Council's investment portfolio. Although the majority of these debts may still be recovered over time it is prudent to increase the provision for non-payment to mitigate against the risk of default. As a result, the bad debt provision for sundry debtors has been increased by £41k.

#### *Income*

34. Previous budget monitoring reports have highlighted the issue of falling income levels from planning applications for the first nine months of the year, resulting in a December forecast of around £458,000 for the year, £202k below budget. Income for the fourth quarter improved slightly, largely aided by a number of major applications, essential in order to achieve budgeted levels of income. This has helped to reduce the shortfall by £24k but still leaves the final income figure for 2018/19 at £178k below budget.
35. Income levels also improved over the fourth quarter for parking fees and permits, predominantly due to increased revenues for off-street parking permits. An additional £17,000 was received compared to the previous forecast made in December. This resulted in the combined outturn figures for parking fees and permits being in line with budgeted figures for 2018/19.
36. In 2018/19 the Council completed works to the value of £895k under the local authority's statutory duty to provide aids and adaptations under the Disabled Facilities Grant to those who qualify. As part of the arrangement, the Council is allowed to claim an administration fee calculated at 12.5% of all completed works during the year from July 2018 (previously 10%) and as the value of completed works was higher than previously forecast, this has generated an additional £23k income for 2018/19.

#### *Other Items*

37. The housing benefits payments budget is one area that historically has a significant impact on the Council's year-end financial position due to the nature of the costs being demand driven and the uncertainty over the level of overpayments recovered and their associated bad debts. By reducing the level of benefit overpayments due to fraud and claimant error, the Council is able to reduce the burden of outstanding debts and the level of bad debts provision. The level of outstanding debts has fallen in 2018/19 compared to the previous year and this has resulted in a reduced charge to the bad debts provision compared to the budgeted position. The forecast effect is a reduction in costs of around £30,000 for 2018/19.
38. The council continues to manage its cash flow to minimise the costs of borrowing and this has resulted in a further £74k saving to the council at outturn. The council closely monitors changes to interest rates on borrowing and will take long term borrowing when required and when it is most economically advantageous to do so.
39. As part of the Government's operation of the business rates retention system, some authorities pay a levy on the growth in their business rates. This levy is designed to meet the cost of safety net payments for those authorities that have seen a decline in their income below their individual baseline funding level. Levy income and safety net payments are credited and charged to the levy account, which is managed by MHCLG on behalf of local

government. As a result of growth in business rates collected by authorities in 2017-18 and the associated levy payments, there is a surplus of £195m in the 2018-19 levy account. The government has recently distributed the majority of this surplus to local authorities with Chorley Council receiving an allocation of £44,397.

40. The Council is permitted to use 5% of the income collected each year through the Community Infrastructure Levy (CIL) to cover the cost of administering CIL. The total CIL collected in 2018/19 was previously estimated to be around £2.6m, generating eligible CIL admin of around £130,000. The final figure for CIL Admin in 2018/19 was just over £150k and as a result, additional staffing and non-staffing expenditure previously expected to be covered through the base budget will instead be legitimately met through the CIL admin allocation therefore creating a further saving of around £20k in 2018/19.

#### *Requests from Underspends*

41. During 2018/19 the Council utilised a sum of around £260k from the Change Management Reserve to finance the one-off redundancy and pension strain costs as a result of the restructures already implemented. The balance remaining at year end is now around £152k and will not be sufficient to cover further staffing changes due to take place as part of the transformation and shared services strategies, so this reserve will need to be resourced correctly for the Council to fund these changes. It is therefore proposed that a sum of £162k is set aside from the 2018/19 revenue underspends to contribute towards these one-off costs.
42. The Council recognises that the next generation of middle and senior level leaders will be essential to the effective delivery of its objectives. The National Management Trainee (NMT), recruited through the LGA's National Graduate Development Programme, will commence a two-year fixed term contract from September 2019 and undertake three strategic placements within different service areas. The NMT provides the Council with additional corporate capacity, the opportunity to grow our own talent and consider future proofing, through succession planning. NMTs also have access to national networking and learning opportunities across different sectors, which will allow the Council to benefit from a wealth of best practice and knowledge. The cost is estimated at £71k for the 2 year placement.
43. The council continues to develop the internal specification of the extension to Market Walk to meet the requirements of tenants and potential tenants. To continue to meet these continued requirements the council will set aside £20k from 2018/19 underspends. In addition, the council has appointed a clerk of works to inspect the workmanship, quality and safety of work at the extension at a cost of £35k.

**MARKET WALK**

44. The budgeted net rental income from Market Walk after taking account of financing costs in 2018/19 is £1.047m.

**Table 2: Market Walk Expenditure/(Income) 2018/19**

	<b>2018/19 Budget £</b>	<b>2018/19 Outturn £</b>	<b>2018/19 Variance £</b>
Rental & Insurance Income	(1,774,100)	(1,755,383)	(18,717)
Operational Costs (excluding financing)	107,820	68,480	39,340
Market Walk Extension	0	125,680	(125,680)
Use of Asset Management Reserve		(124,568)	124,568
<b>Net Income (excluding financing)</b>	<b>(1,666,280)</b>	<b>(1,685,790)</b>	<b>19,510</b>
Financing Costs	619,730	619,730	0
<b>Net Income (including financing)</b>	<b>(1,046,550)</b>	<b>(1,066,060)</b>	<b>19,510</b>
Income Equalisation Reserve (Annual Contribution)	90,000	90,000	0
Asset Management Reserve (Market Walk)	90,000	90,000	0
<b>Net Income</b>	<b>(866,550)</b>	<b>(886,060)</b>	<b>19,510</b>

*Income*

45. Income is £18k under budget in 2018/19 due to two units becoming vacant during the year.

*Expenditure*

46. The shortfall in income is more than offset by underspends in expenditure budgets, these include underutilised maintenance and professional fees budgets. The expenditure outturn include the council's liabilities for NNDR and service charges on the vacant units.
47. The council incurred £124k of costs relating to the temporary car park work during 2018/19, this has been funded through the use of the Market Walk Asset Maintenance Reserve.



**GENERAL FUND RESOURCES AND BALANCES**

48. With regard to working balances, and as per Appendix 1, the Council started the year with a balance of £4.000m. The approved MTFS proposes that working balances are to reach £4.0m over the 3 year lifespan of the MTFS to 2018/19 given the budgetary challenges facing the Council. The impact of the initial provisional underspend, together with the in-year transfers to reserves, is a closing balance of £4.288m for working balances.
49. Should the recommendations in this report be approved, the forecast level of balances at 31 March 2019 will be £4m as detailed in table 3 below.

**Table 3 – Movement in General Fund Balance**

<b>General Balances</b>	<b>£m</b>
Opening Balance 2018/19	4.000
Forecast revenue budget underspend	0.288
<b>Initial General Fund Closing Balance 2018/19</b>	<b>4.288</b>
Change Management Reserve	(0.162)
National Graduate Development Programme (NGDP)	(0.071)
Market Walk Extension	(0.055)
<b>General Fund Closing Balance 2018/19</b>	<b>4.000</b>

50. Appendix 4 provides further information about the specific earmarked reserves and provisions available for use throughout 2018/19. Total earmarked reserves for specific purposes were £8.322m as at 31 March 2018. Some of the changes in year are as follows:
- There are a number of directorate initiatives which span more than one financial year or for which funds have been budgeted but not yet started. These reserves will ensure that such initiatives can be completed. The majority of these initiatives relate to ICT Services and include funding for specific ICT projects. These reserves also include revenue reserves to support the operation of Primrose Gardens Retirement Village and the Strawberry Fields Digital Office Park.
  - In 2018/19 £1.8m was utilised from reserves to fund the capital programme. The majority, £1.5m, was used to part-fund elements of the Market Walk Extension programme including the additional car parking at Friday Street, Park Road and Arley Street. £80k of reserves were used to part-fund the works to Coronation and Harpers Recreation Grounds and £170k was utilised to fund the investment in ICT projects. Despite this investment there remains £1.5m in reserves to fund future capital investment including play and open space, additional CCTV and improvements to the council's cemeteries.
  - In 2018/19 £260k from in-year underspends to supplement the change management reserve. £162k was utilised in year to finance the costs of staffing restructures in 2018/19 leaving £315k to be utilised in future years to fund any unavoidable expenditure relating to implementing the Council's Transformation Strategy.
  - Chorley Council continues to build up reserves to manage potential short-term contractions in the local economy as well as short-term reductions in retained business rates income. This is especially important given the economic uncertainty caused by Brexit and the future uncertainty in retained business rates that has resulted from the proposed changes

to the business rates system in 2020/21. The council has set aside a total of £640k at the end of 2018/19 to manage the impact of reductions in business rates and the 2019/20 budget approved an additional £300k to support local businesses and corporate priorities through whatever outcome of the Brexit process.

- 51. The combination of these changes and other movements to and from earmarked reserves has resulted in earmarked reserves of £6.075m, as at 31 March 2019. Coupled with general balances of £4m, the total balance at 31 March 2019 is £10.075m.

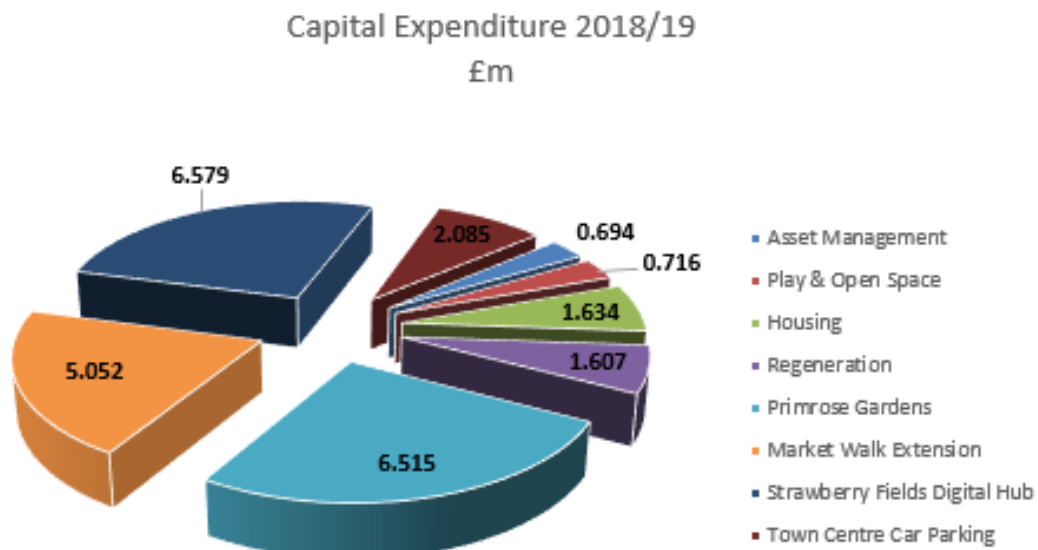
**SECTION B: CURRENT FORECAST POSITION – CAPITAL**

- 52. The changes to the capital programme budget are outlined below, these include the changes made as part of the capital budget approved at Full Council on 26 February 2019 and re-profiled budgets in quarter 4:

	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	Total £m
Original Budget	34.020	4.441	1.096	0.000	<b>39.557</b>
Q1 Adjustment	0.101	(0.101)	0.000	0.000	<b>0.000</b>
Q2 Adjustment	0.018	0.983	2.606	0.000	<b>3.607</b>
Q3 Adjustment	(1.825)	2.338	(0.000)	0.000	<b>0.513</b>
Q4 Adjustment	(7.432)	13.137	0.180	3.941	<b>9.825</b>
<b>Revised Budget</b>	<b>24.882</b>	<b>20.797</b>	<b>3.882</b>	<b>3.941</b>	<b>53.502</b>

**Capital Expenditure 2018/19**

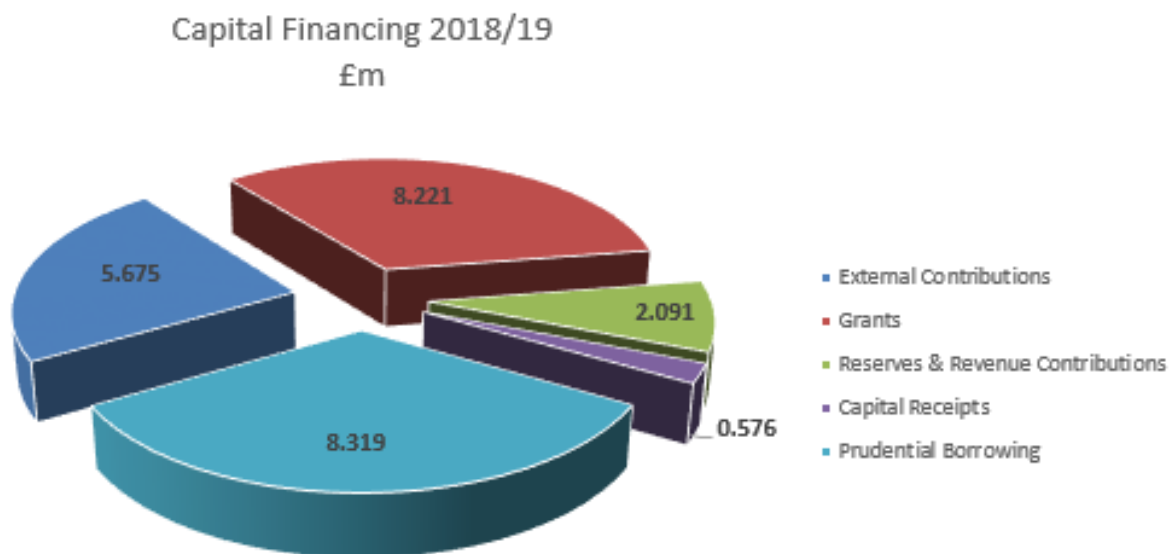
- 53. The chart below outlines the key areas the Council invested its capital expenditure in 2018/19



54. The majority of capital investment in 2018/19 related to the three major capital projects the council is undertaking:
- £6.5m of capital expenditure related to the Strawberry Fields Digital Office Park that was funded through £3.079m of ERDF grant funding and £3.5m of borrowing that will be repaid through the income generated by the new office space. The site is forecast to be fully operational by August 2019;
  - £5m was spent on the Market Walk Extension project that commenced the main build in October 2018 and is due to complete before Christmas 2019. In addition, the council has invested over £2m in providing additional parking spaces including new decked parking on Friday Street;
  - The Primrose Gardens Retirement project reached practical completion in March 2019. The retirement village will become occupied in 2019/20 and is in huge demand. The expenditure in 2018/19 was part funded through £3m of grants from Home England and LCC, the remaining costs will be met through borrowing however this borrowing will be replaced by commuted sums from developers in the coming years.
55. As well as Primrose Gardens the council has invested £926k of Disabled Facilities Grants to provide adaptations to the homes of Chorley residents who have disabilities. The council also purchased five houses in the borough to provide affordable housing.
56. The council continues to regenerate the borough in other ways including the investment in the restoration of Bank Hall, continued investment in Astley Hall and the surrounding park and car park and works to the town centre.

**Capital Financing 2018/19**

57. The Council has invested in a number of key areas including housing, economic regeneration and play and open space. The Council has financed this expenditure through several different sources outlined in the charts below.



**£8.2m External Grants Utilised in 2018/19**

The Council has been successful in securing £3.2m from Homes England towards the costs of improvements to the Primrose Gardens development and utilised the final £3m in 2018/19. A further £3.75m was secured from the remaining tranche of European Regional Development funding to part fund the

Strawberry Fields Digital Office Park, with a draw down of £3m being made in 2018/19. The council also received £2.2m from the Heritage Lottery Fund towards the renovation of Bank Hall in Bretherton with £1.1m utilised in 2018/19. Finally, the council utilised £857k of Disabled Facilities Grant income to adapt the homes of Chorley residents who have disabilities.

The council has utilised over £5.16m of s106 contributions received from developers to fund improvements in various projects. The majority was committed to the extension of Market Walk Shopping Centre and additional parking within the borough. The

**£5.6m External Contributions in 2018/19**

council continues to utilise s106 to improve its play and open spaces. In 2018/19 £347k was committed to these schemes including c.£300k investment in Coronation Recreation Ground.

**£8.3m Prudential Borrowing in 2018/19**

The Council used £8.319m of prudential borrowing to fund capital expenditure in 2018/19. The majority of this funding is temporary and will be replaced by other sources. £3.4m borrowing to fund works to the Strawberry Fields Digital Office Park and £600k borrowing to fund the Market Walk Extension project will

be funded through future income streams generated from these sites. £3.5m of prudential borrowing towards works to Primrose Garden Retirement Village are to be funded through developer contributions that have been identified but are not yet payable to the council.

Fund	Original Budget 2018/19 £m	Quarter 1 2018/19 £m	Quarter 2 2018/19 £m	Quarter 3 2018/19 £m	Quarter 4 £m	Changes £m
External Contributions	10.107	10.107	10.195	9.147	5.675	(4.432)
Grants	8.685	8.685	8.319	8.294	8.221	(0.464)
New Homes Bonus	0.400	0.400	0.355	0.355	0.174	(0.226)
Earmarked Reserves	2.314	2.314	2.374	2.579	1.888	(0.426)
Revenue	0.023	0.023	0.023	0.040	0.030	0.007
Capital Receipts	0.981	0.981	1.036	1.036	0.576	(0.405)
Borrowing	11.511	11.612	11.907	10.864	8.319	(3.293)
<b>Capital Financing 2018/19</b>	<b>34.020</b>	<b>34.122</b>	<b>34.209</b>	<b>32.314</b>	<b>24.882</b>	<b>(9.240)</b>

**Capital Projects (excluding the major projects described previously)***Customer & Digital - £1.575m*

58. To enable the organisation to deliver its corporate and transformation strategies the council has invested £410k in the implementation of new **ICT infrastructure** (£391k in 2017/18). This includes the procurement and installation of new network and wireless infrastructure. The council will continue to invest in its ICT infrastructure in 2019/20 with £47k budget carried forward into the new year.
59. The council will receive up to £2.2m from the Heritage Lottery Fund towards the renovation of **Bank Hall** in Bretherton. In 2018/19 £1.1m of this funding was drawn down. Works on site are progressing well, with major elements of reconstruction now completed. Whilst good progress is being made there have been some delays dating back to the winter of 2017/18 where severe weather conditions caused a delay of around 3 months. Further delays have resulted from technical difficulties with works to the tower, which has meant that the target completion for the shell repair works is now set at the end of April 2019 with fit-out scheduled for completion by the end of September 2019. The new forecast completion timetable has been agreed by the HLF. The remaining carried forward budget to 2019/20 is £592k.

*Policy & Governance - £0.159m*

60. Expenditure on the **Astley Hall and Park** project was £159k in 2018/19 including £50k improvements to Hall Gate car park and £87k to create the Garden of Reflection. As per the budget report approved by Full Council in 26 February 2019, the project has expanded in 2019/20 onwards to include £900k budget for conservation works and to improve the customer experience at Astley Hall. In addition, £400k budget has been approved to provide Adventure Golf at the park and £250k has been allocated to make improvements to Ackhurst Lodge.

*Business, Development & Growth - £22.204m*

61. The council has invested £0.211m in **council owned assets** including £75k in improvements to and additional CCTV, £14k improvements to lighting at the Covered Market and £14k decoration of Market Walk – charged to tenants. The council will continue its investments in 2019/20 including £125k in CCTV improvements, £120k for improvements to the Council chambers and £1m to improvements at Union St that will provide more efficient use of office space and importantly it will improve the customer experience when visiting these offices.

*Play and Open Space - £647k*

62. The council continues its commitment to securing great play and open space facilities by committing its own resources along with applying developer contributions in accordance with the authority's Play and Open Space strategy. As such, several schemes were completed in 2018/19 with many projects to follow in 2019/20.
63. Significant improvements were made to **Harpers Lane** and **Coronation Recreation Grounds**. Total investment was £587k (£199k Harpers plus £388k Coronation). Funded from a combination of resources including £208k council resources, £300k of developer S106

contributions and external funding received by Sport England (£50k) and the Lancashire Environment Fund (£30k). **Harpers Lane** has seen improvements to the ball court, paths and fencing and railings to the bowling green. **Coronation Recreation** ground has had a broad array of improvements including an improved tennis court, a fitness trail and improved play facilities for both toddlers and older youths.

64. £40k of developer contributions were transferred direct to **Euxton Parish Council** to part-fund the refurbishment of **Greenside Play Area** and £7k was transferred to the **Mawdesley Millennium Green Trust**.
65. The budget for 2019/20 is £1.315m and includes investments in play and open spaces across the Borough such as:
  - Wigan Lane Playing Pitches
  - King George V Recreation Ground
  - Kem Mill Playing Pitch
  - Wymott Park Play Area
  - Delph Way Play Area
66. Further details of the larger projects within the play and open space strategy will be brought to cabinet for approval, larger projects split into phases with no phase beginning until all the relevant s106 contributions have been received.
67. The council have approved a £2.7m budget for improvements to the **West Way Playing Fields**. The project will fund:
  - Changing facilities which meet the Football Association and Sport England Standards with an enhanced entrance off West Way and associated car parking;
  - A fenced Artificial Grass Pitch (AGP) which meets Football Association standards;
  - Pitch drainage improvements
  - Enhanced events car parking to support large events in Astley Park.
  - Works to pathways that will provide a link between Astley Park and the new playing fields
68. The council has purchased 5 affordable homes in 2018/19 at a cost of £707k. These will be used to meet the council's **Syrian Refugee Resettlement Programme**. A further five properties will be purchased in 2019/20.

### **Additions to the Capital Programme**

69. The additions to the capital programme that have already gained approval though the budget report to Full Council on 26 February 2019 are as follows:
  - £1.5m additional budget for Astley Hall and Park to fund conservation works and improvements to the customer experience as well as the park including Ackhurst Lodge
  - £1.3m additional budget to fund works to Union St and the Town Hall
  - £0.485m to create lettable spaces at the vacant unit above Iceland in Market Walk
  - £1.750m additional budget to fund the ambitious programme of improvements at West Way Playing Fields

- £0.570m additional budget to purchase 239 Preston Rd

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

- £55k increase in the **Market Walk Extension** to fund additional internal design adjustments to the shopping centre at the request of tenants and to fund the appointment of the clerk of works. This will be funded through 2018/19 revenue underspends.
- **Whittle Surgery** – a report regarding this site is also on this Executive Cabinet agenda. In addition to the approved budget for the purchase of the site, a request for £195k has been made to fund a PCSA contract with project management costs. This will be funded through CIL and prudential borrowing, the latter being met through the future income from the site.
- Additional £101k to the **DFG** budget in 2019/20 to match confirmed allocation of £774k for 2019/20

71. If all approvals to the capital programme outlined in paragraph 70 are agreed the budgets will be as follows:

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Total Budget</b>	<b>24.882</b>	<b>21.148</b>	<b>3.882</b>	<b>3.941</b>	<b>53.853</b>

**IMPLICATIONS OF REPORT**

72. 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**

73. The financial implications are contained within this report

**COMMENTS OF THE MONITORING OFFICER**

74. No Comment

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
David Bond/James Thomson	5488/5025	17/07/18	***



	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b>General Fund Revenue Budget Monitoring Provisional Outturn 2018/19</b>	<b>Original Cash Budget</b>	<b>Impact of Council Restructure</b>	<b>Agreed Changes (Directorates)</b>	<b>Agreed Changes (Other)</b>	<b>Amended Cash Budget</b>	<b>Contribution to Corp. Savings (Staffing)</b>	<b>Contribution to Corp. Savings (Other)</b>	<b>Current Cash Budget</b>	<b>Forecast Outturn</b>	<b>Variance</b>	<b>Variance</b>
	£	£	£	£	£	£	£	£	£	£	%
Customer & Digital	6,666,680	-	(37,420)	29,900	6,659,160	(100,000)	-	6,559,160	6,498,480	60,680	0.9%
Policy & Governance	4,421,030	-	(44,670)	197,990	4,574,350	-	-	4,574,350	4,541,257	33,093	0.7%
Early Intervention	2,443,870	-	(14,760)	(65,530)	2,363,580	(100,000)	-	2,263,580	2,117,101	146,479	6.5%
Business Development & Growth	739,610	-	91,850	384,390	1,215,850	-	-	1,215,850	1,313,987	(98,137)	-8.1%
<b>Directorate Total</b>	<b>14,271,190</b>	<b>-</b>	<b>(5,000)</b>	<b>546,750</b>	<b>14,812,940</b>	<b>(200,000)</b>	<b>-</b>	<b>14,612,940</b>	<b>14,470,825</b>	<b>142,115</b>	<b>1.0%</b>
Budgets Excluded from Directorate Monitoring:											
Pensions Account	220,000	-	-	-	220,000	-	-	220,000	215,041	4,959	2.3%
Pensions Deficit Recovery (Fixed Rate)	840,500	-	-	-	840,500	-	-	840,500	840,500	(0)	0.0%
Benefit Payments	(59,350)	-	-	(82,000)	(141,350)	-	-	(141,350)	(175,091)	33,741	-23.9%
Market Walk	(1,750,850)	-	-	84,570	(1,666,280)	-	-	(1,666,280)	(1,685,790)	19,510	-1.2%
Transition Fund	115,000	-	-	56,470	171,470	-	-	171,470	130,008	41,462	24.2%
Primrose Gardens Retirement Living	92,950	-	5,000	(51,750)	46,200	-	-	46,200	46,202	(2)	-
<b>Corporate Savings Targets</b>											
Management of Establishment	-	-	-	(200,000)	(200,000)	200,000	-	-	-	-	-
<b>Total Service Expenditure</b>	<b>13,729,440</b>	<b>-</b>	<b>-</b>	<b>354,040</b>	<b>14,083,480</b>	<b>-</b>	<b>-</b>	<b>14,083,480</b>	<b>13,841,694</b>	<b>241,786</b>	<b>1.7%</b>
<b>Non Service Expenditure</b>											
Contingency - Management of Establishment	(200,000)	-	-	200,000	-	-	-	-	-	-	-
Investment Properties	(67,490)	-	-	-	(67,490)	-	-	(67,490)	(67,401)	(89)	-
Revenue Contribution to Capital	450,000	-	-	1,666,100	2,116,100	-	-	2,116,100	2,091,116	24,984	-
Net Financing Transactions (general capital expenditure)	765,840	-	-	(82,000)	566,950	-	-	566,950	492,934	74,016	-
Net Financing Transactions (Market Walk)	469,730	-	-	-	469,730	-	-	469,730	469,730	-	-
Parish Precepts	671,460	-	-	-	671,460	-	-	671,460	671,461	(1)	-
<b>Total Non Service Expenditure/Income</b>	<b>2,089,540</b>	<b>-</b>	<b>-</b>	<b>1,784,100</b>	<b>3,756,750</b>	<b>-</b>	<b>-</b>	<b>3,756,750</b>	<b>3,657,840</b>	<b>98,910</b>	<b>-</b>
<b>Total Expenditure</b>	<b>15,818,980</b>	<b>-</b>	<b>-</b>	<b>2,138,140</b>	<b>17,840,230</b>	<b>-</b>	<b>-</b>	<b>17,840,230</b>	<b>17,499,533</b>	<b>340,697</b>	<b>1.9%</b>
<b>Financed By</b>											
Council Tax	(7,495,240)	-	-	-	(7,495,240)	-	-	(7,495,240)	(7,495,240)	-	-
Revenue Support Grant	(299,430)	-	-	-	(299,430)	-	-	(299,430)	(299,430)	-	-
Retained Business Rates	(2,819,440)	-	-	-	(2,819,440)	-	-	(2,819,440)	(2,772,677)	(46,763)	-
Business Rates Pooling	(676,140)	-	-	-	(676,140)	-	-	(676,140)	(718,226)	42,086	-
Government S31 Grants (Small Business Rate Relief)	(1,030,920)	-	-	(107,000)	(1,137,920)	-	-	(1,137,920)	(1,169,644)	31,724	-
Government S31 Grants (Other Rate Relief Grants)	(58,630)	-	-	-	(58,630)	-	-	(58,630)	(54,682)	(3,948)	-
Government S31 Grants (Other Grants)	-	-	-	(17,480)	(17,480)	-	-	(17,480)	(69,053)	51,573	-
Business Rates Retention Reserve	(370,580)	-	-	200,000	(170,580)	-	-	(170,580)	(170,580)	-	-
Collection Fund (Surplus)/Deficit - Business Rates	565,840	-	-	-	565,840	-	-	565,840	565,838	2	-
New Homes Bonus	(2,989,380)	-	-	-	(2,989,380)	-	-	(2,989,380)	(2,989,384)	4	-
New Burdens Grant	(40,000)	-	-	-	(40,000)	-	-	(40,000)	(43,019)	3,019	-
Community Infrastructure Levy (CIL)	-	-	-	(130,000)	(130,000)	-	-	(130,000)	(150,370)	20,370	-
Collection Fund (Surplus)/Deficit	(58,480)	-	-	-	(58,480)	-	-	(58,480)	(58,477)	(3)	-
Use of Earmarked Reserves - revenue expenditure	(546,580)	-	-	(1,966,770)	(2,513,350)	-	-	(2,513,350)	(2,513,263)	(87)	-
<b>Total Financing</b>	<b>(15,818,980)</b>	<b>-</b>	<b>-</b>	<b>(2,021,250)</b>	<b>(17,840,230)</b>	<b>-</b>	<b>-</b>	<b>(17,840,230)</b>	<b>(17,938,174)</b>	<b>97,944</b>	<b>-0.5%</b>
<b>Net Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(438,641)</b>	<b>438,641</b>	<b>-</b>
<b>General Balances Summary Position</b>				<b>Target</b>	<b>Forecast</b>				Less Slippage to 2019/20	150,350	
				£	£				<b>Provisional Underspend</b>	<b>(288,291)</b>	
<b>General Fund Balance at 1 April 2018</b>				4,000,000	4,000,000						
Budgeted contribution to General Balances					0				<b>Less use of in-year underspend</b>		
In-year contribution to General Balances					0				Change Management Reserve	162,291	
<b>Provisional (Over)/Under Spend</b>					<b>0</b>				National Graduate Dev. Programme	71,000	
<b>Forecast General Fund Balance at 31 March 2019</b>				<b>4,000,000</b>	<b>4,000,000</b>				Market Walk Extension	55,000	
									<b>Provisional Outturn 2018/19</b>	<b>0</b>	

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**Slippage Requests to 2019/20**

<b>Directorate/Service</b>	<b>Details of Request</b>	<b>2018/19 £</b>
<b><u>Customer &amp; Digital</u></b>		
Waste & Streetscene	Work commissioned with Walker Tree Services	9,250
<b><u>Policy &amp; Governance</u></b>		
Communications & Events	Astley Hall staffing honorariums for 2019/20	16,000
Legal & Democratic Services	Legal Services maternity cover arrangements.	15,000
Performance & Partnerships	Human Resources - Training & Organisational Development	2,300
Transformation Management	Cyber Insurance Assessment required in 2019/20	6,000
Shared Financial Services	Chorley BC share of costs for Graduate Procurement Trainee post	38,750
<b><u>Early Intervention</u></b>		
Health & Wellbeing	Purchase of new SPIDs - Neighbourhood Priorities	6,000
Health & Wellbeing	Minor Disability Adaptations funding to reserve for use in future years.	21,620
Director of Early Intervention	Wholly-Owned Company Consultancy costs	30,000
<b><u>Business Development &amp; Growth</u></b>		
Employment Skills & Business Support	Chorley Future High Streets Application Support from Ekosgen	5,430
<b>Total</b>		<b>150,350</b>

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**Investment Projects 2018/19**

Investment Area (Revenue)	Investment Budgets c/fwd to 2018/19	Investment Agreed 2018/19	In-Year Changes 2018/19	Total Budget 2018/19	2018/19 Expenditure	Investment Budgets c/fwd to 2019/20	Committed to Date	Budget Remaining
North West in Bloom	-	20,000		20,000	17,119	2,880	-	2,880
Support to the VCFS Network	-	15,000		15,000	-	-	-	-
Support the food bank	-	15,000		15,000	15,000	-	-	-
Supporting communities to access grant funding	-	4,500		4,500	4,500	-	-	-
Chorley Public Service Reform Board work plan	24,500			24,500	24,500	-	-	-
Disabled and dementia online venue access guides	4,620	5,000		9,620	-	-	-	-
Develop Chorley's town and rural tourism economy	6,010			6,010	5,747	-	-	-
Connecting Communities through food	5,690			5,690	-	5,690	-	5,690
Empty Homes Officer	6,540			6,540	-	-	-	-
Mediation service for Anti-Social Behaviour disputes	1,030	14,000		15,030	2,127	12,900	-	12,900
Development and delivery of community action plans	174,250			174,250	26,974	147,280		147,280
Public Space Protection Orders	9,130			9,130	899	-	-	-
Community development and volunteering (Spice)	-	40,000		40,000	34,288	-	-	-
16/17 year old drop in scheme	-	15,000		15,000	15,000	-	-	-
Accommodation Finding Service	-	30,000		30,000	29,146	-	-	-
Employability Support Programme	-	65,000		65,000	-	65,000	1,797	63,203
Investigate opportunities to expand Chorley Markets	3,620			3,620	3,620	-	-	-
Town Centre & Steeley Lane Pilot Action Plans	6,070			6,070	6,070	-	-	-
Support the expansion of local businesses (BIG grant)	102,380			102,380	6,220	96,160	55,729	40,431
Business Start-up (Grant and Loan)	14,440			14,440	11,296	3,150	869	2,281
Choose Chorley Grants	182,150			182,150	-	182,150	41,250	140,900
Inward Investment delivery (Euxton Lane - Digital Health)	24,160		(24,160)	0	-	-	-	-
Vulnerable families employment project	3,250			3,250	-	3,250	-	3,250
Furthering Key Employment Sites	42,850		(42,850)	-	-	-	-	-
Choose Chorley Campaign	32,480			32,480	3,003	29,470	-	29,470
<b>TOTALS</b>	<b>643,170</b>	<b>223,500</b>	<b>(67,010)</b>	<b>799,660</b>	<b>205,509</b>	<b>547,930</b>	<b>99,645</b>	<b>448,285</b>

Note: Committed to Date includes grant approvals and other future committed expenditure that is not necessarily yet raised on the finance system

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**Analysis of Reserves and Provisions 2018/19**

	Forecast Balance 01/04/18 £	Other Transfers 2018/19 £	Forecast Use in 2018/19 £	Forecast Balance 31/03/19 £	Notes
<b>Reserves</b>					
<b>General Fund Balance</b>	<b>4,000,000</b>	<b>0</b>	<b>0</b>	<b>4,000,000</b>	(1)
Change Management Reserve	412,132	162,291	(259,687)	314,736	
VAT Shelter Income - Capital/revenue financing	9,281			9,281	
Non-Recurring Expenditure - Revenue resources for capital financing	1,925,456	326,097	(1,110,018)	1,141,535	(2)
Market Walk - Income Equalisation Reserve	300,366	90,000		390,366	
Market Walk - Asset Management	146,970	50,000	(142,971)	53,999	(2)/(8)
Market Walk - Project Work funded through Service Charge	119,046	38,600	(14,216)	143,430	(2)/(8)
Section 31 Grant - Empty property/small business rate relief	32,495		(3,309)	29,186	
Section 31 Grant - EU Exit Preparation Grant	0	17,480		17,480	
Business Rates Retention - Surplus on levy payment	813,871	200,000	(370,580)	643,291	(3)
Investment Fund - Income Generation Projects	712,000	60,000	(187,450)	584,550	
LCC Transition Fund	14,470		(14,470)	0	
Chorley Employment Inclusion Programme	295,390		(295,390)	0	
<b>Non-Directorate Reserves</b>	<b>4,781,477</b>	<b>944,468</b>	<b>(2,398,091)</b>	<b>3,327,854</b>	
<b>Policy &amp; Governance</b>					
Investment Projects	10,630		(10,630)	0	(4)
British Army Civil Engagement Grant	16,902		(4,060)	12,842	
Astley Hall Works of Art	0	5,971		5,971	
Slippage Items and other transfers to reserves	0	17,500		17,500	(5)
National Graduate Scheme	0	71,000		71,000	(5)
<b>Communications &amp; Events</b>	<b>27,532</b>	<b>94,471</b>	<b>(14,690)</b>	<b>107,313</b>	
Slippage Items and other transfers to reserves	5,950	4,130	(5,950)	4,130	(5)
Transformation Challenge funding	46,620	36,620	(46,620)	36,620	
Public Service Reform funding	24,500	24,810	(24,500)	24,810	(4)
Transformation Co-ordinator	32,300		(20,430)	11,870	
Digital Access & Inclusion	25,960	24,840	(25,960)	24,840	
<b>Performance &amp; Partnerships</b>	<b>135,330</b>	<b>90,400</b>	<b>(123,460)</b>	<b>102,270</b>	
Slippage Items and other transfers to reserves	43,230	15,000	(43,230)	15,000	(5)
Elections	90,000		(29,000)	61,000	
GDPR Staffing Reserve	16,140		(16,140)	0	
Boundary Commission Electoral Review	50,000		(18,630)	31,370	
<b>Legal, Democratic &amp; H.R.</b>	<b>199,370</b>	<b>15,000</b>	<b>(107,000)</b>	<b>107,370</b>	
Slippage Items and other transfers to reserves	50,260	101,480	(50,260)	101,480	(5)
SFS Apprentice Reserve	0	10,000		10,000	
<b>Shared Financial Services</b>	<b>50,260</b>	<b>111,480</b>	<b>(50,260)</b>	<b>111,480</b>	
<b>Policy &amp; Governance</b>	<b>412,492</b>	<b>311,351</b>	<b>(295,410)</b>	<b>428,433</b>	
<b>Business Development &amp; Growth</b>					
Community Infrastructure Levy (CIL Admin)	134,511	147,858	(150,370)	131,999	(6)
Local Development Framework	50,000	37,370	0	87,370	
Slippage Items and other transfers to reserves	6,510		(6,510)	0	(5)
Primrose Gardens Retirement Living	13,810	50,830		64,640	
Funding for new Project Director post	60,000		(60,000)	0	
Highways & Transport Strategy	0	90,000		90,000	
<b>Development &amp; Regeneration</b>	<b>264,837</b>	<b>326,058</b>	<b>(216,880)</b>	<b>374,015</b>	
Investment Projects	466,290	314,180	(466,290)	314,180	(4)
Retail Grants Programme	114,420		(17,870)	96,550	(4)
Digital Office Park	51,080	76,760	(60,000)	67,840	
Slippage Items and other transfers to reserves	0	5,430		5,430	(5)
<b>Employment Skills &amp; Business Support</b>	<b>631,790</b>	<b>396,370</b>	<b>(544,160)</b>	<b>484,000</b>	
Investment Projects	9,690		(9,690)	0	(4)
Slippage Items and other transfers to reserves	11,560		(11,560)	0	(5)
MW Reserves	0	55,000	0	55,000	
<b>Markets &amp; Town Centre</b>	<b>21,250</b>	<b>55,000</b>	<b>(21,250)</b>	<b>55,000</b>	
Asset Maintenance Fund	347,452		(96,090)	251,362	
Asset Maintenance Fund (Syrian Refugee Housing)	0	36,910		36,910	
Redevelopment Fund - Oak House Site	615,850		(585,850)	30,000	(7)
<b>Property Services</b>	<b>963,302</b>	<b>36,910</b>	<b>(681,940)</b>	<b>318,272</b>	
<b>Business Development &amp; Growth</b>	<b>1,881,179</b>	<b>814,338</b>	<b>(1,464,230)</b>	<b>1,231,287</b>	
<b>Customer &amp; Digital Services</b>					
Single Front Office Apprentices 2016/17 to 2017/18	52,400		0	52,400	
Council Tax Summons/Liability Order Bad Debts	89,020		(89,020)	0	

**Analysis of Reserves and Provisions 2018/19**

	Forecast Balance 01/04/18 £	Other Transfers 2018/19 £	Forecast Use in 2018/19 £	Forecast Balance 31/03/19 £	Notes
<b>Reserves</b>					
Land Charges litigation - legal costs	15,820		(15,820)	0	
Slippage Items and other transfers to reserves	24,000		(24,000)	0	(5)
<b>Customer Transformation</b>	181,240	0	(128,840)	52,400	
Slippage Items and other transfers to reserves	76,860			76,860	
ICT Projects	108,190			108,190	
ICT Infrastructure Reserve	155,170		(85,730)	69,440	
<b>ICT Services</b>	340,220	0	(85,730)	254,490	
Maintenance of Grounds	14,367	10,000		24,367	
Yarrow Meadows Project, Environment Agency Grant	10,000		(10,000)	0	
Garden Waste Subscription Service	57,130		(50,220)	6,910	
Streetscene Training	43,100	31,500	(43,100)	31,500	
Government & other Grant Funding	0	44,180		44,180	
Investment Projects	0	2,880		2,880	
Slippage Items and other transfers to reserves	0	9,250		9,250	(5)
<b>Waste &amp; Streetscene Services</b>	124,597	97,810	(103,320)	119,087	
Planning Appeal Costs	35,733		(6,420)	29,313	
New Burdens Grants - S31 Government Grants	35,485			35,485	
<b>Planning Services</b>	71,218	0	(6,420)	64,798	
<b>Customer &amp; Digital Services</b>	717,275	97,810	(324,310)	490,775	
<b>Early Intervention</b>					
Investment Budgets	45,690	5,690	(45,690)	5,690	(4)
External Funding	23,390		(4,860)	18,530	
Home Improvements - Housing Affordable Warmth Grant	45,926		(20,360)	25,566	
Home Improvements - Handyperson Scheme	41,390		(41,390)	0	
Home Improvements - Disabled Facility Contribution	33,990	25,000	(24,660)	34,330	
Buckshaw Youth Development Grants	1,367			1,367	
Slippage Items and other transfers to reserves	0	86,020		86,020	(5)
<b>Health and Wellbeing</b>	191,753	116,710	(136,960)	171,503	
Investment Budgets	45,540		(45,540)	0	(4)
<b>Regulatory Services</b>	45,540	0	(45,540)	0	
Neighbourhood Working (pump priming)	63,090	25,000		88,090	
Investment Budgets	198,410	225,180	(198,410)	225,180	(4)
Dog Fouling Campaign	5,300			5,300	
Slippage Items and other transfers to reserves	0	9,000		9,000	
<b>Neighbourhoods</b>	266,800	259,180	(198,410)	327,570	
Government Grants - Homelessness Reduction & Support	19,940	30,170		50,110	
Slippage Items and other transfers to reserves	5,600		(5,600)	0	(5)
Syrian Refugee Funding	0	46,810		46,810	
<b>Housing Options and Support</b>	25,540	76,980	(5,600)	96,920	
<b>Early Intervention</b>	529,633	452,870	(386,510)	595,993	
<b>Directorate Reserves</b>	3,540,578	1,676,369	(2,470,460)	2,746,487	
<b>Earmarked Reserves</b>	8,322,055	2,620,837	(4,868,551)	6,074,341	
<b>Total Reserves - General and Earmarked</b>	12,322,055	2,620,837	(4,868,551)	10,074,341	
<b>Provisions</b>					
Insurance Provision - Potential MMI clawback	14,333		(14,333)	0	
<b>Total Provisions</b>	14,333	0	(14,333)	0	

**Notes**

- (1) Forecast Outturn as at 31 March 2019.
- (2) Capital Financing - £900k utilised in 18/19 for Market Walk Extension project, £90k recreation grounds and £80k ICT refresh
- (3) Equalisation reserve is used to smooth the impact of fluctuations in the level of business rates retained year-on-year
- (4) Investment projects are often budgeted over a number of years and therefore carried forward in reserves. Full details are given in Appendix 3
- (5) Includes slippage of £150,350 from 2018/19 - see Appendix 2
- (6) The Council is permitted to set aside 5% of the CIL income charged to developers. This income covers expenditure the Council incurs in administering the CIL charges.
- (7) Premium received relating to Royal Oak Public House from the former tenant, reserve utilised to fund Market Walk Extension Project Parking
- (8) £24k upgrading of covered market lighting & £124k works to Flat Iron car park.



Appendix 5 - Capital Monitoring 2018/19

Outturn 2018/19	QTR 4 ADJUSTMENTS						18/19 Budget	QTR 4 ADJUSTMENTS						19/20 Budget	20/21 Budget	21/22 Budget	
	18/19 Budget	Qtr. 1 Approved Adjustments	Qtr. 2 Approved Adjustments	Qtr. 3 Approved Adjustments	18/19 Carry Fwds	Qtr. 4 Adjustments		19/20 Budget	Qtr. 1 Adjustments	Qtr. 2 Adjustments	Qtr. 3 Adjustments	18/19 Carry Fwds	Qtr. 4 Adjustments				19/20 Budget
<b>Customer &amp; Digital</b>																	
Puffin Crossing Collingwood Rd	0	47,820	0	0	0	(47,820)	0	0	0	0	47,820	0	47,820	0	0		
People & Places Vehicles & Plant	20,300	0	0	0	0	0	20,300	20,300	0	0	0	0	0	0	0		
ICT Modernisation	410,857	358,336	0	0	100,000	(47,479)	0	410,857	0	0	47,479	0	47,479	0	0		
Software Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Bank Hall Restoration	1,102,297	1,693,798	0	0	0	(591,500)	0	1,102,297	0	0	591,500	0	591,500	0	0		
Reservoir Improvement Works	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Path Works to Cemeteries	5,297	167,534	0	0	0	(162,237)	0	5,297	0	0	162,237	0	162,237	0	0		
Muslim Burial Shelter	36,827	0	0	72,000	0	(35,173)	0	36,827	0	0	35,173	0	35,173	0	0		
<b>1,575,579</b>	<b>2,381,678</b>	<b>0</b>	<b>(42,190)</b>	<b>100,000</b>	<b>(884,209)</b>	<b>20,300</b>	<b>1,575,579</b>	<b>30,000</b>	<b>0</b>	<b>(30,000)</b>	<b>0</b>	<b>884,209</b>	<b>0</b>	<b>884,209</b>	<b>0</b>	<b>0</b>	
<b>Policy &amp; Governance</b>																	
Astley 2020	159,377	547,390	0	0	0	(388,013)	0	159,377	0	0	388,013	1,550,492	1,938,505	0	0		
<b>159,377</b>	<b>547,390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(388,013)</b>	<b>0</b>	<b>159,377</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>388,013</b>	<b>1,550,492</b>	<b>1,938,505</b>	<b>0</b>	<b>0</b>		
<b>Early Intervention</b>																	
Chorley Adaptation Grant (Formerly DFG)	926,282	933,902	0	0	0	(7,620)	0	926,282	665,945	0	0	7,620	101,110	774,675	665,945	665,945	
Leisure Centres Improvements	9,295	70,028	0	0	0	(60,733)	0	9,295	100,000	0	0	60,733	0	160,733	100,000	100,000	
Delivery of CCTV 15/16 - 17/18	0	26,768	(26,768)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Housing Company	0	0	0	0	0	0	0	0	0	1,013,200	0	0	90,000	1,103,200	2,815,600	2,874,600	
Whittle GP Surgery	0	0	0	0	0	0	0	0	0	0	0	772,250	772,250	0	0		
<b>935,577</b>	<b>1,030,698</b>	<b>(26,768)</b>	<b>0</b>	<b>0</b>	<b>(68,353)</b>	<b>0</b>	<b>935,577</b>	<b>765,945</b>	<b>0</b>	<b>1,013,200</b>	<b>0</b>	<b>68,353</b>	<b>963,360</b>	<b>2,810,858</b>	<b>3,581,545</b>	<b>3,640,545</b>	
<b>Regeneration &amp; Inward Investment</b>																	
Asset Improvements	218,927	527,597	26,768	0	100,000	(435,439)	0	211,827	300,000	0	0	435,439	0	735,439	300,000	300,000	
Market Walk Extension & Public Realm Works	5,052,414	9,107,312	(2,365,074)	200,000	(2,000,000)	110,176	0	5,052,414	3,345,000	(101,021)	2,337,537	(110,176)	55,000	5,526,340	0	0	
Oak House Car Park	413,913	(163,204)	535,270	0	44,737	0	(2,889)	413,913	0	0	0	0	0	0	0	0	
Decked Parking	1,567,497	(55,889)	1,660,470	0	(60,248)	0	23,164	1,567,497	0	0	0	0	0	0	0	0	
Arley Street Car Park	61,477	(680)	70,680	0	(9,593)	0	1,070	61,477	0	0	0	0	0	0	0	0	
Brunswick Street Improvements	38,031	0	200,000	(150,000)	0	(11,969)	0	38,031	0	0	11,969	0	11,969	0	0		
Steeley Lane Gateway	0	160,000	0	(100,000)	0	(60,000)	0	0	0	0	60,000	0	60,000	0	0		
Yarrow Meadows	29,119	107,704	0	0	0	(78,586)	0	29,119	0	0	78,586	0	78,586	0	0		
Buckshaw Village Rail Station	0	695,907	0	0	0	(695,907)	0	0	0	0	695,907	0	695,907	0	0		
Eaves Green Play Development	0	53,195	0	0	0	(53,195)	0	0	0	0	53,195	0	53,195	0	0		
Play, Recreation and Open Space Projects	646,585	2,053,794	0	0	0	(1,286,844)	(120,365)	646,585	0	0	1,286,844	28,769	1,315,613	0	0		
Rangletts Recreation Ground	3,309	10,945	0	0	0	(7,637)	0	3,309	0	0	7,637	0	7,637	0	0		
Recreation Strategy	0	105,000	0	0	0	(105,000)	0	0	0	0	105,000	0	105,000	0	0		
Primrose Retirement Village	6,514,956	6,648,976	0	0	0	(134,020)	0	6,514,956	0	0	134,020	0	134,020	0	0		
Westway Playing Fields Sports Campus	36,956	948,540	0	0	0	(911,584)	0	36,956	0	0	911,584	1,751,460	2,663,044	0	0		
Digital Office Park	6,578,752	7,249,204	0	60,000	0	(730,451)	0	6,578,752	0	0	730,451	0	730,451	0	0		
Digital Office Park Enabling	300,000	900,000	0	0	0	(600,000)	0	300,000	0	0	600,000	0	600,000	0	0		
Buckshaw Bus Stops	0	40,000	0	0	0	(40,000)	0	0	0	0	40,000	0	40,000	0	0		
Properties for Refugees	707,487	1,672,000	0	0	0	(964,513)	0	707,487	0	0	964,513	0	964,513	0	0		
Park Rd Car Parking	41,893	0	0	50,000	0	(8,107)	0	41,893	0	0	8,107	0	8,107	0	0		
Works to Union Street and Town Hall	0	0	0	0	0	0	0	0	0	0	1,300,000	0	1,300,000	0	0		
Unit Above Iceland	0	0	0	0	0	0	0	0	0	0	485,000	0	485,000	0	0		
<b>22,211,315</b>	<b>30,060,401</b>	<b>128,114</b>	<b>60,000</b>	<b>(1,925,104)</b>	<b>(6,013,076)</b>	<b>(91,920)</b>	<b>22,211,315</b>	<b>3,645,000</b>	<b>(101,021)</b>	<b>0</b>	<b>2,337,537</b>	<b>6,013,076</b>	<b>3,620,229</b>	<b>15,514,821</b>	<b>300,000</b>	<b>300,000</b>	
<b>TOTAL</b>	<b>24,881,848</b>	<b>34,020,167</b>	<b>101,346</b>	<b>17,810</b>	<b>(1,825,104)</b>	<b>(7,353,651)</b>	<b>(71,620)</b>	<b>24,881,848</b>	<b>4,440,945</b>	<b>(101,021)</b>	<b>983,200</b>	<b>2,337,537</b>	<b>7,353,651</b>	<b>6,134,081</b>	<b>21,148,394</b>	<b>3,881,545</b>	<b>3,940,545</b>

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**REPORT OF GOVERNANCE COMMITTEE**

1. This report summarises the business transacted at the Governance Committee meeting held on 5 June 2019.

**GOVERNANCE COMMITTEE – 5 JUNE 2019****Draft Statement of Accounts 2018/19**

2. We received the draft Statement of Accounts (SOA) for 2018/19. The SOA were signed and authorised by the Chief Finance Officer on 31 May 2019 as required by Regulations.
3. The completion of SOA has been achieved following work from across a number of teams within the Council and has been a challenging task due to the change in the statutory timescales implemented last year. The SOA will be formally submitted for approval by the Governance Committee at its next meeting on 24 July following the completion of the external audit.
4. Members of the public have 30 days to inspect the SOA including rights of objection, inspection and questioning of the external auditor, Grant Thornton.
5. We noted that Market Walk has been valued. The asset was valued at £20.4m at the end of 17/18. The shopping centre's existing use value was reduced to £18.5m in 2018/19 reflecting changes in the retail market and a number of leases that remain under review. This does not have an impact on the Council Tax payers of Chorley as the Council is not planning to sell the asset. Officers successfully challenged the valuation as there is not a Poundworld, but a Poundland, as stated in the valuation. The challenge increased the valuation accordingly. The Council is currently out to tender for a new valuer, and we noted that the opening of the Market Walk extension will have an impact on the valuation next year.
6. We discussed the vibrancy of Chorley town centre and the motivation of the Council in purchasing Market Walk to influence the town centre in a positive way. The footfall within the town centre is monitored via the CCTV, income from the car parks and the use of the free WiFi. This will assist in determining if the extension has a positive impact on the night time economy. A number of jobs will also be created, in addition to those at Primrose Gardens extra care facility and the Strawberry Fields digital office park.
7. We noted the draft Statement of Accounts.

**Charity and Trust Accounts 2018/19**

8. We considered the report which set out for approval the accounts for the year ended 31 March 2019 for charities and trusts for which the Council is the sole trustee. The report is now produced separately to the SOA and gives more detail about the accounts as requested previously by Governance Committee. There is no statutory requirement for the accounts to be audited.
9. Three of the charities or trusts hold external investments. No sums have been disinvested and reinvested, but the market value of investments varies from year to year. Such changes in market value are reflected in the relevant accounts.
10. We requested further information about the William Cocker Charity in relation to the provision of recreation grounds in Chorley and in general, what the available money can be spent on for the charities via [intheknow](#).

11. We approved the Charity and Trust Accounts 2018/19.

#### **Outcome of 2017/18 Homes England Audit - Primrose Gardens**

12. We discussed the report which updates on the outcome of the 2017/18 Homes England audit of the Primrose Gardens project and the expected 2018/19 audit of the project.
13. The Council received an amber grade as the valuation of the site was not signed off until the 31 March 2018 when the start on site was documented as 23 March 2018. Homes England have advised that the project will not be audited for 2018/19.
14. We noted the frustrations of the officers in receiving the amber rating and noted that the Council are now better prepared for any future Homes England audits. Internal audit will undertake audits on large capital projects as a matter of course.
15. We discussed the excellent facility at Primrose Gardens, which is now in a snagging phase prior to opening this summer.
16. We acknowledged the findings of the 2017/18 Homes England audit as requested that an email be sent to the officers involved in the Primrose Gardens project to thank them for their work.

#### **External Audit Progress Update**

17. Simon Hardman, Grant Thornton, explained that the team are now on site and are confident to complete the audit by mid-July. A new software system is being used which details which queries have been dealt with and any still requiring action, which has benefits for both the auditors and officers. The information required has been downloaded successfully this year following issues last year.
18. We noted the update.

#### **Internal Audit Annual Report 2018/19**

19. We received the report which summarises the work undertaken by the Internal Audit Service from April 2018 to March 2019. The report provides an opinion on the adequacy and effectiveness of the Council's framework of control and appraisal of the Internal Audit Service's performance throughout the period.
20. The report provides a detailed view of the individual audit's undertaken in 2018/19, each audit has been assigned an individual audit opinion of the control environment in regard to that service and the processes / systems reviewed within that service area.
21. 84.45% of the Planned Audit work (excluding ongoing / project / other type of work) has been completed in year. The allocation of days is not an exact science and it is only when the audit commences that the auditor understands the key risks in each specific area and then audits accordingly, in some areas this can mean more days are required than original allocated and vice versa.
22. The Council's overall control environment can be classed as being that of providing Substantial / Full Assurance, based on those areas reviewed during the 2018/19 financial year. Where the opinion of the control environment has been classified as Adequate / Limited, management actions have been agreed to improve controls in those

areas. These management actions will be monitored throughout 2019/20 and reported to Governance Committee.

23. This included enforcement and the maintenance and inspection regime. For enforcement three distinct functions have been brought together to deliver enforcement services, Building Control, Planning and Licensing enforcement. These services have different process and procedures and each distinct area was reviewed, therefore an assurance opinion was provided for each distinct Area.
24. Similarly, for maintenance and inspections policies, systems and processes relating to five distinct areas, risks for each of the areas were identified and controls tested relating to each of the distinct areas. It was therefore appropriate to assign an assurance opinion for each of the distinct areas.
25. The review relating to Environmental Permitting Regulations (EPR) identified a number of issues. The risks associated with these issues is considered low. Management actions have been agreed and this will be followed up in 2019/20 and the outcomes reported to Governance Committee.
26. In 2018/19, Internal Audit have completed 84.45% of the Internal Audit Plan for Chorley Borough Council and achieved a 100% acceptance rate for agreed management actions. We noted that if a management action is not completed the Governance Committee can request the officer in question attend Committee to explain why.
27. Gary Hall, Chief Executive, explained that it has been a challenging year, with sickness and changes to staffing within the team. As Chief Financial Officer he has taken decisions on which reviews could slip to next year from a control rating and assurance point of view. Shared Services Joint Committee met earlier in the week and plans are now moving forward, which will be positive for those members of staff in interim positions.
28. We noted the Internal Audit Annual Report for 2018/19 Substantial / Full Assurance classification with satisfaction

### **Strategic Risk Update Report 2019**

29. We considered the report which provides an updated Strategic Risk Register (SRR), including 15 strategic risks to the Council, including actions in progress as well as new actions planned to further mitigate identified risks.
30. The Council operates in a continually changing political, economic and financial environment. The risk register is continually reviewed and considered a 'live' register. Currently the majority of risk categories remain stable for 2019 with seven of these identified as 'high risk', seven 'medium risk' and one 'low risk'. The majority of risk levels remain static as mitigating actions have ensured that the risks have been effectively managed and have therefore not escalated across the year.
31. The Strategic Risk Register is stored and managed within the council's risk management system GRACE. The GRACE system also contains separate risk registers for individual projects and service level risk registers owned and controlled by individual services managers and project managers.
32. We considered each risk in turn. For three risks the rating has increased, although controls and mitigating actions have been put in place. These are R11: Reduction in staff satisfaction and morale with the Council including increase in sickness absence,

R12: Incidents affecting service delivery/business continuity or even widespread damage, injury or risk to the public including cyber-attack and R13: Damage to the council's reputation and potential reduction in resident satisfaction in relation to high profile decision making.

33. The fact the rating has been increased does not mean that the threat of the risk has increased, just that the Council has recognised issues and put plans in place. In particular, the three large projects, Market Walk extension, Strawberry Fields Digital Office Park and Primrose Gardens extra care facility are all due to complete this year and this has to be acknowledged.
34. The green rating for R14: Failure to build and maintain strong relationships of trust and confidence between officers and each party to promote good and open relationships between political parties will be reviewed. We noted that this risk is acknowledged in the Annual Governance Statement. The all-out elections in May 2020 have the potential for a high percentage of new Councillors. Plans are already in place for the Member Development programme and new Member induction and a report detailing the arrangements will be presented to the Committee in November.
35. The red rating for R15: Failure of (existing) Shared Service arrangements, will be reviewed following the Shared Services Joint Committee earlier this week.
36. We noted the strategic risks, controls in place and actions planned to further mitigate the strategic risks as set out in the report.

#### **Annual Governance Statement 2019**

37. We discussed the draft Annual Governance Statement (AGS) to the Governance Committee for review and approval. The AGS forms part of the SOA. CIPFA and SOLACE issue guidance on the form of the AGS and the self-assessment process that authorities must undertake to compile it. The guidance states the need for a review body in the process such as the Governance Committee, which should be charged with critically reviewing the AGS and its supporting documentation. It is vital that this review body remains independent from the AGS compilation and is given real powers to make recommendations and ultimately changes to the process as it sees fit.
38. In addition to the corporate self-assessment, assurance has also been obtained from Directorates, as they are responsible for implementing the respective governance systems and procedures within their service areas. Service Assurance Statements have been compiled which require Directors to review the operation of a range of governance systems and procedures within their service areas and indicate whether there are any non-compliance issues.
39. The Council has been found to have strong governance arrangements with few identified areas for improvement. Issues highlighted are not in themselves significant. They are areas which suggest partial compliance with requirements or where there is insufficient evidence to demonstrate full compliance.
40. There are no areas of significant non-compliance by the Council. The status of the actions and milestones are complete or in progress. We noted the nine action areas the Council will develop in the forthcoming financial year to build and strengthen its corporate governance arrangements. There is an additional section within the AGS which addresses known future issues which are likely to have an effect on Council governance arrangements. This includes reference to Brexit and the boundary review (as discussed in the previous item).

41. We approved the draft Annual Governance Statement for signature by the Executive Leader of the Council and the Chief Executive.

#### **Ethical Governance Review - Report from Working Group**

42. We considered the report which updates on the recommendations of the Working Group and seeks agreement to present the recommendations to Full Council for adoption.
43. We noted the 15 best practice recommendations which came out of the report "Local Government Ethical Standards" by the Committee for Standards in Public Life. At the request of the Committee the Working Group considered the proposals and made recommendations for their adoption and implementation.
44. The comments of the Independent Person were noted, that in many cases Chorley has already adopted the recommended Best Practice or can move quickly to adoption. It is noted that changes seen to be necessary to the Chorley website to comply with Best Practice may be delayed while a wider piece of work on the website is undertaken.
45. The updated Code of Conduct and Dealing with Complaints about Member Conduct was noted and will be adopted by Council at the following agenda item.
46. We accepted the recommendations of the Working Group on the implementation of changes to the Council's Code of Conduct.

#### **RIPA Application Update**

47. The Monitoring Officer reported that no RIPA applications had been made.

#### **Work programme**

48. We considered the work programme which set out the reports to be considered at each Governance Committee meeting throughout the Council year.

#### **Recommendation**

49. To note the report.

COUNCILLOR DEBRA PLATT  
CHAIR OF GOVERNANCE COMMITTEE

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Report of	Meeting	Date
Chair of Development Control Committee	Development Control Committee	16 July 2019

## DEVELOPMENT CONTROL COMMITTEE - CHANGE OF COMMITTEE NAME

### PURPOSE OF REPORT

- To propose the change of name of the Committee to Planning Committee to Full Council for approval.

### RECOMMENDATION(S)

- That this Committee support for recommendation to Full Council the proposal to change the name of the Committee to Planning Committee.

### EXECUTIVE SUMMARY OF REPORT

- It is proposed to change the name of this Committee from Development Control Committee to Planning Committee. The current name of the Committee does not accurately represent the work of the Committee in the usual meaning of the words. Development Control gives the impression of a regulatory or enforcement committee. Most of the business discharged is the consideration of planning applications rather than enforcement works. The change of name will make it easier for members of the public to understand the role of the committee.

<b>Confidential report</b> 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 homes and communities		An ambitious council that does more to meet the needs of residents and the local area	X

### BACKGROUND

- The committee name “Development Control” gives the impression to the public of an enforcement driven committee that has an adversarial position against developers who are frequently members of the public rather than large organisations.
- This is a misrepresentation of the work undertaken by the Committee, that seeks to carefully balance the interests of applicants and objectors to come to a reasonable and reasoned decision.
- It has been recognised by the Chair, Executive Member and other members of this Committee that the name Development Control on occasion contributes to an adversarial

atmosphere between parties and occasionally between members of the public and the Committee itself.

8. A change in the name of the Committee to Planning Committee, demonstrates that the focus of the Committee business will be planning law and policy with decisions taken within that framework. The removal of the word “control” in particular, reduces the impression of an enforcement driven Committee.
9. The naming of other committees in Lancashire has been reviewed. Nine of thirteen committees are simply referenced as Planning Committee, one is Planning and Highways with another as Planning and Development. Two committees are Development Control. Although, this should not be a reason to change the Committee name it should be recognised that being consistent across authorities will aid members of the public in understanding the functions of the Committee.
10. It is proposed therefore to change the name of the Committee to Planning Committee.

**IMPLICATIONS OF REPORT**

11. 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	X	Policy and Communications	

12. This proposed change carries no risk.

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

13. No comments.

**COMMENTS OF THE MONITORING OFFICER**

14. No comments.

CHRIS MOISTER  
MONITORING OFFICER

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>
CHRIS MOISTER	5160	1 JULY 2019