

COUNCIL

TUESDAY, 19TH NOVEMBER 2019, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

- | | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1 | MINUTES OF MEETING TUESDAY, 17 SEPTEMBER 2019 OF COUNCIL | (Pages 5 - 12) |
| 2 | DECLARATIONS OF ANY INTERESTS

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

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

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question. | |
| 5 | CHORLEY COUNCIL CORPORATE STRATEGY 2019/20-2021/22

To receive and consider the report of the Director (Policy and Governance). | (Pages 13 - 48) |
| 6 | APPOINTMENT TO DIRECTOR - COMMERCIAL SERVICES

To receive and consider the report of the Executive Leader. | (Pages 49 - 50) |
| 7 | CENTRAL LANCASHIRE MEMORANDUM OF UNDERSTANDING (MOU)

To receive and consider the report of the Director (Early Intervention and Support). | (Pages 51 - 66) |

8 **REVISED STATEMENT OF PRINCIPLES UNDER THE GAMBLING
ACT 2005**

To receive and consider the report of the Director (Customer and Digital).

9 **COUNCIL APPOINTMENTS**

To consider any changes to Committee appointments.

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

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

12 **EXCLUSION OF THE PUBLIC AND PRESS**

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

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).

13 **ALKER LANE**

(To Follow)

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

14 **WHITTLE GP SURGERY**

(To Follow)

To receive and consider the report of the Director of Business, Development and Support.

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

GARY HALL
CHIEF EXECUTIVE

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To view the procedure for public questions/ speaking click here

<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%202016.pdf> and scroll to page 46

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MINUTES OF COUNCIL

MEETING DATE Tuesday, 17 September 2019

MEMBERS PRESENT: Councillor Hasina Khan (Mayor), Councillor Steve Holgate (Deputy Mayor) and Councillors Aaron Beaver, Eric Bell, Julia Berry, Martin Boardman, Alistair Bradley, Terry Brown, Val Counce, Mark Clifford, Jean Cronshaw, John Dalton, Graham Dunn, Jane Fitzsimons, Christopher France, Gordon France, Margaret France, Peter Gabbott, Anthony Gee, Danny Gee, Yvonne Hargreaves, Alex Hilton, Keith Iddon, Zara Khan, Margaret Lees, 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, Kim 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)), Chris Moister (Chief Legal Officer), Ruth Rimmington (Democratic and Member Services Team Leader) and Andrew Daniels (Service Lead - Communications and Visitor Economy)

APOLOGIES: Councillors Tom Gray and Joyce Snape

12 members of the public attended.

19.C.66 Minute's silence

The Mayor invited Members to observe a minute's silence in memory of Councillor Ralph Snape who sadly passed away on 15 September and former Councillor Dennis Edgerley who passed away suddenly on 6 September.

19.C.67 Minutes of meeting Tuesday, 23 July 2019 of Council

Decision: That the minutes of the Council meeting held on 23 July 2019 be approved as a correct record for signature by the Mayor.

19.C.68 Declarations of Any Interests

There were no declarations of interests received.

19.C.69 Mayoral Announcements

The Mayor thanked all those who had attended the Eid Ul Adha celebration.

The Mayor advised that future charity events include a Bollywood Night, a Choir Concert, Quiz, Christmas by Candlelight event and the annual Charity Ball.

19.C.70 Public Questions

There were no public questions for consideration.

19.C.71 Executive Cabinet

Members considered a general report of the meeting of Executive Cabinet held on 1 August 2019.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the **Decision – that the report be noted.**

19.C.72 Revenue and Capital Budget Monitoring 2019/20 Report 1 (end of June 2019)

The Executive Member (Resources), Councillor Peter Wilson, presented the report of the Chief Finance Officer.

From November 2019, a year-long commemoration will mark the 400th anniversary of the Mayflower's voyage. Chorley has a strong connection to the Mayflower voyage through Myles Standish. It is proposed that a sum of £57k is set aside from the 2019/20 revenue underspends to be part of the national programme of events and to create a fixed term events coordinator post for 18 months to support this programme.

The Leader of the Opposition, Councillor Martin Boardman, noted that reserves are estimated to be around £4.073m at 31 March 2020 and queried if this was sufficient. The Executive Member (Resources), Councillor Peter Wilson advised that reserves are reviewed regularly, and each project is reviewed at the outset in terms of changes to the reserves.

The Leader of the Opposition, Councillor Martin Boardman, queried why the income levels for the sale of bins looks unlikely to meet the income budget set for 2019/20. The Executive Member (Customer, Advice and Streetscene Services), Councillor Adrian Lowe, advised that it was envisaged technology would help clarify situations around damaged or lost bins, but this will be in place from 1 April 2020. There have been some minor faults with bins and this will be monitored.

The Leader of the Opposition, Councillor Martin Boardman, noted the budget for events within the borough and queried the use of future underspend. The Executive Member (Resources), Councillor Peter Wilson advised that future underspend may be used to fund events, amongst other things.

Members noted that the spend relating to the National Graduate Development Programme relates to the employment of a graduate, with a view to them developing their career at Chorley whilst providing additional resource and strategic support.

The Executive Member (Resources), Councillor Peter Wilson proposed and the Executive Leader, Councillor Alistair Bradley seconded the unanimous **Decision – that approval be given to the following:**

1. To note the full year forecast position for the 2019/20 revenue budget and capital investment.
2. To note the forecast position on the Council's reserves.
3. To request Council approval for the contribution of £57,000 from in-year revenue underspends to finance the Council's Mayflower 400 celebrations.
4. To note the capital programme to be delivered in 2019/20 to 2021/22.

19.C.73 Overview and Scrutiny Committee and Task and Finish Groups

Members considered a general report of the meetings of the Overview and Scrutiny Committee held on 25 July 2019 and the Overview and Scrutiny Performance Panel held on 10 July 2019. The Chair of the Task Group, Councillor Steve Holgate, advised that the first meeting had been held the previous week and had been productive.

Members queried the figures for staff sickness absence and noted that the figures will be kept under review. The Executive Member (Resources), Councillor Peter Wilson, advised that health and wellbeing measures have been put in place for staff. A new reporting system is now in place which enables HR to analyse trends and identify any issues.

The Chair of the Overview and Scrutiny Committee, Councillor John Walker proposed and the Vice-Chair, Councillor Roy Lees seconded the **Decision – that the report be noted.**

19.C.74 Scrutiny Reporting Back: Chorley Council's Annual Report on Overview and Scrutiny in 2018/19

The Chair of the Overview and Scrutiny Committee, Councillor John Walker, presented Scrutiny Reporting Back, a summary of the work of the Committee in 2018/19.

The Chair thanked Members and Officers for their contributions to the work of the Committee.

The Leader of the Opposition, Councillor Martin Boardman, queried the prosecutions undertaken by the Enforcement Team. The Executive Member (Public Protection) Councillor Alistair Morwood explained that enforcement action has increased since the creation of the new Enforcement Team. It was noted that with offenses such as dog fouling and fly tipping it is difficult to catch people in the act.

The Chair of the Overview and Scrutiny Committee, Councillor John Walker proposed and the Vice-Chair, Councillor Roy Lees seconded the **Decision – that the report be noted.**

19.C.75 Governance Committee

Members considered a general report of the meeting of the Governance Committee held on 24 July 2019.

The Chair of the Governance Committee, Councillor Debra Platt proposed and the Vice-Chair, Councillor Anthony Gee seconded the **DECISION – that the report be noted.**

19.C.76 Polling Place Review 2019 - Results of Consultation

The Executive Member (Resources), Councillor Peter Wilson, presented the report of the Chief Executive which sets out the findings of the Polling Place Review 2019 and proposes alternative options for polling stations.

Members noted the reasons for the recommendation and supported it.

The Executive Member (Resources), Councillor Peter Wilson proposed and the Executive Leader, Councillor Alistair Bradley seconded the unanimous **Decision – that approval be given to the following:**

- 1. That there be no changes to existing polling district, polling place and polling station arrangements for the current wards. The rationale for this recommendation is to allow voters to attend their usual polling station should an anticipated parliamentary election be announced. Implementing changes at this stage, would result in a significant number of voters having to attend different polling stations than they would normally, which would cause confusion amongst residents. In some cases, voters may decide not to vote on this occasion citing the change of polling station as the reason.**
- 2. That the issues raised during the consultation are considered by officers at greater length alongside the new warding arrangements that have been implemented following an electoral review of Chorley Council. Proposed changes will be presented at a future Council meeting for approval prior to implementation at the local authority election scheduled for 7 May 2020.**

Councillor Whittaker left the room at 7.10pm

19.C.77 Amendments to the Scheme of Delegation

The Executive Leader, Councillor Alistair Bradley, presented the report of the Monitoring Officer.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the unanimous **Decision – That changes to the Council’s Scheme of Delegation, made as a result of the implementation of the Senior Management Restructure be adopted and the Constitution be amended accordingly.**

19.C.78 Council appointments

Agreement was sought to appoint to the newly created Wholly Owned Company working group.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the unanimous **Decision - that the following appointments be approved:**

Labour Group	Conservative Group	Independent Group
1 Alistair Bradley	1 Martin Boardman	

2 Danny Gee	2 Debra Platt	
3 Yvonne Hargreaves		
4 Steve Holgate		
5 June Molyneaux		
Substitute	Substitute	
Peter Wilson	John Walker	

19.C.79 Questions Asked under Council Procedure Rule 8

No questions were asked under Council Procedure Rule 8.

Councillor Whittaker re-entered the room at 7.15pm

19.C.80 To consider the Notices of Motion given in accordance with Council procedure Rule 10

Councillor Peter Wilson presented the following Motion submitted in accordance with Procedure Rule 10.

“Chorley Council notes the recent proposals published by Our Health, Our Care regarding the future of Accident & Emergency services in the Chorley, South Ribble and Preston Hospitals. The report indicates that any A&E provision at Chorley would not be viable. The Council strongly opposes any proposal for a single site Accident & Emergency based at Preston Hospital. The Council believes such a proposal would have a detrimental impact on the quality of local health care for the local population and that Chorley needs a 24 hour Accident & Emergency department. The Council believes the only potential viable proposal for a single site Accident & Emergency would be through a new super hospital located at a central point within the Chorley, South Ribble and Preston area. However, this option has not been included in the list of options produced by Our Health Our Care. Chorley Council asks that all options are included for consideration. In addition the Council urges the Hospital Trust to address the reasons why an A&E at Chorley Hospital is not deemed viable rather than simply propose to close the unit and move all A&E services to Preston”.

Councillor Steve Holgate seconded the motion and spoke in support of it.

Following debate, Members unanimously made the **Decision - that the motion be supported.**

19.C.81 Exclusion of the Public and Press

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the **Decision – that the press and public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined by paragraphs 1 and 3 of Part 1 of schedule 12A to the Local Government Act.**

19.C.82 Duxbury Park Community Facilities

The Executive Member (Early Intervention), Councillor Bev Murray presented the confidential report of the Director (Early Intervention and Support).

The report seeks approval for providing up-front funding for investment and improvement works at Duxbury Park, subject to consultation and agreement of a final design.

Members considered the proposals for investment and noted that the Council will increase the rent charged to Glendale Golf Limited as part of the proposal, in addition to the improvements to the Council's asset.

The Executive Member (Early Intervention), Councillor Bev Murray proposed and the Executive Leader, Councillor Alistair Bradley seconded the unanimous **Decision –**

- 1. That the Council fund investment of £450k into improvements at Duxbury Park.**
- 2. That the Chief Legal Officer be given delegated authority to finalise agreement with Glendale Golf Limited for the variation of lease to increase the annual rent.**
- 3. That, following consultation to be undertaken by Glendale with interested parties, the Executive Member (Early Intervention) should consider the final design and determine whether the proposals should be funded.**

19.C.83 Extending Shared Services

The Executive Member (Homes and Housing), Councillor Graham Dunn presented the confidential report of the Chief Executive.

The report presents proposals to extend shared services as developed by C.Co who are independent consultants. C.Co were commissioned on behalf of the Shared Services Joint Committee.

Members noted that the Authorities are currently sharing the Chief Executive and that there will be no compulsory redundancies as a result of Shared Services.

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

- 1. To approve the recommendations of the Shared Services Joint Committee**
- 2. The phase 1 proposals to extend share services which includes establishing seven shared senior posts.**
- 3. The governance model and implementation timescales as set out in the report.**
- 4. The establishment of a project team and creation of an implementation budget to progress the implementation and transformation of phase 1, the development of a joint digital strategy and shared board, and the development of a business case for phase 2.**
- 5. The review and refresh of the Shared Services Agreement based on the principles set out in the report.**

19.C.84 Review of Financial Systems and Exchequer Services

The Executive Leader, Councillor Alistair Bradley, presented the confidential report of the Director (Early Intervention and Support).

The report sets out the review of, and amendments to, the existing shared services for finance between South Ribble Borough Council and Chorley Borough Council.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the unanimous **Decision – To approve the recommendations of the Shared Services Joint Committee to approve the changes to the Financial Systems and Exchequer Services as set out in paragraph 13 of the report.**

19.C.85 Review of Management Accountancy Services

The Executive Leader, Councillor Alistair Bradley, presented the confidential report of the Director (Early Intervention and Support).

The report sets out the review of, and amendments to, the existing shared services for finance between South Ribble Borough Council and Chorley Borough Council.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the unanimous **Decision – To approve the recommendations of the Shared Services Joint Committee to approve the changes to the Financial Systems and Exchequer Services as set out in paragraph 13 of the report.**

Mayor

Date

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Report of	Meeting	Date
Director of Policy and Governance	Full Council	19 November 2019

CHORLEY COUNCIL CORPORATE STRATEGY 2019/20 – 2021/22

PURPOSE OF REPORT

1. To seek approval for the refresh of the Corporate Strategy 2019/20 – 2021/22.

RECOMMENDATION(S)

2. That the Corporate Strategy 2019/20 – 2021/22 be approved.

EXECUTIVE SUMMARY OF REPORT

3. The report provides a summary of the performance of the Corporate Strategy in 2018/19 and the changes proposed as part of the Corporate Strategy refresh for 2019/20.
4. The Corporate Strategy for 2018/19 reinforced the council's direction of travel with an emphasis on housing, delivering better services for residents across the borough and a more commercial approach to support the longer-term sustainability of council services. The strategy successfully progressed large high-profile projects through to the final stages of delivery or completion including the extension to Market Walk, construction of Strawberry Fields Digital Office Park and the Primrose Gardens Retirement Village. These developments will shape the future of Chorley to meet the needs of residents of all ages both now and in future.
5. As well as delivering major new developments, activity in 2018/19 further contributed to the long-term outcomes identified in the Corporate Strategy by improving facilities for local communities such as the work to facilitate all weather use of the playing pitch and additional car parking facilities at Kem Mill and progress to develop Westway Sports Complex to deliver top of the range sports facilities. 29 schemes were delivered as part of the Play and Open Space Strategy which has included the installation of new play areas, two community gardens and a bowling green across the borough. Neighbourhoods across the borough are more attractive places to live with a further reduction in the number of empty properties and 62 more affordable houses delivered compared to the same time last year. More residents have successfully completed digital skills training and there were almost 1,000 additional visits to council leisure centres compared to the same time last year. The council continues to be ambitious and has invested in improving street cleansing with new sweepers and route optimisation software to ensure a high performing, efficient service.
6. For 2019/20-20/21, the Corporate Strategy vision, priorities and long-term outcomes stay the same to maintain the long-term impact of strategic activity and investment. This year, in recognition of the critical importance of the green agenda, the Corporate Strategy reflects the commitment of the council to supporting and enabling residents to be more

environmentally conscious and leading the way as an organisation. Activity in 2019/20 will ensure that environmental considerations cut across all aspects of council business.

7. Key projects have been reviewed and refreshed with the aim of building on the successful delivery of major schemes to ensure Chorley is an even more attractive place to live, work and invest. Community spaces and places right across the borough will be enhanced through an intelligence-based campaign to tidy up grot spots and improve parks and play spaces. The council website will be refreshed so that residents can access services easily online, and a plan will be implemented to encourage greater community resilience through residents taking a more active role. Growing a strong local economy remains a top priority with projects to bring forward employment land at Alker Lane and the development of a business plan for the wholly owned company to enable to council to be more proactive in driving economic growth through better quality developments. Developing shared services and working closely with partners to implement new ways of working will remain key to delivering sustainable public services.

8. The performance measures which help us to know how we are getting better and whether we are achieving our long term goals have also been reviewed and updated. Three indicators have been amended to reflect service changes or better align to future priorities, four indicators will be deleted and replaced as the data is no longer available or the focus of service delivery has changed, and one additional indicator has been included to reflect a focus on the green agenda.

Confidential report Please bold as appropriate	Yes	No
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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 homes and communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

10. The Corporate Strategy provides a clear statement of what the Council aims to achieve over the next three years. The strategy sets out not only the Council’s vision, priorities, and long term outcomes for 2019/20 – 2021/22 but also priority activity to be delivered through the corporate projects and how we intend to measure success over the year ahead. The Corporate Strategy identifies our key priorities as a Council which are:
 - a. Involving residents in improving their local area and equality of access for all;
 - b. Clean, safe and healthy homes and communities;
 - c. A strong local economy; and
 - d. An ambitious council that does more to meet the needs of residents and the local area.

PERFORMANCE OF THE CORPORATE STRATEGY IN 2018/19

11. A full review of the performance of the Corporate Strategy (including measures) has been completed and overall performance over the last 12 months has been good.
12. The Corporate Strategy for 2018/19 aimed to reinforce the direction of travel for the Council, with an emphasis on housing, ensuring better service provision for our residents, building a strong business sector and taking a more commercial approach to ensure the longer term sustainability of council services.
13. Crucially in 2018/19 a number of large high-profile development schemes were progressed to a delivery or completion phase, reflecting the council's commitment and ambition to proactively meeting the needs of residents from across the borough and ensuring a strong local economy. These projects will ensure that Chorley is a place that can meet the needs of residents from across the borough both now and in the future.
14. The Primrose Gardens retirement village has now opened to residents, offering purpose-built accommodation to support our older residents including 65 modern and accessible apartments, community café and a fully equipped dance studio as well as gardens, allotments and community spaces. The scheme will meet the changing needs of older residents and ensure that they remain active members of the community.
15. The Digital Office Park is now open for business to provide state of the art digital office accommodation for digital businesses and putting Chorley and Lancashire at the centre of the expanding digital economy. A full business support programme will support enterprises operating within the digital sector to maximise opportunities linked to economic growth and job creation.
16. The extension to the Market Walk shopping centre has now been certified as practically complete and key tenants have been secured including Reel Cinema, Escape (offering tenpin bowling and adventure golf), Marks and Spencers and Loungers. Expected to open on time by Christmas this year, the extension will provide an exciting leisure and retail experience to attract more families and visitors to the town centre as part of maintaining a vibrant local economy.
17. Across the borough, the council continues to support clean and safe communities with good progress made to improve playing pitches including works at Kem Mill Lane and progress of the Westway playing fields development. 29 schemes were delivered as part of the Play and Open Space Strategy which has included the installation of new play areas, two community gardens and a bowling green across the borough. The number of visits to council leisure centres has increased compared to the same time last year including almost 1,000 additional visits by older people, helping to achieve reduced health inequalities. The number of empty properties in the borough continues to decrease and 62 more affordable homes had been delivered by the end of quarter two compared to the same time last year, all contributing to high quality affordable housing as well as clean and safe streets.
18. More residents have been encouraged to take an active role in their community, with 60 community groups supported and developed by the Council. The number of people that have successfully completed basic digital skills training has more than doubled meaning that even more are now able to get online to access services. The use of Council hubs at Buttermere, Lancaster Way, Tatton and Clayton Brook has increased significantly with 381 users in quarter two. The 2019 release of the Indices of Multiple Deprivation highlighted that Chorley is less deprived than in 2015 with three rather than four neighbourhoods now in the 10% most deprived areas in England which demonstrates excellent progress in achieving the long-term outcomes aligned to health inequalities. The framework for building community resilience has been approved and sets out how the council will engage with residents in the future to encourage positive long-term change in communities.

19. The council continues to be ambitious in meeting the needs of residents and the local area, transforming services to ensure that the organisation is well positioned to meet the challenges ahead. Plans to extend shared services with South Ribble Council have been approved and will see the two organisations working together more closely to increase efficiency and improve outcomes. The council has also agreed to set up a whole owned company to develop and manage key assets in a way that benefits the whole of the borough. Alongside transforming council services, we continue to work closely with our wider public service partners to better integrate public services including innovative new ways of working with primary care to deliver better outcomes for local people.

PROJECT DELIVERY

20. As well as delivering major schemes, the 2018/19 Corporate Strategy included a number of projects that focused on progressing priorities over multiple years. This activity will continue and therefore it is proposed that five projects are carried forward to deliver more action as part of the 2019/20 - 2021/22 Corporate Strategy:
- Develop the business plan for the wholly owned company – previously develop a wholly owned company
 - Bring forward employment land at Alker Lane - previously bring forward key sites for development
 - Undertake renovation works at Astley Hall – previously develop Astley Hall and park as a visitor destination
 - Deliver a programme of community resilience building work – previously develop a framework for building community resilience and delivery of identified projects
 - Deliver shared council services – previously Transform the way the Council delivers services
21. Six projects will be complete by April 2020, and are therefore not included as projects within the updated strategy:
- Deliver improvements to the playing pitches in the borough
 - Support people from across the borough to be digitally included
 - Deliver the Market Walk extension
 - Deliver the Digital Office Park
 - Deliver a borough wide programme of improvements to street services
 - Deliver a review of our approach to partnership working
22. One project has been successfully completed:
- Deliver the Primrose Garden retirement village
23. The projects that are yet to be completed have identified clear timescales for delivery and will continue to be monitored through to completion alongside the new Corporate Strategy projects and reported through quarterly monitoring reports. A full list of projects, along with a current position statement is available in Appendix A.

PERFORMANCE

24. The 2018/19 strategy also included 30 key measures to make it possible to monitor progress towards achieving the priorities and long-term outcomes. The measures were selected to demonstrate progress made in achieving the ambitions of the Council. At the end of quarter two, 100% of all reportable indicators have been reported on target or within 5% tolerance. Further details are available in the quarter two monitoring report which was presented to Executive Cabinet in November.

DEVELOPMENT OF THE CORPORATE STRATEGY 2020/21

Vision and priorities

25. For 2019/20-2021/22, the vision for the Corporate Strategy will stay the same, reinforcing the council's role as a proactive community leader working for the whole borough to ensure that the needs of residents remain top priority both now and into the future. The vision is for the Council to be:

'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'

26. The Corporate Strategy priorities and long term outcomes will be retained for 2019/20 to reflect a continued commitment to the priorities under which the administration were elected, ensuring the long term impact of strategic activity and investment:

A strong local economy:

- A vibrant town centre and villages
- A strong and expanding business sector across the whole of the borough
- Access to high quality employment and education opportunities across the borough

Clean safe and healthy homes and communities:

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

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

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

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

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

The green agenda

27. In recent years, the environment has risen up the public agenda following the realisation that the threat of climate change can no longer be ignored and must be responded to as a matter of urgency. Chorley Council is committed to enabling and supporting residents to live in a more environmentally friendly way and leading the way as an organisation.
28. The council is already working hard to strengthen its green credentials: the digital office park has been designed to the highest green standards with a BREEAM 'excellent' rating, neighbourhood officers use electric vehicles, and staff are encouraged to be environmentally friendly with cycle to work schemes and travel passes.
29. The council intends to do even more to ensure that the environmental agenda cuts across everything that it does, and a task group has been established by Overview and Scrutiny to make recommendations. The Corporate Strategy for 2019/20 has been updated visually to represent this pledge.

Projects

- 30. The council has successfully delivered major large developments that will radically shape the future for Chorley. Project activity in 2019/20 has been designed to build on this work to drive forward ambitions for economic growth and ensure that Chorley is an even more attractive place to live, work and invest. The council will also continue to work hard to deliver sustainable public services through transforming the organisation, taking a more commercial approach and working closely with partners to integrate services.
- 31. Residents will be supported to take a more active role in their communities through the delivery of bespoke locality plans, based on an understanding of the needs and priorities of local areas as part of a long term approach to delivering better health and wellbeing outcomes and reducing inequalities. Building on successful digital inclusion activity, the council website will be refreshed to ensure easy access to council services and an excellent user experience to support the Digital Strategy. The renovation works to Astley Hall will be progressed to complete vital structural works and transform the visitor experience to secure the long term future of the attraction.
- 32. Community spaces and play facilities right across the borough will be enhanced by tidying up shrubbery, replacing old equipment, creating extra allotments and bringing forward new sites. Further work will be undertaken to improve key sites such as Tatton recreation ground and community centre to design and plan options for the site to deliver better health and open space provision. The Housing Strategy approved as part of the 2018/19 Corporate Strategy will now be implemented through the action plan with specific priorities to support people to remain independent at home, prevent homelessness and support a balanced housing market.
- 33. Growing a strong local economy remains a top priority with projects to bring forward employment land at Alker Lane and further develop the business plan for the wholly owned company enabling the council to make the most of key assets. Wider improvements to the town centre public realm will complement and maximise the impact of recent large developments.
- 34. Reflecting the priority to be an ambitious council that continually strives to improve, a project will be delivered to target key grot spots across the borough including environmental improvements and enhanced street cleansing in specific areas. We will also work to ensure the longer term sustainability of services by transforming the organisation, developing shared services and working more closely with our partners to achieve better integration. The green agenda will be a key area of work over the next 12 months to ensure that environmental priorities cut across everything the council does.
- 35. A copy of the refreshed Corporate Strategy is attached as Appendix C.
- 36. The key proposed projects for 2019/20 and an overview of what they will deliver is shown below:

Project Title	Description
Involving residents in improving their local area and equality of access for all	
Undertake renovation works at Astley Hall	Astley Hall is a key feature of the visitor offer for Chorley. This project will deliver vital improvements to maintain the structural integrity and safety of the Hall, as well as transforming the visitor experience to ensure a sustainable long-term future for the facility with associated benefits for

	<p>tourism and the local economy. There will be a number of improvements undertaken across the Astley complex however this project specifically focuses on renovations to the Hall which will include:</p> <ul style="list-style-type: none"> • Create museum shop and introductory exhibition in Activity Space, Coach House • Replacement of windows to front of Hall possibly to hard wood or metal and painted black not white • Removal of render to front of Hall and then either restore bricks beneath or replace render • Other conservation works to Hall includes stone window sill replacement, resettling floors, eliminating some damp, chimney works • Create new exit staircase/visitor route <p>It is anticipated that work will commence in March 2020 and take approximately one year but is dependent on what is found/uncovered plus recommendations to extend the works to include redecoration and new interpretation.</p>
<p>Refresh the council's website</p>	<p>Refreshing the council website is a key project within the Digital Strategy to support increasing digital take up of council services. Customers should be able, and prefer, to access efficient services and information easily online.</p> <ul style="list-style-type: none"> • The website will be easy to use, accessible and secure. • Information will be up to date and content will change regularly • The website should be responsive to different devices and screen sizes <p>So far work has been undertaken to map customer journeys and capture user experiences and this phase of the project will include the approach to content management, reviewing single sign on, preparing content and set up of the website and testing.</p> <p>The aim is to deliver a fit for purpose and future proof website that increases the number of service requests online and improves the quality of our interactions with customers.</p>
<p>Deliver a programme of community resilience building work</p>	<p>Work was undertaken last year to develop a community resilience framework for Chorley.</p> <p>More resilient communities that are enabled to support themselves have the potential for better health and wellbeing outcomes, as well as reducing demand for public services over the long term.</p> <p>Achieving resilient communities requires a change in relationships between individuals, communities and public services. The framework sets out the approach that will be taken to achieve that change including identifying the initial communities for focus through detailed locality plans.</p> <p>This project will focus on implementing the framework including delivering the locality plans over the next 12 months.</p>
<p>Clean, safe and healthy homes and communities</p>	
<p>Progress improvements to Tatton recreation ground and surrounding area</p>	<p>The council have been awarded funding through the One Public Estate fund to progress a feasibility study for a proposed health hub on the former bus depot on Eaves Lane which would incorporate Tatton community centre and provide improvements to Tatton Recreation ground.</p>

	<p>This phase of the project will progress the work to RIBA stage 3 which includes detailed design, planning and possible procurement as well as a cost plan, surveys and further consultation with local stakeholders.</p> <p>The development would provide vital facilities for local residents including improved health provision and open spaces, supporting wellbeing outcomes and wider benefits such as community cohesion and reduced anti-social behaviour.</p>
<p>Improve play and community spaces across the borough</p>	<p>This project will improve play and open spaces across the borough to ensure that they continue to provide high quality facilities for residents and families.</p> <p>Work will include delivering new play areas, replacing old equipment and creating new allotment spaces as well as bringing forward key sites ready for development, such as Westway. (See Appendix B for current programme)</p> <p>The project will also deliver a campaign to undertake intelligence-led enhancements to community spaces including small parks and play areas which might include tidying up shrubbery, fencing, painting and other aspects of general maintenance.</p>
<p>Implement the Housing Strategy action plan</p>	<p>The Housing Strategy 2019-2024 sets out the councils ambitions to ensure that everyone living in the borough has access to the high quality accommodation that they need. The strategy identifies 4 key priorities:</p> <ol style="list-style-type: none"> 1. Securing quality across all housing tenures 2. Supporting people to remain independent in their own homes 3. Preventing homelessness 4. Supporting a balanced housing market <p>This project will implement the Housing Strategy action plan including specific actions to:</p> <ul style="list-style-type: none"> • Develop a voluntary standard for all rented properties (including social and private rented) relating to housing quality, re-let cleanliness and responsiveness. • Work through the integrated Community Wellbeing Service to reform pathways including links to GPs • Review and refresh the homelessness strategy • Producing new council owned affordable housing
<p>A strong local economy</p>	
<p>Bring forward employment land at Alker Lane</p>	<p>Alker Lane is a key strategic site for Chorley. Work to date has focussed on progressing the development by preparing the site including utilities, ecological and utilities constraints.</p> <p>This phase of the project will:</p> <ul style="list-style-type: none"> • Finalise the layout to maximise the development opportunities • Achieve reserved planning permission • Complete procurement of the project team and contractor <p>Successful development of this site will supply vital employment land for the borough to support future economic growth aspirations and will also provide income to the council.</p>

<p>Deliver improvements to the town centre</p>	<p>This project will undertake improvements to the town centre streetscene to enhance the retail and visitor experience. It will also complement wider town centre developments including the extension to Market Walk.</p> <p>Work will focus on visible and tangible enhancements to the public realm to maintain walkways and shop fronts.</p> <p>Creating an attractive and vibrant town centre is a key part of encouraging footfall and supporting local businesses to thrive and grow.</p>
<p>Develop the business plan for the wholly owned company</p>	<p>In July 2019 the Council approved proposals to create a wholly owned company to hold and manage council assets.</p> <p>This project will establish the wholly owned company and develop the business plan to include:</p> <ul style="list-style-type: none"> • Review of operating environment and identification issues and opportunities • Key projects and actions • Financial position • Key performance indicators • Risk register <p>The business plan will set out in more detail the approach that the wholly owned company will take to acquiring and managing its portfolio of assets.</p> <p>Being more proactive and interventionist in driving economic development and housing in the borough will support better quality developments, create employment opportunities and deliver new sustainable income streams.</p>
<p>An ambitious council that does more to meet the needs of residents and the local area</p>	
<p>Deliver shared council services</p>	<p>In September 2019 proposals were approved to progress the development of further shared services between Chorley and South Ribble council to deliver benefits in terms of efficiency, resilience and financial savings.</p> <p>The first phase will include sharing of Legal and Democratic Services, Transformation, HR and Partnerships and Communications and Events.</p> <p>This project will implement the proposals including phase 1 transformation and the development of the business case for phase 2.</p>
<p>Make our borough cleaner and more attractive including wildflower meadows</p>	<p>This project will focus on a campaign to undertake targeted improvements of 'grot spots' across the borough as part of an intelligence led campaign.</p> <p>Work will include environmental improvements and enhanced street cleansing to address specific areas, for example: repairing footpaths or fencing, resurfacing small areas, addressing dis-used buildings, cutting back overgrown sites and litter picking.</p> <p>The approach will be intelligence led and residents will be encouraged to flag up and get involved in delivering the improvements where possible, with the support of the council.</p> <p>Ensuring that residents can have pride in their neighbourhood and local area is a key priority within the corporate strategy and promotes safer, more cohesive communities.</p>
<p>Work with our partners to deliver</p>	<p>This project is a continuation of ongoing activity to work more effectively with our partners to change the way that public services are delivered to ensure that they are sustainable.</p>

<p>sustainable public services</p>	<p>The Chorley Public Service Reform Partnership (CPSRP) has undertaken extensive work to implement and test the principles of public service reform including developing new settings for multi agency working and information sharing. The partnership has accelerated better outcomes for Chorley with examples including the reinstatement of the Chorley Skills Board and recent appointment of additional social prescribing link workers.</p> <p>This project will implement the findings of the review of partnership working including any changes to the CPSRP and development of new models to ensure that our approach remains fit for purpose.</p>
<p>Deliver a project to support Chorley Councils commitment to the green agenda</p>	<p>Chorley has a strong environmental position compared to other areas of the country however there are significant opportunities to improve performance in relation to climate change.</p> <p>The council plays a significant role in realising the benefits and opportunities of climate action in local areas by offering vision and direction to residents, identifying the tangible things that can be done to make a difference.</p> <p>An Overview and Scrutiny task group has been set up to consider Chorley’s current position, engage stakeholders and make recommendations about future activity. This project will progress the recommended actions to reflect the councils commitment to leading the way and supporting residents to be more environmentally conscious.</p>

MEASURING PROGRESS

- 37. The strategy includes 28 performance indicators that will be measured and reported against in order to demonstrate success and progress towards achieving the priorities and long term outcomes. All of the measures and targets have been reviewed and updated to ensure that they remain challenging to reflect council ambition.

- 38. Three indicators have targets amended to reflect service changes or better align to future priorities. This includes indicators for number of people who have successfully completed basic digital skills training, number of long term empty properties in the borough and number of parks, open spaces and playing pitches improved.

Indicator	Action	Reason
<p>Number of people who have successfully completed basic digital skills training</p>	<p>Increase target to 400 from 300.</p>	<p>It is proposed that the target be increased to reflect the priority to increase digital inclusion, supporting the council’s Digital Strategy. Although performance has been significantly above target, sessions will increasingly be delivered by partners and communities therefore the target has been set accordingly.</p>
<p>Number of long-term empty properties in the borough</p>	<p>Reduce target from 170 to 150 (smaller is better)</p>	<p>This is to ensure that this indicator remains challenging but realistic and continues the development of work to contribute to clean safe healthy homes and communities. The target of 150 equates to approx. 0.3% of properties across the borough.</p>

Number of parks, open spaces and playing pitches improved (linked to strategy delivery)	Increase target to 12 from 8	Target to be increased to reflect the priority to deliver high quality facilities as part of clean, safe and healthy communities.
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39. Four indicators will be deleted and replaced as the data is no longer available or the focus of service delivery has changed:

Indicator	Reason	How this will continue to be captured
% of working age people on out of work benefits	This information is no longer available as it is no longer captured and published.	Worklessness will continue to be captured through the overall employment measure.
% increase in the number of volunteering hours earned	There has been a change in direction in the Communities service which is moving away from Time Credits as the primary vehicle for increasing volunteering across the borough.	Volunteering engagement will continue to be captured through the number of volunteer community groups supported and developed by the Council.
Increase in the number of digital access points across the borough	Access points have now been installed in all Community Centres and Village Halls where possible. Therefore, any changes made will be smaller community groups or access points making this information difficult to monitor. Strong previous performance also means limited opportunities for increase in 2020.	Digital accessibility will be measured through access to training and service request online.
Number of visits to Astley Hall and Park Complex	It is anticipated that conservation work to the Hall later in the year will impact on this year's performance, with a reduction in overall figures from December onwards when the Hall will need to be closed.	This will continue to be monitored as a local indicator for 2019/20, whilst works are completed.

40. One new indicator has been included to reflect a focus on the green agenda: **% of household waste sent for reuse, recycling or composting.**

IMPLICATIONS OF REPORT

41. 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 OFFICE

42. The report sets out the administration's proposals for future years. In terms of resourcing, many of the projects will be delivered using existing resources, any additional resourcing requirements will be addressed during the 2012/21 budget process and adjustments made to the projects as required.

COMMENTS OF THE MONITORING OFFICER

43. No comment.

COMMENTS OF DIRECTOR POLICY AND GOVERNANCE

44. The Corporate Strategy is the council's key strategic document. It works alongside the council's budget setting process to ensure that resources are allocated to effectively support the delivery of priorities.

45. An integrated impact assessment has been undertaken in line with the council's Equality Scheme.

CHRIS SINNOTT

DIRECTOR OF POLICY AND GOVERNANCE

46. There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Victoria Willett	5248		Council Corporate Strategy

Appendix A – Summary of 2018/19 Corporate Strategy Projects

Corporate Strategy Projects 2018/19	Status (Q2)	Position statement (Q2)	Completion date
Involving residents in the local area and equality of access for all			
Develop Astley Hall and park as a visitor destination	GREEN	This project is on track, with a project team now established for the Astley works and the project manager, a conservation expert, appointed. An overview of the work plan has been produced; the next step will be to confirm timescales. Progress in the next quarter will include the submission of the planning application for the lighting scheme following the completion of the bat survey, finalisation of the improvement work plan with detailed timescales, applying for listed building consent, tendering work packages for the development work, as well as the production of a timetable for improvements to Ackhurst Lodge.	This will be replaced by a new project to undertake renovation works at Astley Hall.
Support people from across the borough to be digitally included	GREEN	Excellent progress has been made in delivering this project. The first Chorley Hack event took place in March with a view to developing digital skills to meet future workforce demand. Training providers and major national businesses provided sponsorship and contributed prizes. The event was a huge success and was attended by over 100 local young people from 13 schools across the borough and the Youth Zone. In 2018/19 1041 people from across the borough completed basic digital skills training. The popularity and usage of the four Chorley Council digital hubs (Buttermere, Tatton, Lancaster Way and Clayton Brook) has increased significantly with 381 visits in quarter two compared to 54 in quarter one.	This will continue as business as usual.

Develop a framework for building community resilience and delivery of identified projects	GREEN	Progress has been made for the project to Develop a Framework for Building Community Resilience. The framework has now been finalised and considered by senior officers and key members. The outcomes of the research conducted as part of the framework identified communities for focus and key themes such as managing key life challenges and the onset of challenging health conditions. During the next quarter work will continue with the roll out plan for the framework being developed and deployed which will enable communities to support themselves and have the potential for better health and wellbeing outcomes, as well as reducing demand for public services over the long term.	This will continue as the project to deliver a programme of community resilience building work.
Clean, safe and healthy homes and communities			
Deliver the Primrose Gardens retirement village	COMPLETE	This project is now complete. Primrose Gardens was constructed and handed over to the Council by the developers in 2018/19. Residents will have the benefit of living independently in a stylish apartment whilst having 24-hour access to care and support, ensuring that residents will have reduced health inequalities whilst providing high quality, affordable and suitable housing.	Project completed August 2019.
Develop a wholly owned company	GREEN	The outline business case for the establishing a wholly owned Company was considered by Full Council in July and it was agreed by members that the council progress the formation of the company. A tender process has now been undertaken to secure detailed legal and financial advice which will facilitate the documents required for the establishment of the wholly owned company to be prepared and completed.	The deliverables outlined within the scope of this project will complete by March 2020 and will be replaced by the project to develop the business plan for the wholly owned company.
Deliver improvements to playing pitches within the borough	GREEN	This project is on track to deliver the necessary design work and start on-site improvements to playing pitches across the	The deliverables outlined within the scope of this

		borough as part of the Play, Open Space and Playing Pitch Strategy. In quarter two, there has been activity at Kem Mill Lane, King George playing fields and Wigan Lane to deliver high quality play areas, parks and open spaces in both urban and rural locations. The car park on Kem Mill Lane is complete, a business case and sports development plan for Wigan Lane has begun, and the architectural and lead design services have been commissioned to take forward the design of the new sports changing and community facility at King George V playing fields. Planning approval has also been granted for Westway with contractors selected for the artificial grass pitch, pavilion and grass pitch improvements.	project will complete by September 2020.
A strong local economy			
Deliver the Market Walk Extension	GREEN	Market Walk has now certified as practically complete, with a list of snagging items and outstanding works currently being rectified. The handover with Reel cinema took place in quarter two, and the fit out for the cinema has commenced. Marks and Spencers have also taken handover of their unit with the fit out taking place during quarter three. The Agreement for Lease for Unit 7 is signed with Escape and the tenant's contractors will commence fitting out the unit in the next quarter. Reel Cinema, Marks and Spencers, and Escape are all hoping to open for trading before Christmas.	Project will complete as planned.
Deliver the Digital Office Park	GREEN	Strawberry Fields Digital Office Park has successfully become operational and opened its doors to the business community in quarter two. The University Advisor and Digital Office Park Manager have been appointed. There are temporary access road arrangements in place, this is whilst traffic management works to the access road are completed and signed off by the Highways department. In the interim Traffic Management Plans are in place to allow	The deliverables outlined within the scope of this project will complete by March 2019.

		traffic to flow into and along Euxton Lane safely and it is expected that the traffic management works will complete within the next quarter.	
Bring forward key sites for development	AMBER	The project 'bring forward key sites for development' comprises of three separate development sites with their own project timescales and deliverables, and for quarter two has made progress. For the Alker Lane site, a business case has been developed as part of the application for growth funding and a feasibility study has been conducted on the site to assess the viability of the site. For the Cowling Farm site, the council has undertaken independent technical review works on the employment site which has included a review of earthworks and drainage and masterplan options were received in quarter two which will inform further progression of the site. For the Shady Lane site, a contractor has been appointed to produce a site investigation which will determine the ground risk and remediation of the site.	This will be replaced by a new project to Bring forward employment land at Alker Lane, with the other two sites due to being rescope and managed through business as usual.
An ambitious council that does more to meet the needs of residents and the local area			
Transform the way the council delivers services	GREEN	The council continues to improve and transform services with approval granted by council in September to extend the sharing of services with South Ribble Council. This will increase resilience by bringing key organisational functions together and improve efficiency to ensure the longer-term sustainability of vital services for local residents. During the next quarter the transformation programme will be refreshed to align the savings and organisational change programme to achieve objectives for 20/21 and beyond.	This will be replaced with a new project to deliver shared council services.
Deliver a borough wide programme of improvements to street services	GREEN	Good progress has been made on the project to deliver a borough wide programme of improvements to street services. Work has included a team of officers from both Streetscene and ICT collecting and verifying data about	The deliverables outlined within the scope of this

		assets and scheduling data to support the implementation of Yotta, the new route optimisation software. This software will enable better management of the borough assets to ensure the work to keep the borough clean is more efficient and effective. Four new sweeping vehicles have been procured and are now in use this quarter, these will increase the frequency of sweeping schedules which will help to keep the borough clean. During the next quarter the phased implementation of the new software system will continue, with user acceptance testing for additional services taking place.	project will complete by March 2019.
Deliver a review of our approach to partnership working	GREEN	The project to review our approach to partnership working continues to progress well. This will evaluate the future priorities for public service reform to ensure a fit for purpose approach to partnership working including effective governance, representation and resourcing. The timeline for collating findings and recommendations has been rescheduled to allow for feedback from the recent LGA peer review to be incorporated. This quarter work has been focussed on undertaking 1-2-1 meetings with all public service reform partners to discuss strategic direction. The next phase will see the draft findings and priorities discussed at the next Public Service Reform Partnership Executive meeting in November.	This project will continue to be captured as part of the new corporate strategy project 'work with our partners to deliver sustainable public services'.

Appendix B – Corporate Strategy Measures 2019/20

Indicator	Frequency	Target for 2019/20
Involving residents in improving their local area and equality of access for all		
The number of SOA's in the worst 10%	IoMD release	3
% population with NVQ level 3 or above	Annual	57%
Number of people who have successfully completed basic digital skills training	Quarterly	400
% people satisfied with their neighbourhood as a place to live	Residents Survey	85%
% of people who regularly participate in volunteering	Residents Survey	25%
% of people who feel they cannot influence decision making in their local area	Residents Survey	25%
A strong local economy		
Median workplace earnings in the borough	Annual	Better than the NW Average
The % of 16-17-year olds who are not in education, employment or training (NEET)	Quarterly	3%
Number of projected jobs created through Chorley Council support or intervention	Quarterly	120
Overall employment rate	Quarterly	80%
Growth in business rate base	Annual	1%
% increase in visitor numbers	Annual (Q2)	2%
Clean safe and healthy homes and communities		
Number of long-term empty properties in the borough	Quarterly	150
Number of volunteers supported to improve by the council	Quarterly	75
Number of parks, open spaces and playing pitches improved linked to strategy delivery	Annual	12

The number of visits to Council's leisure centres	Quarterly	1,000,000
Number of affordable homes delivered	Quarterly	100
% of population satisfied with parks and open spaces	Residents Survey	80%
% of the population feeling safe during the day	Residents Survey	90%
% of the population feeling safe at night	Residents Survey	70%
Satisfaction with street cleanliness	Residents Survey	70%
% of household waste sent for reuse, recycling or composting	Quarterly	Better than 2018/19
An ambitious council that does more to meet the needs of residents and the local area		
% Households living in fuel poverty	Annual (Q1)	Better than the NW average
% of customers dissatisfied with the service they have received from the council	Monthly	Less than 20%
% of service requests received online	Quarterly	35%
% residents satisfied with the way the council runs things	Residents Survey	70%
% residents who feel that Chorley Council provide value for money	Residents Survey	60%

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

We will:

- Deliver shared council services
- Make our borough cleaner and more attractive including wildflower meadows
- Work with our partners to deliver sustainable public services
- Deliver a project to support Chorley Councils commitment to the green agenda



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

We will:

- Undertake renovation works at Astley Hall
- Refresh the council's website
- Deliver a programme of community resilience building work

A strong local economy

We will:

- Bring forward employment land at Alker Lane
- Deliver improvements to the town centre
- Develop the business plan for the wholly owned company

Clean, safe and healthy homes and communities

We will:

- Progress improvements to Tatton recreation ground and surrounding area
- Improve play and community spaces across the borough
- Implement the Housing Strategy action plan

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.

Chorley will have:

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



How we will measure progress:

- % of households living in fuel poverty is better than North West average
- 70% of residents satisfied with the way the council runs things
- 60% residents feel that Chorley Council provide value for money
- 35% of service requests received online
- Less than 20% of customers dissatisfied with the service they have received from the council

Chorley will have:

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



How we will measure progress:

- 85% people satisfied with their neighbourhood as a place to live
- 25% of people who regularly participate in volunteering
- 25% of people who feel they cannot influence decision making in their local area
 - Less than 3 SOA's in the worst 10%
 - 57% population with NVQ level 3 or above
- 400 people who have successfully completed basic digital skills training



Chorley will have:

- A vibrant town centre and villages
- A strong and expanding business sector across the whole of the borough
- Access to high quality employment and education opportunities across the borough



How we will measure progress:

- Overall employment rate greater than 80%
- 120 jobs created through Chorley Council support or intervention
- 3% of 16 - 17 year olds who are not in education, employment or training (NEET)
- 1% growth in business rate base
- Median workplace earnings in the borough better than North West average
- 2% increase in visitor numbers

Chorley will have:

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



How we will measure progress:

- 70% satisfaction with street cleanliness
- 90% of the population feeling safe during the day
 - 70% of the population feeling safe at night
- 1,000,000 visits to Council's leisure centres
- 75 number of volunteers supported to improve by the council
- 80% of population satisfied with parks and open spaces
 - 100 affordable homes delivered
- Less than 150 long term empty properties in the borough
- 12 parks, open spaces and playing pitches improved linked to strategy delivery
- % of household waste sent for reuse, recycling or composting better than previous year

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Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Chorley Council Corporate Strategy 2019/20 – 2021/22		
What does the service, policy, strategy or project do?	The Corporate Strategy provides a clear statement of what the Council aims to achieve over the next three year period. The strategy sets out the Council’s vision, priorities and outcomes and also outlines the projects we will deliver to help us to achieve these outcomes and how we will measure our achievements.		
Who is it intended to benefit and how?	The strategy affects all individuals living and working in the borough and also those visiting the local area.		
Officer responsible for completing the assessment	Jon-James Martin		
Date of Assessment	01/11/2019	Date of Review	01/11/2020

Equality Impact Assessment	Yes	No	Evidence	Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		✓	<p>Resident engagement, consultation with Members and the results of the resident's survey undertaken in September 2017 inform the themes and priorities within the Corporate Strategy.</p> <p>The themes and priorities have been reviewed and updated to ensure that they continue to be relevant for delivery this year.</p>	

What potential impact does this activity make to:

	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)	✓				<p>There are various projects within the strategy which are specifically targeted at those of a certain age, namely young people and older people which have been identified as two specific groups with a level of need within Chorley. This includes:</p> <ul style="list-style-type: none"> The website refresh, which will support those groups who are traditionally digitally excluded, such as older people, by improving digital access in conjunction with the increasing digitalisation of our services. <p>Specific performance measures relating to age include:</p> <ul style="list-style-type: none"> The % of 16-17 year olds who are not in education, employment or training (NEET). Number of young people supported through council health and wellbeing opportunities. 	

	P	N	U	NI	Evidence	Further action required
					<ul style="list-style-type: none"> Number of people successfully completing basic skills training. 	
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)				✓	A key priority of the strategy is to involve residents in improving their local area and equality of access for all. This priority will be delivered through the key projects identified within strategy and will be measured through specific targets and indicators so we will be able to monitor our success in this area.	The refresh of the Council's Equality Scheme in 2020, including our equality objectives and associated action plan, will ensure the effective monitoring and elevation of equality issues.
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)				✓	A key priority of the strategy is to involve residents in improving their local area and equality of access for all. This priority will be delivered through the key projects identified within strategy and will be measured through specific targets and indicators so we will be able to monitor our success in this area.	The refresh of the Council's Equality Scheme in 2020, including our equality objectives and associated action plan, will ensure the effective monitoring and elevation of equality issues.
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)				✓	A key priority of the strategy is to involve residents in improving their local area and equality of access for all. This priority will be delivered through the key projects identified within strategy and will be measured through specific targets and indicators so we will be able to monitor our success in this area.	The refresh of the Council's Equality Scheme in 2020, including our equality objectives and associated action plan, will ensure the effective monitoring and elevation of equality issues.
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				✓	A key priority of the strategy is to involve residents in improving their local area and equality of access for all. This priority will be delivered through the key projects identified within strategy and will be measured through specific targets and indicators so we will be able to monitor our success in this area.	The refresh of the Council's Equality Scheme in 2020, including our equality objectives and associated action plan, will ensure the effective monitoring and elevation of equality issues.

	P	N	U	NI	Evidence	Further action required
6. Equality of opportunity amongst customers of different religions (Religion or Belief)				✓	A key priority of the strategy is to involve residents in improving their local area and equality of access for all. This priority will be delivered through the key projects identified within strategy and will be measured through specific targets and indicators so we will be able to monitor our success in this area.	The refresh of the Council's Equality Scheme in 2020, including our equality objectives and associated action plan, will ensure the effective monitoring and elevation of equality issues.
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	✓				<p>There are various projects within the strategy with a particular benefit to residents who live in different parts of Chorley these include:</p> <ul style="list-style-type: none"> Support people across the borough to be digitally included - this project will deliver elements of the Digital Strategy with a specific focus on digital inclusion and supporting residents from across the borough to access services online. <p>Key performance measures relating to equality of opportunity and digital access across the borough include:</p> <ul style="list-style-type: none"> Number of people who have successfully completed basic digital skills training. 	
8. Equality of opportunity amongst male and female customers (Sex)				✓	A key priority of the strategy is to involve residents in improving their local area and equality of access for all. This priority will be delivered through the key projects identified within strategy and will be measured through specific targets and indicators so we will be able to monitor our success in this area.	The refresh of the Council's Equality Scheme in 2020, including our equality objectives and associated action plan, will ensure the effective monitoring and elevation of equality issues.
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				✓	A key priority of the strategy is to involve residents in improving their local area and equality of access for all. This priority will be delivered through the key projects identified within strategy and will be measured through specific targets and indicators so we will be able to monitor our success in this area.	The refresh of the Council's Equality Scheme in 2020, including our equality objectives and associated action plan, will ensure the effective monitoring and elevation of equality issues.

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958</p>	✓				<p>A key priority within the 2018 strategy is to ensure that we have clean, safe and healthy homes and communities. This includes having clean and safe streets, reducing health inequalities across the borough and having high quality, affordable and suitable housing.</p> <p>Specific projects which will contribute towards this priority include:</p> <ul style="list-style-type: none"> • Deliver the Housing Company. • Improve play and community spaces across the borough. • Progress improvements to Tatton recreation ground and surrounding area. • Implement the Housing Strategy action plan. <p>Examples of specific measures within this years' Strategy relevant to promoting healthy lifestyles include:</p> <ul style="list-style-type: none"> • Satisfaction with street cleanliness. • % of people feeling safe during the day. • % of people feeling safe at night. • Number of visits to council leisure centres. • % population satisfied with parks and open spaces. • The number of parks, open spaces and playing pitches improved. 	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>2. Enabling residents to Start Well (pre-birth – 19) Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions • Supporting vulnerable families and children 	✓				<p>A key priority within this year’s strategy is to ensure that the borough has clean, safe and healthy homes and communities. Other priorities also include ensuring a strong local economy, that we are an ambitious council that does more to meet the needs of residents and the local area and involving residents in improving their local area and equality of access for all. All of these priorities contribute to the overall health and wellbeing and enabling people to start well, live well and age well.</p> <p>Some specific projects contained within this year’s strategy which will have outcomes contributing to starting well include:</p> <ul style="list-style-type: none"> • Improve play and community spaces across the borough • Deliver a programme of community resilience building work. • Progress improvements to Tatton recreation ground and surrounding area. <p>Some specific measures contained within this year’s strategy which contribute to starting well include:</p> <ul style="list-style-type: none"> • % households living in fuel poverty. • % 16-17 year olds who are not in education, employment or training (NEET). • Visits to Council’s leisure centres. • Number of parks, open spaces and playing pitches improved. • The number of Super Output Areas in the worst 10% 	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>3. Enabling residents to Live well (16 -75 years) Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 	✓				<p>A key priority within this year’s strategy is to ensure that the borough has clean, safe and healthy homes and communities. Other priorities also include ensuring a strong local economy, that we are an ambitious council who does more to meet the needs of residents and the local area and we involve residents in improving their local area and equality of access for all. All of these priorities contribute to the overall health and wellbeing and enabling people to start well, live well and age well.</p> <p>Some specific projects contained within this year’s strategy which will have outcomes contributing to living well include:</p> <ul style="list-style-type: none"> • Improve play and community spaces across the borough • Implement the Housing Strategy action plan. • Deliver a programme of community resilience building work. • Progress improvements to Tatton recreation ground and surrounding area. <p>Some specific measures contained within this year’s strategy which contribute to living well include:</p> <ul style="list-style-type: none"> • % people who regularly participate in volunteering. • % population with NVQ level 3 or above. • Median workplace earnings in the borough. • % households living in fuel poverty. • Number of jobs created through Chorley Council support or intervention. • The number of Super Output Areas in the worst 10% 	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>4. Enabling residents to Age Well (over 65 years). Possible issues to consider are;</p> <ul style="list-style-type: none"> • Promoting independence • Reducing social isolation • Managing long term conditions and dementia • Reducing emergency admissions and direct admissions to residential care settings • Supporting carers and families 	✓				<p>A key priority within this year's strategy is to ensure that the borough has clean, safe and healthy homes and communities. Other priorities also include ensuring a strong local economy, that we are an ambitious council that does more to meet the needs of residents and the local area and we involve residents in improving their local area and equality of access for all. All of these priorities contribute to the overall health and wellbeing and enabling people to start well, live well and age well.</p> <p>Some specific projects contained within this year's strategy which have outcomes that will contribute towards aging well include:</p> <ul style="list-style-type: none"> • Implement the Housing Strategy action plan. • Deliver a programme of community resilience building work. • The website refresh, which will support those groups who are traditionally digitally excluded, such as older people, by improving digital access in conjunction with the increasing digitalisation of our services. 	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 	✓				<p>The Corporate Strategy is a public facing document and outlines the Councils priorities over the next year which will lead to the achievement of our long term vision to be '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'.</p> <p>It outlines our priorities and projects for the year ahead including long term outcomes, it also outlines how we plan to measure our success – it is the main document used to demonstrate our commitment to our role as a community leader.</p> <p>There are a number of key projects which will continue to provide value for money for our residents by continuing to increase the sustainability of services and transform our services to be more efficient. These projects include:</p> <ul style="list-style-type: none"> • Work with our partners to deliver sustainable public services • Deliver shared council services • Refresh the council's website <p>There are a number of performance measures included in the strategy which will help us to gauge satisfaction and confidence in the Council including;</p> <ul style="list-style-type: none"> • % of customers dissatisfied with the service received from the Council. • % residents satisfied with the way the Council runs things. • % residents who feel that the Council provide value for money. 	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
					<ul style="list-style-type: none"> % people who feel they cannot influence decision making in their local area. % satisfied with street cleanliness. 	
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> A council that consults and engages with residents An ambitious council that continually strives to improve 	✓				<p>A key priority of the strategy is to be an ambitious council that does more to meet the needs of residents and the local area.</p> <p>Specific projects that enable the council to deliver this priority through the Corporate Strategy include:</p> <ul style="list-style-type: none"> Deliver shared services. Work with our partners to deliver sustainable public services. Deliver a project to support Chorley Council's commitment to the green agenda. 	<p>Consultation and Integrated Impact Assessments will need to be undertaken as required on each of the individual projects to ensure that the needs of residents are considered.</p> <p>Involving residents and meeting the needs of residents continue to be key within the strategy.</p>

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>The effective protection of Chorley's environment. Possible issues to consider are;</p> <ul style="list-style-type: none"> Limiting waste generation & encouraging recycling Limiting factors that contribute to climate change Protection of and improving access to the natural environment 	✓				<p>A key project of the strategy is to deliver and support the green agenda. Chorley Council is committed to enabling and supporting residents to live in a more environmentally friendly way and leading the way as an organisation. The Corporate Strategy for 2019/20 has been updated visually to represent this pledge. This reflects the rise of the environment in the public agenda in response to the threat of climate change.</p> <p>One of the key strategic priorities is directly related to the effective protection of Chorley's environment:</p> <ul style="list-style-type: none"> Clean, safe and healthy homes and communities. 	<p>Services should consider the protection of Chorley's environment when delivering services in line with existing policies and processes.</p>

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
					<p>Specific outcomes include:</p> <ul style="list-style-type: none"> • A wide range of quality recreational activities. • High quality play areas, parks and open spaces in both urban and rural locations. • Delivery of wildflower meadows. 	
<p>2. Prudent usage of natural resources. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Limiting use of non-sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 	✓				<p>Whilst none of the priorities specifically relate to the prudent use of natural resources. It has been deemed that this year's strategy will have a positive impact in this area.</p> <p>There is a project in this year's corporate strategy to deliver a project to support our commitment to the green agenda by promoting and supporting communities to be environmentally aware.</p> <p>Specific performance measures relating to the use of natural resources include:</p> <ul style="list-style-type: none"> • % of household waste sent for reuse, recycling or composting. 	<p>Services should consider the use of natural resources when delivering services in line with existing policies and processes e.g. procurement.</p>

<p>Social progress amongst all of Chorley's communities. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 	✓			<p>Both the priorities and the projects set out in the corporate strategy contribute towards the social progress amongst Chorley's communities, specifically the following projects will contribute to access to cultural and leisure facilities, potential future opportunities for housing and education facilities and encouraging engagement and supporting volunteering:</p> <ul style="list-style-type: none"> • Undertake renovation works at Astley Hall • Deliver a programme of community resilience building work • Improve play and community spaces across the borough • Implement the Housing Strategy action plan • Bring forward employment land at Alker Lane 	
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<p>A vibrant local economy in Chorley. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Supporting better quality jobs and developing the skills of local residents • Supporting local business by procuring goods and services locally • Strengthening links with public, private and third sector partners 	✓				<p>One of the priorities identified within the strategy includes a strong local economy with a particular focus on delivering large scale, high impact projects which will have an economic impact on the borough.</p> <p>Specific projects relating to this priority include:</p> <ul style="list-style-type: none"> • Bringing forward employment land at Alker Lane. • Delivery improvements to the town centre. • Develop the business plan for the wholly owned company. <p>Examples of measures relating to this priority include:</p> <ul style="list-style-type: none"> • Overall employment rate. • Growth in business rate base. • % increase in visitor numbers. • Number of jobs created through Chorley Council support or intervention. • Medium workplace earnings. 	
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Integrated Impact Assessment Action Plan

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

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
New projects should undertake individual Integrated Impact Assessments where necessary.	November 2019	November 2020	Project Managers
Any projects requiring consultation/engagement with local residents to undertake this as necessary.	November 2019	November 2020	Project Managers
Ensure the delivery of the equality objectives 2016-2020, Equality Scheme and associated action plan.	July 2019	April 2020	Senior Leadership Team and Corporate Leadership Team Transformation and Partnerships
Services should continue to consider the green agenda through their project delivery, including the protection of Chorley's environment and the use of natural resources.	November 2019	November 2020	Project Managers



Report of	Meeting	Date
Leader of the Council	Council	19 November

APPOINTMENT TO DIRECTOR - COMMERCIAL SERVICES

PURPOSE OF REPORT

- To propose to members the appointment of the Director – Commercial Services.

RECOMMENDATION(S)

- That following a meeting of the Chief Officer Appointments Panel and subsequent competency based interview on 16 September 2019, Mark Lester be appointed as the Council's Director (Commercial Services) with effect from 20 November 2019.

EXECUTIVE SUMMARY OF REPORT

- The Director (Commercial Services) will be appointed on a spot salary of £74,000, this post was created as part of the senior management restructure as approved by Council on 23 July 2019
- The appointment was agreed by the Chief Officer Appointments Panel and was undertaken in line with the council's recruitment policy.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

7. The post to be recruited is included in the council’s establishment budget.

COMMENTS OF THE MONITORING OFFICER

8. The appointment is in accordance with the Council Constitution, this confirmatory decision being required under the appointment rules.

COMMENTS OF THE HR MANAGER

9. The recommendation in this report is supported by HR.

GARY HALL
CHIEF EXECUTIVE

Report Author	Ext	Date
Hollie Walmsley	5372	07.11.2019



Report of	Meeting	Date
Deputy Chief Executive/Director of Early Intervention and Support	Council	19 November 2019

CENTRAL LANCASHIRE MEMORANDUM OF UNDERSTANDING (MOU)

PURPOSE OF REPORT

1. The purpose of the report is to seek approval to adopt a revised joint Memorandum of Understanding (MOU) which will inform plan-making and planning decision across Central Lancashire.

RECOMMENDATION(S)

2. That the principles of the enclosed revised MOU (see appendix one) are approved.
3. Final approval of the revised MOU (minor nonmaterial changes) be delegated to the Deputy Chief Executive/Director of Early Intervention in consultation with the Executive Member for Public Sector Reform and Economic Development.
4. The Council adopts the MOU upon formal approval by all three councils (in accordance with their respective scheme of delegation) and provisions be implemented for plan-making and decision-making purposes.

EXECUTIVE SUMMARY OF REPORT

5. The housing requirement is an integral part of plan-making and decisions regarding applications for development and it is a key issue for the new Central Lancashire Local Plan. The first MOU for Central Lancashire was prepared and adopted in 2017 following the publication of new housing evidence, namely the Strategic Housing Market Assessment (SHMA).
6. The SHMA produced a housing need and distribution which reflected the existing distribution of housing as specified within policy 4 of the Central Lancashire Core Strategy 2012. Further, as the aggregated annual housing need identified within the SHMA exceeded the figure within policy 4, it was appropriate that the three councils commit to continuing the annual housing distribution of 417, 417 and 507 for Chorley, South Ribble and Preston Councils respectively.
7. The introduction of the Standard Housing Method for Local Housing Need by the government has changed how the annual housing requirement is to be calculated. Given the existing Core Strategy was adopted in 2012, the method for calculating the annual housing requirement across Central Lancashire is the formula now prescribed by government.
8. The three councils have commissioned Icenl Consultants to produce evidence which provides robust basis for a redistribution of the Central Lancashire annual housing requirement.

9. The revised joint MOU (appendix one) has been updated to provide a renewed commitment by Preston, Chorley and South Ribble councils to deliver the respective annual housing numbers, including committing to working in collaboration to monitor five- year housing land supply.
10. The revised MOU commits the three councils to a distribution ratio (see below) which will be applied to the total housing need figure for Central Lancashire:
 - Chorley 27.5%
 - Preston 40%
 - South Ribble 32.5%

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

11. This report relates to the following Strategic Objectives:

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

THE STANDARD METHOD OF HOUSING

12. NPPF paragraph 60 and PPG states ‘To determine the minimum number of homes needed, strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning guidance – unless exceptional circumstances justify an alternative approach which also reflects current and future demographic trends and market signals.
13. The standard housing method applies a prescribed formula and based on current data, the annual housing need figure for each of the three councils are as follows:

Local Authority	Minimum annual housing need figure (standard method)
Chorley	586
Preston	242
South Ribble	202

THE PROPOSED DISTRIBUTION OF HOUSING BY ICENI CONSULTANTS

14. The IcenI report reminds us that PPG states that circumstances where it may be appropriate to consider if actual housing need is higher than the standard method indicates, and this may be appropriate include, but are not limited to situations where increases in housing need are likely to exceed past trends because of:
 - growth strategies for the area that are likely to be deliverable, for example where funding is in place to promote and facilitate additional growth (e.g. Housing Deals);

- strategic infrastructure improvements that are likely to drive an increase in the homes needed locally;
15. PPG also states that where local housing need is being calculated for Local Plans which cover more than one area, the housing need for the defined area should at least be the sum of the local housing need for each local planning authority within the area. It will be for the relevant strategic policy-making authority to distribute the total housing requirement which is then arrived at across the plan area.
16. The table below sets out the proposed ratio to be applied when disaggregating the annual Central Lancashire Housing need figure.

TABLE OF PROPOSED DISTRIBUTION OF HOUSING ACROSS CENTRAL LANCASHIRE

	CBC	PCC	SRBC	Total
Local Housing Need (Standard Method)	579	241	206	1,026
% of Local Housing Need (Standard Method)	57%	23%	20%	100%
Recommended Distribution (%)	27.5%	40%	32.5%	100%
Local Housing Need – homes per year (Iceni analysis applying current figures which will be subject to change upon new ONS data on household projections)	282	410	334	1,026

CONSULTATION OF PROPOSED DISTRIBUTION

17. The proposed distribution has been shared with a mailing list comprising of developers, planning agents and landowners as well as circulation to all parish councils and elected members.

IMPACT ON FIVE YEAR HOUSING LAND SUPPLY

18. Councils are required to maintain a five-year housing land supply and to monitor this, reporting annually as part of the annual monitoring report (AMR). Based on the existing arrangements, we apply the Core Strategy Policy 4 figure of 417 homes per year in this assessment.
19. The housing requirement for the borough for the period 2010-2026 as set out in Core Strategy Policy 4 is 6,834 dwellings. This is based on a requirement of 417 dwellings per annum and a prior under provision of 162 dwellings. Between 1st April 2010 and 31st March 2019 5,370 dwellings were completed in the borough. This leaves a requirement of 1,464 dwellings over the 7-year period 1st April 2019 to 31st March 2026. The annual target over this period is therefore 209 dwellings with a total of 1,045 dwellings required over the five-year period 1st April 2019 to 31st March 2024.
20. In accordance with paragraph 73 of the NPPF, an additional buffer of 5% is required to ensure choice and competition in the market for land. After adding this buffer, the total housing requirement for the five-year period 1st April 2019 to 31st March 2024 is 1,097 dwellings which is 219 dwellings per annum.

- 21. Therefore, is a total supply of 1,966 (net) deliverable dwellings over the five-year period 1st April 2019 to 31st March 2024 which is a 9.0-year deliverable housing supply.
- 22. The impact of adopting the revised MOU is different for Preston and South Ribble Councils compared to Chorley. For Preston and South Ribble, adoption essentially wipes out any under-delivery of housing from previous years as this has already been taken account of in the calculation. For South Ribble the under-delivery from 2003 using the current Local Plan figure would equate to 1,110 homes.
- 23. Conversely, for Chorley, the oversupply is erased (see paragraph 20) and therefore this means that calculating the five-year housing land supply based on the proposed ratio and arrangements. Applying this new formula, the 5-year housing land supply based on the MOU figure of 282 with a 5% buffer is 6.6 years.

IMPLICATIONS OF REPORT

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

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

- 25. In terms of managing risk, this approach represents the most appropriate course of action. Central Lancashire has a proven track record of collaborative plan-making which is strategic and in accordance with requirements of NPPF and PPG. It ensures that development is sustainable and is plan-led supported by robust evidence.

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 26. If agreed the budget will be adjusted for the expected annual growth in property numbers. The latest Government consultation suggests a reduction and eventual elimination in New Homes Bonus. As a result of this the budget impact of reducing the number of the homes delivered annually is reduced.

COMMENTS OF THE MONITORING OFFICER

- 27. The starting point for setting housing need is the standard methodology. However it is clear you can depart from this when assessing need across a wider footprint provided the approach taken is evidence based, reasonable and does not deliver across the wider area a housing figure less than that set by combining the figures set using the standard methodology. In this instance the proposed housing numbers across the 3 borough areas have been set using clear evidence and are reasonable. It is justified to depart from the standard methodology provided all parties agree to the MoU.

CHRIS SINNOTT
 DEPUTY CHIEF EXECUTIVE/DIRECTOR OF EARLY INTERVENTION AND SUPPORT

Background Papers		
Document	Date	File

<p>Joint memorandum of understanding and statement of co-operation relating to the objectively assessed need for housing</p>	<p>19TH September 2017</p>	<p>https://democracy.chorley.gov.uk/documents/s78556/Council%20Report%20MOU%20and%20FOAN%20for%20Housing%2019th%20September%202017.pdf</p>
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<p>Report Author</p>	<p>Ext</p>	<p>Date</p>
<p>Zoe Whiteside</p>	<p>5771</p>	<p>05/11/2019</p>

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Central Lancashire Local Plan

DRAFT Memorandum of Understanding and Statement of Co-Operation:

Relating to the Provision and Distribution of
Housing Land

December 2019



**Joint Memorandum of Understanding & Statement of Co-operation
Relating to the Provision and Distribution of Housing Land**

December 2019

Parties to the Memorandum

Preston City Council

South Ribble Borough Council

Chorley Council

Signed on behalf of Preston City Council

Chris Hayward (Director of Development)

Date:

Signed on behalf of South Ribble Borough Council

Jonathan Noad (Director of Planning and Property)

Date:

Signed on behalf of Chorley Council

Chris Sinnott (Deputy Chief Executive/Director of Early Intervention)

Date:

1. Background

- 1.1 Central Lancashire is defined as the area covered by the following three Local Planning Authorities (“the Councils”):
- Preston City Council
 - South Ribble Borough Council
 - Chorley Council.
- 1.2 The Councils, together with Lancashire County Council (which provides strategic planning functions in relation to highways, minerals and waste), have a history of joint working which reflects the compact nature of this part of Lancashire, focussed on the urban core. Joint working is formally constituted in a Joint Advisory Committee of the Councils, which was established in 2008.
- 1.3 Overall, the Councils cover an area of some 458km² (177 square miles) with a combined population of 367,518. Importantly, in this context, the area functions as one integrated local economy and travel to work area and is a single Housing Market Area. Containment levels approach 80% for travel to work and exceed 80% for housing moves when long distance moves are excluded.
- 1.4 Journey times by rail from Preston to Leyland are 6 minutes and to Chorley 14 minutes. Rail journey times between Chorley and Leyland are 8 minutes. Both Chorley and Leyland are within 20 minutes journey time by road from Preston and 15 minutes between the two.

2. The Current Development Plan

- 2.1 The history and depth of joint working by the Councils is reflected in the current development plan. The principal spatial plan is the Central Lancashire Core Strategy, adopted by the Councils in July 2012. The plan covers the administrative areas of all three Councils.
- 2.2 Beneath that plan are three individual Local Plans (or Site Allocation Plans), all adopted in July 2015, as well as Area Action Plans and Neighbourhood Plans.
- 2.3 Central Lancashire Core Strategy Policies 1 and 4 are of particular relevance to the provision of housing land. Policy 1 sets out the overall spatial pattern of development, being concerned with locating growth across Central Lancashire. Policy 4 contains the housing requirements for each of the Councils:
- | | |
|---------------|---------------------------|
| Preston: | 507 dwellings pa |
| South Ribble: | 417 dwellings pa |
| Chorley: | 417 dwellings pa |
| Total: | 1,341 dwellings pa |
- 2.4 The Councils consider that maintaining the use of the housing requirements set out in Policy 4, which is now out of date, until such a time as the review of the Local

Plan is complete, is not appropriate and has been superseded by the standard housing methodology, as explained below.

3. The 2017 Memorandum of Understanding

3.1 In September 2017, following the completion of the Central Lancashire Strategic Housing Market Assessment (undertaken by consultants on behalf of the three Councils), a Memorandum of Understanding (MOU) was entered into in relation to the distribution of housing prior to the adoption of a new Local Plan.

3.2 The Central Lancashire Strategic Housing Market Assessment (SHMA) was published in August 2017 and identified that the Objectively Assessed Need (OAN) for new homes in Central Lancashire as 1,184 dwellings per annum, from a base date of April 2014, distributed as follows:

Preston:	225 dwellings pa
South Ribble:	440 dwellings pa
Chorley:	519 dwellings pa
Total:	1,184 dwellings pa

3.3 The above figures represent the OAN for each Council taking account of economic growth forecasts at that time. The SHMA also produced a slightly lower Central Lancashire OAN figure based only on demographic growth, albeit with a different distribution across the three Councils.

3.4 Given the Central Lancashire yearly OAN overall was not found to be radically dissimilar to the housing requirements of Policy 4 (albeit with the exclusion of any historic under or over delivery), the 2017 MOU agreed to a continuation of the use of the Policy 4 housing requirement and distribution. This decision was based on the need to continue to prioritise a pattern of development which supported the growth of strategic sites and locations, namely Cottam and North West Preston.

3.5 Furthermore, at the time, it was considered that a continuation of the application of Policy 4 would help to address net out-migration from Preston to other parts of the Housing Market Area.

3.6 In November 2017 the MOU process was subject to assessment on appeal in relation to a development at Pear Tree Lane, Euxton, Chorley (Appeal Ref: APP/D2320/W/17/3173275). Although national policy has moved on substantively since this time (covered in Section 4 of this document), the fundamental principles of this decision remain pertinent.

3.7 In this case the Inspector deliberated the legitimacy of the MOU in apportioning dwellings from one part of the Central Lancashire Housing Market Area (HMA) to another, given this would be outside of the development plan process. In conclusion the Inspector cited the '*proven track record of joint working across the HMA*' (Paragraph 27) and concluded an apportionment of OAN to elsewhere in the

HMA, in accordance with the principles of the MOU, would be acceptable (Paragraph 32 and 33).

4. Changes to the National Planning Policy Context

- 4.1 The changes to the National Planning Policy Framework (the Framework) since the 2017 MOU have been significant.
- 4.2 In February 2019, the Ministry of Housing, Communities & Local Government (MHCLG) published the revised Framework. From the date of its publication, the revised Framework, and the policies and guidance contained therein, are material considerations to be taken into account in determining planning applications and guide the content of new Local Plans.
- 4.3 Paragraph 60 of the revised Framework states that in order to determine the minimum number of homes needed, policies should be informed by a local housing need assessment conducted using the standard method in national planning guidance. This approach ought to be used, unless exceptional circumstances justify an alternative approach. Paragraph 60 also states that any needs which cannot be met in neighbouring authorities should also be taken into account.
- 4.4 National Planning Practice Guidance (PPG) prescribes the standard method formula, which calculates the minimum number of homes which must be planned for. The formula establishes a baseline, by taking the latest Office for National Statistics (ONS) household growth projections, and, applying an affordability adjustment, based on an authority's median workplace-based affordability ratio (PPG Para 2a-004-20190220).
- 4.5 Until such a time as Government produces revised PPG, Local Planning Authorities (LPAs) must use the 2014 based ONS household projections in calculating the minimum number of homes which need to be planned for (PPG Para 2a-005-20190220).
- 4.6 PPG provides scenarios whereby planning for higher levels of housing need in a particular authority may be appropriate. Paragraph 2a-010-20190220 of PPG states that in circumstances where actual housing need may exceed an authority's standard method calculation, entering into a statement of common ground with neighbouring authorities to agree to take unmet need would be an appropriate course of action to take.
- 4.7 PPG states that in circumstances where local housing needs assessments cover more than one area, for example where LPAs are working jointly on strategic plans, the housing need for the defined area should at least be equal to the sum of the minimum number of homes needed in each LPA. Furthermore, PPG advises that it is a matter for the relevant LPAs to determine the distribution of the total minimum number of homes needed across the plan area (PPG Para 2a-013-20190220).

4.8 Paragraph 73 of the Framework states that:

'Local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old.'

4.9 Footnote 37 to Paragraph 73 of the Framework states that:

'Unless these strategic policies have been reviewed and found not to require updating. Where a local housing need is used as the basis for assessing whether a five year supply of specific deliverable sites exist, it should be calculated using the standard method set out in national planning guidance.'

4.10 The above approach is clarified further in PPG (PPG Para 68-005-20190722).

5. Standard Method & Central Lancashire

5.1 Whilst the Central Lancashire Core Strategy was adopted in July 2012 (hence is now over seven years old), the Councils have collectively continued to use the housing requirements contained within Policy 4 in order to ensure the OAN across Central Lancashire continued to be met, as established in the SHMA.

5.2 The approach set out in paragraph 5.1 was agreed in the 2017 MOU. This revised MOU is necessitated as a result of the significant shift in national policy since 2017.

5.3 Adopting the standard method formula to Central Lancashire, the following shows a breakdown of the minimum number of homes (in accordance with the formula at the time of adoption) which need to be planned for currently:

Preston:	241 dwellings pa (23%)
South Ribble:	206 dwellings pa (20%)
Chorley:	579 dwellings pa (57%)
Total:	1,026 dwellings pa (100%)

5.4 The standard method formula would therefore suggest that the minimum number of homes which need to be delivered in Central Lancashire is currently 1,026 every year. A figure, in overall terms, which is similar to the 1,184 OAN figure from the 2017 SHMA.

5.5 The current standard method formula is predicated on ONS based household projections, which are published every two years, the resultant minimum number of homes needed is a fluctuating amount.

5.6 The next ONS household projections are scheduled for publication in Summer 2020. These will have a base date of April 2018.

6. Distribution of Housing Provision in Central Lancashire

- 6.1 In order to embrace the requirements of national policy, the Councils have embarked on a review of the development plan. The aspiration of the Council's is to have a new Central Lancashire Local Plan in place by the end of 2022. The first formal consultation, an 'Issues and Options' document, will be subject to public consultation from November 2019.
- 6.2 In order to inform the new Central Lancashire Local Plan the Councils have, over the last two years, commissioned a significant amount of evidence to underpin the policies and proposals which will form part of the new plan. A key part of the evidence base is an update to the 2017 SHMA, in order to account for changes to national policy in the intervening period.
- 6.3 In April 2019, the Councils commissioned consultants Iceni to advise on the implications of the standard method on the housing need, provision and distribution in Central Lancashire. This evidence was required in order to inform the preparation of new planning policy, but also to inform a new interim arrangement, as outlined in this MOU.
- 6.4 The Central Lancashire Housing Study (the Study) produced by Iceni has been completed and is available to view by following the below link:

https://centrallocalplan.lancashire.gov.uk/media/1105/191017_central-lancs-housing-study_final-report.pdf

- 6.5 In accordance with the Framework and PPG, the Study concludes that the relevant minimum number of homes needed in Central Lancashire every year is currently 1,026. This revised MOU therefore redistributes the minimum local housing need figures generated by the standard method.
- 6.6 Section 4 of the Study specifically deals with the matter of housing distribution in Central Lancashire. Paragraphs 4.1 to 4.43, along with the associated tables and figures (Page 13 to 20), assess various factors influencing the most appropriate distribution of housing need, namely:
- *Population Distribution:* With Preston accounting for 38% of the Central Lancashire population.
 - *Workforce Distribution:* Proportionally, the distribution of workforce replicates that of the population.
 - *Jobs Distribution:* Almost half (48%) of jobs are located in Preston, less than a quarter (22%) are located in Chorley.
 - *Affordability:* Preston is the most affordable place to live of the three authorities.
 - *Constraints:* Chorley has the highest proportion of land covered by significant constraints, such as Green Belt.
 - *Urban Capacity:* Taking account of land and site availability across Central Lancashire, there is potentially capacity for over 77,000 homes, with the highest proportions being in Preston and South Ribble.

- 6.7 The Study demonstrates that applying the standard method figure to each individual authority, as calculated, would be significantly at odds with the distribution of people, jobs and services. However, further than that, applying the standard method figure to each individual authority, as calculated, would serve to undermine the key principles underpinning the Preston, South Ribble and Lancashire City Deal (the City Deal). The City Deal, agreed in 2013, is a growth deal with Government, securing investment in infrastructure to support housing and economic growth.
- 6.8 To date, the City Deal has unlocked the development potential of land in Preston and South Ribble and will continue to support significant housing growth in both authority areas. A distribution of housing in Central Lancashire which is more reflective of City Deal aspirations is therefore a key outcome of this revised MOU.
- 6.9 With regards housing distribution, the findings of the above analysis are presented in tabular form within the Study as follows:

Table 1: Recommended Housing Distribution

Variable	CBC	PCC	SRBC
Jobs Distribution	22%	48%	30%
Population Distribution	32%	38%	34%
Affordability Distribution	36%	28%	36%
Workforce Distribution	32%	38%	30%
Nominal Urban Capacity	18%	42%	40%
Existing Spatial Strategy	30%	40%	30%
Land not Subject to National Constraints	20%	86%	33%
Recommended Distribution (%)	27.5%	40%	32.5%

- 6.10 The Study therefore makes robust recommendations on the distribution of housing need, and concludes, at paragraphs 4.44 to 4.53 (Page 23 to 25), that an evidence-based distribution of housing need would recommend that 40% of need is met in Preston, 32.5% in South Ribble and 27.5% in Chorley, as shown in **Table 1** (above).
- 6.11 Reflective of the above analysis, the overall purpose and effect, in planning terms, of this revised MOU is clear. The Central Lancashire authorities have aggregated the minimum annual local housing need figure calculated using the standard method and redistributed this to reflect the most sustainable pattern of development in the sub-region, as well as to align with City Deal growth aspirations in Preston and South Ribble specifically.

7. Current Requirements

- 7.1 The implications of applying the recommended distribution to the local housing need within Central Lancashire (at April 2019) is set out in **Table 2**, alongside the original distribution as calculated through the application of the standard methodology.

Table 2: Implications of Recommended Distribution

	CBC	PCC	SRBC	Total
Local Housing Need (Standard Method)	579	241	206	1,026
% of Local Housing Need (Standard Method)	57%	23%	20%	100%
Recommended Distribution (%)	27.5%	40%	32.5%	100%
Local Housing Need (Iceni Analysis)	282	410	334	1,026

- 7.2 The actual minimum local housing need figures shown in Table 2 (above) provide a snapshot for the current monitoring year (2019/20). Given the standard method formula relies on ONS household growth projections, the actual figures are subject to change on an annual basis.
- 7.3 In taking the decision through this MOU to adopt the minimum number of homes (albeit redistributed in accordance with the evidence), PPG is clear that past under delivery of new homes should not be taken into account, as the relevant affordability adjustment specifically addresses that point (PPG Para 2a-011-20190220).

8. Agreement

- 8.1 Preston City Council, South Ribble Borough Council and Chorley Council hereby agree:

(a) to adopt the use of the standard method formula to calculate the minimum number of homes needed in Central Lancashire (1,026 pa as at April 2019), in accordance with national policy, in replacement of the out-of-date housing requirements set out in Policy 4 of the Central Lancashire Core Strategy.

(b) to apply the recommended distribution of homes as follows:

Preston:	40%
South Ribble:	32.5%
Chorley:	27.5%
Total:	100%

(c) to review the recommended distribution of homes set out in (b) no less than every three years or upon the adoption of a new Central Lancashire Local Plan,

whichever is sooner, unless new evidence that renders this document out of date emerges.

(d) to produce a Statement of Common Ground annually to update the actual minimum housing requirements across Central Lancashire, in accordance with the agreed distribution set out in (b) until adoption of a new Central Lancashire Local Plan. At April 2019, these requirements are as follows:

Preston:	410 dwellings pa
South Ribble:	334 dwellings pa
Chorley:	282 dwellings pa
Total:	1,026 dwellings pa

(e) to co-operate in the performance and monitoring of the MOU generally and to monitor housing completions and each Council's respective five-year housing land supply position against the requirements set out in (d) (or subsequent Statements of Common Ground) with immediate effect.



Report of	Meeting	Date
Director (Customer and Digital)	Council	19 November 2019

REVISED STATEMENT OF PRINCIPLES UNDER THE GAMBLING ACT 2005

PURPOSE OF REPORT

- To confirm the amendments for the revision of the Council's Revised Statement of Principles as required under the Gambling Act 2005.

RECOMMENDATION(S)

- To adopt the revised Statement of Principles under the Gambling Act 2005 for the period 23rd November 2019 to 22nd November 2022.

EXECUTIVE SUMMARY OF REPORT

- The Gambling Act 2005 requires local authorities to produce a Statement of Principles which sets out the Councils approach to licensing premises under this Act.
- This document should be approved every three years.
- The current Statement of Principles expires on 22nd November 2019.
- A revised Statement of Principles covering the period from 23rd November 2019 to 22nd November 2022 is appended at Appendix B.
- The Council should adopt a Statement of Principles under the Gambling Act 2005 to provide clarity and guidance to licence holders on the principles to be applied by the Council when considering applications and compliance.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

9. The Gambling Act 2005 came into force on 1st September 2007, this conferred powers on the Council as the Licensing Authority to grant licences and permits to premises in the Borough that provide facilities for gambling, for example: -
 - Betting Shops;
 - Gaming Centres; and
 - Gaming Machines in pubs and clubs.
10. In producing its Statement of Principles, the Licensing Authority is required to comply with the regulations and various guidance and to consult with various identified persons and representative bodies.
11. The Gambling Act 2005 requires the Licensing Authority to publish a “Statement of Principles” that it proposes to apply in exercising its functions under the Gambling Act 2005 during the three-year period to which the Statement of Principles applies.
12. The Licensing Authority is under a duty to approve another three-year Statement of Principles. Before the Statement of Principles can take effect, the Licensing Authority must publish it for at least four weeks, by making it available on the Council’s website, at the Council’s offices and at other appropriate premises. The Council must also advertise the publication of the Statement of Principles by Public Notice.
13. The revised Statement of Principles will take effect for three years on 23rd November 2019.
14. Consultation took place between the 1st and 31st August 2019 and there are no proposed amendments resulting from this.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. No Comment

COMMENTS OF THE MONITORING OFFICER

17. The legal requirement to publish the Statement of Principles is referenced in the report. Further the Council are obliged to ensure that these principles are reasonable. The process of publication of the principles prior to adoption provides an opportunity for their reasonableness to be tested by the public and not just Councillors.

ASIM KHAN
 DIRECTOR OF CUSTOMER AND DIGITAL

Report Author	Ext	Date
Tracy Brzozowski	5875	08/11/2019

Appendices		
Document	Date	File
REVISED STATEMENT OF PRINCIPLES UNDER THE GAMBLING ACT 2005		Appendix A
SUMMARY OF REVISED CHANGES		Appendix B

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SUMMARY OF PROPOSED CHANGES

1. Attached to this report is the existing Statement of Principles (Appendix A) and the revised Statement of Principles (Appendix B). The table below summarises the revisions and reasons.

Section	Original Text	Change	Reason
Front cover	Statement of Principles Date of issue from 23 rd November 2016 to 22 nd November 2019	Statement of Principles (DRAFT) Date of issue from 23 rd November 2019 to 22 nd November 2022.	The current Statement of Principles expires on 22 nd November 2019 and the proposed revision takes into account the next three years
Throughout Part A of the Policy	Director Early Intervention and Support	Director Customer and Digital	Director information updated
Part A – Section 2 - Introduction	Chorley Council is situated in the County of Lancashire, which contains 12 District Councils and 2 unitary authorities. The Borough has 23 Parish councils and a population of 113,000 (Office of National Statistics 2015), covering an area of 80 square miles.	Chorley Council is situated in the County of Lancashire, which contains 12 District Councils and 2 unitary authorities. The Borough has 23 Parish councils and a population of 116,800 (Office of National Statistics 2018), covering an area of 80 square miles.	Population figures updated.
Part A – Section 2 - Introduction	Our consultation took place between 18 th August 2016 and 19 th September 2016 and we followed the HM Government Code of Practice on Consultation (published July 2008),	Our consultation took place between 1 st August 2019 and 31 st August 2019 and we followed the HM Government Code of Practice on Consultation (published July 2012 and updated March 2018).	Updated to reflect the current consultation and the updated published guidance.
Part A – Section 2 - Introduction	The policy was approved at a meeting of the Full Council on 22 nd November 2016 and was published via our website on 10 th November 2016.	The policy was approved at a meeting of the Full Council on (19 th November 2019 TBC) and was published via our website on (21 st October 2019 TBC). <i>*These are the proposed dates.</i>	These are the proposed dates and may be amended subject to timetabled meeting changes.
Part A – Section 6 – Exchange of Information	The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information, which includes the provision that the Data Protection Act 1998, will not be contravened.	The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information, which includes the provision that the General Data Protection Regulations contained within the Data Protection Act 2018, will not be contravened.	Updated to reflect the new Act.

Part A – Section 7 - Enforcement	The Council will take account of the Gambling Commissions guidance document issued in September 2015 (or any subsequent amendments) ‘Approach to Test Purchasing’ when considering making test purchases at gambling premises.	The Council will take account of the Gambling Commissions guidance document issued in February 2015 (or any subsequent amendments) ‘Approach to Test Purchasing’ when considering making test purchases at gambling premises.	Date of guidance corrected.
Part A – Section 7 – Enforcement	Where there is a Primary Authority scheme in place, the Council will seek guidance from the Primary Authority before taking any enforcement action. Further information, including an index of all Primary Authority arrangements can be found at: https://primaryauthorityregister.info/par/index.php/home .	Where there is a Primary Authority scheme in place, the Council will seek guidance from the Primary Authority before taking any enforcement action. Further information, including an index of all Primary Authority arrangements can be found at: https://primary-authority.beis.gov.uk/par .	Website address updated.
Part B Section 1d. Location	N/A	The following paragraph have been added: Operators will be expected to demonstrate in their local risk assessment (LRA) the impact of the provision of gambling facilities in a particular area on the licensing objectives. From 6 April 2016 a new requirement was introduced requiring licensed operators of certain gambling establishments to undertake local risk assessments. This requirement was formalised in the Gambling Commission’s Licence Conditions and Codes of Practice (LCCP) which were revised and published in May 2019. http://www.gamblingcommission.gov.uk/PDF/LCCP/Licence-conditions-and-codes-of-practice.pdf	Added to reflect the requirement of the Gambling Commission’s Licence Conditions and Codes of Practice (LCCP) and revised and published in May 2019
Part B Section 1d. Location	N/A	The following paragraph have been added: However, this authority would expect an operator’s local risk assessment (LRA) to consider for example the proximity of their premises in relation to schools, hospitals	Added to reflect the requirement of the Gambling Commission’s Licence Conditions and Codes of Practice (LCCP)

		<p>and centres where children or vulnerable groups may be present.</p>	<p>and revised and published in May 2019</p>
<p>Part B Licensing Objectives</p>	<p>Under - Protecting children and other vulnerable persons from being harmed or exploited by gambling</p> <p>The licensing authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.</p>	<p>Under - Protecting children and other vulnerable persons from being harmed or exploited by gambling</p> <p>With regards to children and young person's we recommend that the following matters are considered by operators when making their risk assessment: -</p> <ul style="list-style-type: none"> ➤ Institutions, places or areas where the presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as leisure centres, cinemas etc.; ➤ Any premises where children congregate including bus stops, cafes, shops, and any other place where children are attracted; ➤ Any areas that are prone to issues of anti-social behaviour, under-age drinking etc. involving children; and ➤ Recorded incidents of attempted under-age gambling <p>In reference to the term "vulnerable persons" we note that the Gambling Commission or statute law is not seeking to offer a definition but the Commission states that "it will for regulatory purposes assume that this group includes: -</p> <ul style="list-style-type: none"> ➤ People who gamble more than they want to; ➤ People who gamble 	<p>Text revised to reflect the requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) and revised and published in May 2019</p>

		<p>beyond their means; and</p> <ul style="list-style-type: none"> ➤ People who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs. <p>With regards to matters relating to vulnerable adults we recommend the following matters are considered by operators when making their risk assessments: -</p> <ul style="list-style-type: none"> ➤ Information held by licensees regarding self-exclusions and incidents of under-age gambling; ➤ Gaming trends that may mirror days for financial payments such as pay days or benefit payments; ➤ Arrangement for localised exchange of information regarding self-exclusions and gaming trends; and ➤ Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, housing association offices, addiction clinics or help centres, places where alcohol or drug dependent people may congregate etc. <p>This licensing authority will consider promotion of this licensing objective on a common sense, case by case basis. We will also take account of the Codes of Practice regarding this</p>	
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		<p>objective in relation to specific types of premises.</p> <p>Appropriate measures may include supervision of entrances / machines, segregation of areas etc.</p>	
Part B Licensing Objectives	N/A	<p>Under - Protecting children and other vulnerable persons from being harmed or exploited by gambling</p> <p>The Licence Conditions and Codes of Practice (LCCP) issued in 2015 (revised May 2019) prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed.</p>	Revised guidance details added
Part B Conditions	N/A	<p>Applicants may wish to refer to this council's Community Safety Action Plan to obtain a local profile of the Borough along with highlighted and emerging threats to the Borough when preparing local risk assessments. The Social Responsibility Code supplemented by the ordinary code (LCCP) requires that licensees share their risk assessment with licensing authorities when applying for a premises licence or varying an existing licence. The risk assessment should be kept on the individual premises and made available at the request of the Authority; for example when carrying out inspections.</p>	New Paragraph inserted to reflect the updated guidance – the plan referred to is currently being reviewed and a link to this will be added once published
Part B 3. (Licensed) Family Entertainment Centres	<p>This licensing authority may consider measures to meet the licensing objectives such as:</p> <ul style="list-style-type: none"> ➤ CCTV; ➤ Supervision of entrances / machine areas; ➤ Physical separation of areas; ➤ Location of entry; ➤ Notices / signage; ➤ Specific opening hours; 	<p>We will pay particular attention to measures proposed by operators to protect children from harm in Adult Gaming Centres and Family Entertainment Centres. For example, such measures may include, but would not be limited to, the following: -</p> <ul style="list-style-type: none"> ➤ Proof of age schemes; ➤ CCTV; ➤ Supervision of 	Section revised for clarity

	<ul style="list-style-type: none"> ➤ Self-exclusion schemes; ➤ Provision of information leaflets / helpline numbers for organisations such as GamCare; and ➤ Measures / training for staff on how to deal with suspected truant school children on the premises 	<p>entrances / machine areas;</p> <ul style="list-style-type: none"> ➤ Physical separation of areas; ➤ Specific opening hours; ➤ Self-exclusion schemes; ➤ Notices / signage; ➤ Provision of information leaflets / helpline numbers for organisations such as GamCare; ➤ Measures / training for staff on how to deal with suspected truanting school children on the premises and how to recognise signs of potential child sexual exploitation; and ➤ Clear policies that outline the steps to be taken to protect children from harm. 	
<p>Part B 5. Bingo Premises</p>	<p>This authority also notes the Guidance at part 18 regarding the unusual circumstances in which the splitting of pre-existing premises into two adjacent premises might be permitted, and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises, as the gaming machine entitlement for that premises would be exceeded.</p>	<p>This Authority notes that the maximum number of category B gaming machines provided shall not be greater than 20% of the total number of gaming machines made available on the premises. It also notes the guidance at part 18 regarding the unusual circumstances where an existing premises is split and additional bingo premises licences are acquired for these portions of the whole premises. The Authority shall not permit the total entitlement for category B gaming machines for the whole premises to be made available in one portion of the premises.</p>	<p>Paragraph revised to reflect the amended S.172(7) of the Gambling Act</p>
<p>Part C 4. Club Gaming and Club Machines Permits</p>	<p>Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3</p>	<p>Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3</p>	<p>Paragraph updated to reflect the amended guidance</p>

	<p>machines of categories B, C or D), equal chance gaming and games of chance as set out in forthcoming regulations. A Club Gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).</p>	<p>machines of categories B3A, B4, C or D but only one B3A machine can be sited as part of this entitlement), equal chance gaming and games of chance as set out in forthcoming regulations. A Club Gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B3A or B4 to D).</p>	
<p>Part D</p>	<p>The code requires operators;</p> <ul style="list-style-type: none"> ○ To supervise customers effectively on gambling premises and identify customers who are at risk of gambling related harm; ○ With effect from April 2016 to have in place schemes to allow customers to self-exclude themselves from all operators of a similar type in the area where they live and work; ○ To have a range of measures with regard to marketing to ensure social responsibility that are transparent and not misleading; and ○ With effect from April 2016 to produce a risk assessment on individual premises, and have policies 	<p>The code requires operators;</p> <ul style="list-style-type: none"> ○ To supervise customers effectively on gambling premises and identify customers who are at risk of gambling related harm; ○ To have in place schemes to allow customers to self-exclude themselves from all operators of a similar type in the area where they live and work; ○ To have a range of measures with regard to marketing to ensure social responsibility that are transparent and not misleading; and ○ To produce a risk assessment on individual premises and have policies and procedures and control measures in place to mitigate local risks to the licensing objectives. 	<p>Commencement dates removed</p>

	and procedures and control measures in place to mitigate local risks to the licensing objectives.		
Part D Risk Assessments	N/A	There is an expectation that a copy of the Local Risk Assessment will be kept on the premises	Sentence added to second paragraph highlighting the licensing authorities expectation

IMPLICATIONS OF REPORT

- 2. There is a risk of non-compliance with the requirements of the Gambling Act 2005 should a revised Statement of Principles not be approved.
- 3. This report has implications in the following areas and the relevant Directors’ comments are included:

Finance		Customer Services	X
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

- 4. There are no financial implications associated with the revised Statement of Principles at Appendix B.

COMMENTS OF THE MONITORING OFFICER

- 5. All legal implications are covered in the body of the report.

ASIM KHAN
DIRECTOR OF CUSTOMER AND DIGITAL

Report Author	Ext	Date
Tracy Brzozowski	5875	



Gambling Act 2005

Statement of Principles (DRAFT)

Date of Issue: 23rd November 2019 to 22nd November 2022



Part A..... 3

1. The Licensing Objectives 3

2. Introduction..... 3

3. Declaration 5

4. Responsible Authorities 6

5. Interested Parties 6

6. Exchange of Information 7

7. Enforcement..... 7

8. Licensing authority functions 9

Part B..... 10

Premises Licences: Consideration of Applications..... 10

1. General Principles 10

 1a. Decision Making 10

 1b. Definition of “premises” 10

2. Adult Gaming Centres..... 17

3. (Licensed) Family Entertainment Centres: 18

5. Bingo premises..... 19

6. Betting premises 19

7. Tracks 20

8. Travelling Fairs 21

9. Provisional Statements 22

10. Reviews:..... 23

PART C 25

Permits / Temporary & Occasional Use Notice 25

1. Unlicensed Family Entertainment Centre gaming machine permits 25

2. (Alcohol) Licensed premises gaming machine permits 26

 Automatic entitlement: 2 machines..... 26

3. Prize Gaming Permits 27

4. Club Gaming and Club Machines Permits 28

5. Temporary Use Notices 29

6. Occasional Use Notices:..... 30

PART D 31

Licence Conditions and Codes of Practice (LCCP) 31

 Schedule of Consultees 33

Appendix B	34
Summary of licensing authority delegations permitted.....	34

Part A

1. The Licensing Objectives

In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

It should be noted that the Gambling Commission has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.

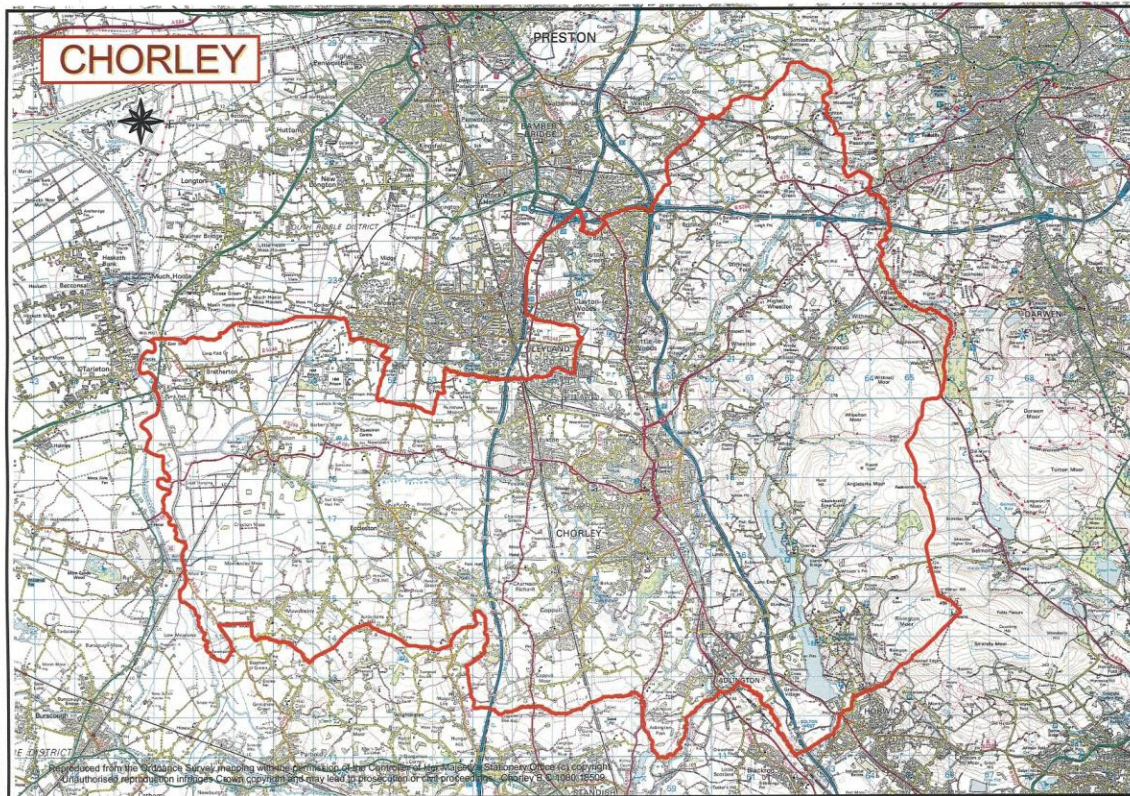
This licensing authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- Reasonably consistent with the licensing objectives; and
- in accordance with the authority’s statement of licensing policy.

2. Introduction

Chorley Council is situated in the County of Lancashire, which contains 12 District Councils and 2 unitary authorities. The Borough has 23 Parish councils and a population of 116,800 (Office of National Statistics 2018), covering an area of 80 square miles.

The Borough is set in attractive countryside between the West Pennine Moors and the Lancashire Plain.



Licensing Authorities are required, by the Gambling Act 2005, to publish a statement of the principles which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.

Chorley Council consulted widely upon this policy statement before finalising and publishing it. A list of the persons we consulted is provided at Appendix A.

The Gambling Act requires that the following parties are consulted by licensing authorities:

- The Chief Officer of Police;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area; and
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Gambling Act 2005.

Our consultation took place between 1st August 2019 and 31st August 2019 and we followed the HM Government Code of Practice on Consultation (published July 2012 and updated March 2018), which is available at:

<http://www.bis.gov.uk/policies/bre/consultation-guidance>

The full list of comments made and the consideration by the Council of those comments is available by request to:

Director Customer and Digital
Chorley Council
Civic Offices
Union Street
Chorley
PR7 1AL

Email: contact@chorley.gov.uk

web: www.chorley.gov.uk

The policy was approved at a meeting of the Full Council on (19th November 2019 TBC) and was published via our website on (21st October 2019 TBC). **These are the proposed dates.*

Copies were being available in the One Stop Shop.

Should you have any comments with regard to this policy statement, please send them via e-mail or letter to:

Director Customer and Digital
Chorley Council
Civic Offices
Union Street
Chorley
PR7 1AL

Email: contact@chorley.gov.uk

It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

3. Declaration

In producing the final statement, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the policy statement.

4. Responsible Authorities

We are required by regulations to state the principles we will apply in exercising our powers under Section 157(h) of the Act, to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area,
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group, etc.

In accordance with the suggestion in the Gambling Commission's Guidance to Local Authorities, this authority designates the Local Safeguarding Children Board for this purpose.

The contact details of all the Responsible Bodies under the Gambling Act 2005 are available on the Council's website at: www.chorley.gov.uk

5. Interested Parties

Interested Parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as:

"For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licences or to which the application is made, the person:

- a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) Has business interests that might be affected by the authorised activities; or
- c) Represents persons who satisfy paragraph (a) or (b)".

We are required by regulations to state the principles we will apply in exercising our powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

Each case will be decided upon its own merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance to Local Authorities. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

Interested parties can be persons who are democratically elected such as Councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g., an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

If individuals wish to approach Councillors to ask them to represent their views, then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts, please contact the Director Customer and Digital, Chorley Council, Civic Offices, Union Street, Chorley. PR7 1AL. Telephone: 01257 515151.

6. Exchange of Information

Licensing authorities are required to include in their statements, the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under Section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information, which includes the provision that the General Data Protection Regulations contained within the Data Protection Act 2018, will not be contravened. This licensing authority will also have regard to any Guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

The Gambling Commission is legally obliged to maintain certain information in registers, and to make that information available for inspection by the public

Public registers and registers held as public records: The Gambling Commission maintains a register of all licensed operators and of individuals who hold a personal licence.

7. Enforcement

Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act, with respect to the inspection of premises; and the powers under Section 346 of the Act to institute criminal proceedings in respect of the offences specified.

This licensing authority's principles are that it will be guided by the Gambling Commission's Guidance to Local Authorities and will endeavour to be:

- **Proportionate:** regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- **Accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
- **Consistent:** rules and standards must be joined up and implemented fairly;
- **Transparent:** regulators should be open, and keep regulations simple and user friendly; and
- **Targeted:** regulation should be focused on the problem, and minimise side effects.

As per the Gambling Commission's Guidance to local authorities, this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

This licensing authority has adopted and implemented a risk-based inspection programme, based on:

- The licensing objectives;
- Relevant codes of practice;
- Guidance issued by the Gambling Commission, in particular at Part 36; and
- The principles set out in this statement of licensing policy.

The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licence and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.

This licensing authority also keeps itself informed of developments with regard to the Department of Business, Innovation and Skills in its consideration of the regulatory functions of local authorities.

Bearing in mind the principle of transparency, this licensing authority's enforcement/compliance protocols/written agreements are available upon request to the Director Customer and Digital, Chorley Council, Civic Offices, Union Street, Chorley PR7 1AL or via the website at www.chorley.gov.uk.

The Council will take account of the Gambling Commission's guidance document issued in February 2015 (or any subsequent amendments) 'Approach to Test Purchasing' when considering making test purchases at gambling premises. The Council will also follow its own policies and procedures regarding the use of underage test purchasers.

Where there is a Primary Authority scheme in place, the Council will seek guidance from the Primary Authority before taking any enforcement action. Further information, including an index of all Primary Authority arrangements can be found at:

<https://primary-authority.beis.gov.uk/par>.

8. Licensing authority functions

Licensing Authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences;
- Issue Provisional Statements;
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
- Issue Club Machine Permits to Commercial Clubs;
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres;
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
- Register small society lotteries below prescribed thresholds;
- Issue Prize Gaming Permits;
- Receive and endorse Temporary Use Notices;
- Receive Occasional Use Notices;
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange'); and
- Maintain registers of the permits and licences that are issued under these functions.

It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This is regulated by the Gambling Commission via operating licences.

Part B

Premises Licences: Consideration of Applications

1. General Principles

Premises Licences are subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing Authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

1a. Decision Making

This licensing authority is aware that in making decisions about premises licences, it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

It is appreciated that as per the Gambling Commission's Guidance to Licensing Authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" and also that unmet demand is not a criterion for a licensing authority.

The Licence Conditions and Code of Practice (LCCP) issued by the Gambling Commission places further onus on premises to complete a risk assessment based on code 8, the social responsibility code which came into force on 6 April 2016. The council will have regard to this code when considering applications.

1b. Definition of "premises"

Premises is defined in the Act as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, licensing authorities

should pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

The Gambling Commission stated in its Guidance to Licensing Authorities that: “In most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, 16 High Street. But, that does not mean that 16 High Street cannot be the subject of separate premises licence for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.

This licensing authority takes particular note of the Gambling Commission’s Guidance to Licensing Authorities which states that: “licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating;
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit; and
- Customers should be able to participate in the activity named on the premises licence.”

The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates;
- Is the premises’ neighbouring premises owned by the same person or someone else?;
- Can each of the premises be accessed from the street or a public passageway?; and
- Can the premises only be accessed from any other gambling premises?

This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

The Gambling Commission's relevant access provisions for each premises type are reproduced below:

Casinos

- The principal access entrance to the premises must be from a street (as defined in the Guidance);
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons; and
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises.

Betting Shops

- Access must be from a street (as per the Guidance to Licensing Authorities) or from another premises with a betting premises licence; and
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- No customer should be able to access the premises directly from:
 - a casino; and
 - an adult gaming centre

Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino;
 - an adult gaming centre; and
 - a betting premises, other than a track.

Family Entertainment Centre

- No customer must be able to access the premises directly from:
 - a casino;

- an adult gaming centre; and
- a betting premises, other than a track.

Part 7 of the Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

1c. Premises "ready for gambling"

The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling; and
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence. More detailed examples of the circumstances in which such a licence may be granted can be found at part 7 of the Guidance.

1d. Location

This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making.

Operators will be expected to demonstrate in their local risk assessment (LRA) the impact of the provision of gambling facilities in a particular area on the licensing objectives. From 6 April 2016 a new requirement was introduced requiring licensed operators of certain gambling establishments to undertake local risk assessments. This requirement was formalised in the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) which were revised and published in May 2019.

<http://www.gamblingcommission.gov.uk/PDF/LCCP/Licence-conditions-and-codes-of-practice.pdf>

As per the Gambling Commission's Guidance to Licensing Authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated.

However, this authority would expect an operator's local risk assessment (LRA) to consider for example the proximity of their premises in relation to schools, hospitals and centres where children or vulnerable groups may be present.

It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

1e. Planning

The Gambling Commission Guidance to Licensing Authorities stated:

In determining applications the licensing authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

This authority will not take into account irrelevant matters as per the above guidance. In addition this authority notes the following excerpt from the Guidance:

When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

1f. Duplication with other regulatory regimes

This licensing authority seeks to avoid any duplication with other statutory / regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence

Licensing objectives

Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission's Guidance to Licensing Authorities and some comments are made below.

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime - This licensing authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

Ensuring that gambling is conducted in a fair and open way - This licensing authority has noted that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. For Local Authorities with tracks: There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section.

Protecting children and other vulnerable persons from being harmed or exploited by gambling – This licensing authority has noted the Gambling Commission's Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children).

With regards to children and young person's we recommend that the following matters are considered by operators when making their risk assessment: -

- Institutions, places or areas where the presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as leisure centres, cinemas etc.;
- Any premises where children congregate including bus stops, cafes, shops, and any other place where children are attracted;

- Any areas that are prone to issues of anti-social behaviour, under-age drinking etc. involving children; and
- Recorded incidents of attempted under-age gambling

In reference to the term “vulnerable persons” we note that the Gambling Commission or statute law is not seeking to offer a definition but the Commission states that “it will for regulatory purposes assume that this group includes: -

- People who gamble more than they want to;
- People who gamble beyond their means; and
- People who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs.

With regards to matters relating to vulnerable adults we recommend the following matters are considered by operators when making their risk assessments: -

- Information held by licensees regarding self-exclusions and incidents of under-age gambling;
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments;
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends; and
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor’s surgeries, housing association offices, addiction clinics or help centres, places where alcohol or drug dependent people may congregate etc.

This licensing authority will consider promotion of this licensing objective on a common sense, case by case basis. We will also take account of the Codes of Practice regarding this objective in relation to specific types of premises.

Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

This licensing authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.

Section 7 of the Gambling Commission Guidance to Local Authorities sets out considerations that an operator must make in order to protect children and young people from accessing gambling premises.

The Licence Conditions and Codes of Practice (LCCP) issued in 2015 (revised May 2019) prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed.

- In particular operators must ensure that;

- all staff are trained;
- that all customers are supervised when on gambling premises; and
- must have procedures for identifying customers who are at risk of gambling related harm.

The Council will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records.

Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The council will take all conditions and codes into account when considering applications or performing enforcement activities.

As regards the term “vulnerable persons” it is noted that the Gambling Commission does not seek to offer a definition but states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.” This licensing authority will consider this licensing objective on a case by case basis.

Conditions - Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to way in which the licensing objectives can be met effectively.

Applicants may wish to refer to this council’s Community Safety Action Plan to obtain a local profile of the Borough along with highlighted and emerging threats to the Borough when preparing local risk assessments. The Social Responsibility Code supplemented by the ordinary code (LCCP) requires that licensees share their risk assessment with licensing authorities when applying for a premises licence or varying an existing licence. The risk assessment should be kept on the individual premises and made available at the request of the Authority; for example when carrying out inspections.

This licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include

the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

It is noted that there are conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005);
- specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes.

Door Supervisors - The Gambling Commission advises in its Guidance to Licensing Authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence to this effect.

Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Guidance, Part 33).

2. Adult Gaming Centres

This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls. The council will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises and that the premises is adequately supervised at all times.

This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes; and
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

3. (Licensed) Family Entertainment Centres:

This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

We will pay particular attention to measures proposed by operators to protect children from harm in Adult Gaming Centres and Family Entertainment Centres. For example, such measures may include, but would not be limited to, the following: -

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Specific opening hours;
- Self-exclusion schemes;
- Notices / signage;
- Provision of information leaflets / helpline numbers for organisations such as GamCare;
- Measures / training for staff on how to deal with suspected truanting school children on the premises and how to recognise signs of potential child sexual exploitation; and
- Clear policies that outline the steps to be taken to protect children from harm.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

This licensing authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

4. Casinos

No Casinos resolution - This licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this licensing authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be made by the Full Council.

5. Bingo premises

This licensing authority notes that the Gambling Commission's Guidance states:

Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

This Authority notes that the maximum number of category B gaming machines provided shall not be greater than 20% of the total number of gaming machines made available on the premises. It also notes the guidance at part 18 regarding the unusual circumstances where an existing premises is split and additional bingo premises licences are acquired for these portions of the whole premises. The Authority shall not permit the total entitlement for category B gaming machines for the whole premises to be made available in one portion of the premises.

Children and young people are allowed into bingo premises; however, they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

6. Betting premises

Betting machines - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

7. Tracks

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;

- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes; and
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

Gaming machines - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

Betting machines - This licensing authority will, as per Part 6 of the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer. It is an offence for those under 18 to bet.

Applications and plans

The Gambling Act (s51) requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity.

Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.

Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises

In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.

This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient

information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan.

8. Travelling Fairs

This licensing authority is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

9. Provisional Statements

Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

10. Reviews:

Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below;

- in accordance with any relevant Code of Practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of principles.

The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.

Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, who will publish notice of the application within 7 days of receipt.

The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.

The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:

- add, remove or amend a licence condition imposed by the licensing authority;
- exclude a default condition imposed by the Secretary of State or Scottish Ministers (e.g. opening hours) or remove or amend such an exclusion;
- suspend the premises licence for a period not exceeding three months; and
- revoke the premises licence.

In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:

- the licence holder;
- the applicant for review (if any);
- the Commission;
- any person who made representations;
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs.

PART C

Permits / Temporary & Occasional Use Notice

1. Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)

Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

The Gambling Act 2005 states that a licensing authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25. The Gambling Commission's Guidance to Licensing Authorities also states: "In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits....., licensing authorities will want to give weight to child protection issues."

Guidance also states: "...An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application....Licensing authorities might wish to consider asking applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and
- that staff are trained to have a full understanding of the maximum stakes and prizes.

It should be noted that a licensing authority cannot attach conditions to this type of permit.

Statement of Principles This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises. This licensing authority will also expect, as per Gambling Commission Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

2. (Alcohol) Licensed premises gaming machine permits

(Schedule 13 paragraph 4(1))

Automatic entitlement: 2 machines

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority however the entitlement ceases when the premises licence holder leaves and the new premises licence holder needs to re-notify the licensing authority.

The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

Permit: 3 or more machines

If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under Section 25 of the Gambling Act 2005, and “such matters as they think relevant.”

This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help. With regard to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets and/or helpline numbers for organisations such as GamCare.

It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

3. Prize Gaming Permits

The Gambling Act 2005 states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.

This licensing authority has prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law; and
- Clear policies that outline the steps to be taken to protect children from harm.

In making its decision on an application for this permit the licensing authority does not need to (but may) have regard to the licensing objectives but it must have regard to any Gambling Commission guidance. (Gambling Act 2005, Schedule 14 paragraph 8(3)).

It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions.

The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

4. Club Gaming and Club Machines Permits

Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B3A, B4, C or D but only one B3A machine can be sited as part of this entitlement), equal chance gaming and games of chance as set out in forthcoming regulations. A Club Gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B3A or B4 to D).

Gambling Commission Guidance states: "Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulation and these cover bridge and whist clubs, which replicates the position under the Gambling Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations."

The Commission Guidance also notes that "licensing authorities may only refuse an application on the grounds that:

- the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the Commission or the police.

There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Gambling Commission's Guidance to Licensing Authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:

- a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

5. Temporary Use Notices

Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.

This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of

premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

6. Occasional Use Notices:

The licensing authority has very little discretion with regard to these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will however consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

PART D

Licence Conditions and Codes of Practice (LCCP)

The Gambling Commission released an LCCP in February 2015 with a commencement date of May 2015. The code strengthened the social responsibility code (SR) requirements. Details regarding the LCCP and SR code can be accessed via the Gambling Commission website at www.gamblingcommission.gov.uk.

- The code requires operators;
 - To supervise customers effectively on gambling premises and identify customers who are at risk of gambling related harm;
 - To have in place schemes to allow customers to self-exclude themselves from all operators of a similar type in the area where they live and work;
 - To have a range of measures with regard to marketing to ensure social responsibility that are transparent and not misleading; and
 - To produce a risk assessment on individual premises and have policies and procedures and control measures in place to mitigate local risks to the licensing objectives.

Risk Assessments

Such risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence and are to be presented to the licensing authority upon application. The code requires all operators of; Casino's, AGC's, Bingo Premises, FEC's, Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks.

Operators are required by the SR code to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the council's inspection regime and may be requested when officers are investigating complaints. **There is an expectation that a copy of the Local Risk Assessment will be kept on the premises.**

The code requires the Council to set out matters they expect the operator to take account of in the risk assessment in its statement of policy and this council expects the following matters to be considered by operators when making their risk assessment:

- Information held by the licensee regarding self-exclusions and incidences of underage gambling;
- Gaming trends that may reflect benefit payments;
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends;
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall;
- Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities; and
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, etc.

The council expects the following matters to be considered by operators when making their risk assessment.

- Matters relating to children and young persons, including;
 - Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.;
 - Any premises where children congregate including bus stops, café's, shops, and any other place where children are attracted;
 - Areas that are prone to issues of youths participating in anti-social behaviour, including such activities as graffiti/tagging, underage drinking, etc.; and
 - Recorded incidents of attempted underage gambling.
- Matters relating to vulnerable adults, including;
 - Information held by the licensee regarding self-exclusions and incidences of underage gambling;
 - Gaming trends that may mirror days for financial payments such as pay days or benefit payments;
 - Arrangement for localised exchange of information regarding self-exclusions and gaming trends; and
 - Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.

Other issues that may be considered could include:

Matters of faith, including all religious or faith denominations including proximity to churches, mosques, temples or any other place of worship.

This list is not exhaustive and other factors not in this list that are identified must be taken into consideration.

Local Area Profile

The Council has considered the local area profile and feels the main issues will be covered by the risk assessments required under the LCCP.

Appendix A Schedule of Consultees

British Casino Association

The British Amusement Catering Trades Association (BACTA)

The Bingo Association

Association of British Bookmakers Ltd (ABB)

Business in Sport and Leisure (BISL)

BALPA (The British Association of Leisure Parks, Piers & Attractions Limited)

Holders of licences under the Gambling Act 2005

Lancashire Constabulary

Punch Taverns

Enterprise Inns

Chairs of Chorley Pub watch

Gambling Commission.

National Casino Industry Forum

British Holiday and Home Parks Association

Race Course Associations Ltd.

British Beer and Pub Association

Greyhound Board of Great Britain

Appendix B

Summary of licensing authority delegations permitted

N.B.: the matter of delegations is subject to a separate report and will be inserted here once agreed.