



MINUTES OF	EXECUTIVE CABINET
MEETING DATE	Thursday, 10 December 2020
MEMBERS PRESENT:	Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Graham Dunn and Adrian Lowe
OFFICERS:	Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Commercial Services)), Chris Moister (Director (Governance)), Andrew Daniels (Shared Service Lead – Communications and Visitor Economy), Doug Cridland (Waste Services Manager) and Nina Neisser (Democratic and Member Services Officer)
APOLOGIES:	Councillors Alistair Morwood
OTHER MEMBERS:	Councillors Aaron Beaver, Julia Berry, Mark Clifford, Gordon France, Margaret France, Danny Gee, Tom Gray, Yvonne Hargreaves, Alex Hilton, Steve Holgate, June Molyneaux and John Walker

20.EC.227 Minutes of meeting Thursday, 12 November 2020 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 12 November 2020 be confirmed as a correct record for signature by the Executive Leader.

20.EC.228 Declarations of Any Interests

There were no declarations of interest.

20.EC.229 Public Questions

There were no public questions.

20.EC.230 Refresh of the Communications Strategy

Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the report of the Deputy Chief Executive which presents a refresh of the communications strategy and seeks approval on the strategy and updated media protocol.

The new strategy sets out the aims, objectives, and principles the council will adopt and also focuses on three areas for improvement that have been identified as part of the team review. The priority areas consist of doing digital better to engage with our residents, planning and prioritising, and improving internal communications.

Whilst reviewing the strategy, officers have adapted the media protocol to clarify the questions raised by members as to how a situation would be dealt with if there was a conflict of interest between both South Ribble and Chorley Council. This would be handled by working to the protocol for each authority and reflecting the view of each authority.

Members supported the proposals in the report.

Decision:

- 1. To approve the new communications strategy.**
- 2. To approve the updated media protocol.**

Reasons for recommendation(s):

To ensure the strategy is up-to-date.

Alternative options considered and rejected:

1. It was considered not to update the strategy, but this has been rejected to enable us to develop the work of the communications team.
2. Various approaches and options have been considered as part of the team review of the summer and they form the basis of the new strategy.

20.EC.231 Revenue and Capital Budget Monitoring 2020-21

Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the report of the Chief Finance Officer which sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2020/21.

In summary, the projected revenue outturn currently shows a forecast in line with the budget for 2020/21 and the forecast of capital expenditure in 2020/21 is £21.713m. The Council's budget for 2020/21 includes a savings target of £150k from management of the staffing establishment. Members noted that the full savings of £150k have been achieved and officers advised that the council is not anticipating the use of any reserves as the savings made have put us in a positive position.

The Council's Medium-Term Financial Strategy reported that working balances are currently maintained at £4.0m due to the financial risks facing the Council. The forecast level of general fund balances as at 31 March 2021 will be £4.0m.

Members considered the impact of Covid-19, particularly for Market Walk and business rates. Business rates were down but reasonably strong and would continue to be monitored. Members paid tribute to officers and thanked them for all of hard their work during Covid-19 to ensure that the Council remains in a good position financially and discussed any possible financial risks going forward.

Decision:

- 1. Note the full year forecast position for the 2020/21 revenue budget and capital investment programme.**

2. **Note the forecast position on the Council's reserves.**
3. **Approve the capital programme to be delivered in 2020/21 to 2022/23.**

Reasons for recommendation(s):

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected:

None

20.EC.232 Approval for the contract award procedure and evaluation criteria for trade waste from council buildings

Councillor Peter Wilson, Executive Member (Resources) presented a report of the Director of Customer and Digital which seeks approval for the contract award procedure and evaluation criteria for the two-year contract to undertake trade waste collections from Council buildings.

The Council as a business has a duty of care to ensure any waste it produces is collected and disposed of correctly. This includes waste from its offices, community centres, leisure centres, Chorley Markets and Market Walk shopping centre. The current contract will end on 31 March 2021 and new arrangements need to be put in place.

Evaluation of the tender will be on an 85% cost and 15% quality ratio. This is a routine procurement, so this ratio is considered reasonable. To support the council's green agenda, the evaluation criteria for the quality element will include a request for bidders to demonstrate how they achieve efficiencies and minimise carbon emissions in their fleet operations.

Members supported the proposals, in particular the consideration of the green agenda.

Decision:

1. **To approve the contract award procedure of an open invitation to tender advertised on the Council's procurement website, Chest. Tenders will be evaluated to establish the most economically advantageous tender based on 85% cost, 15% quality.**
2. **To delegate to the Executive Member for Resources authority to approve the award of the contract to the winning bidder based upon the evaluation criteria.**

Reasons for recommendation(s):

Under the Council's Contract Procedure Rules approval by the Executive Cabinet for contract award for tenders greater than £100,000 is required.

Alternative options considered and rejected:

To not agree contract award procedure would fail to comply with the Council's Procurement rules.

20.EC.233 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds that it involves the likely disclosure of exempt information as

defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

20.EC.234 Tatton Contractor Appointment

Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform) presented the confidential report of the Director of Commercial Services which briefs Members on the progress of work at the Tatton development site, and the status of the second stage tender process for the appointment of a design and build contractor. The report also seeks approval to award the contract for the design and build contractor.

Members supported the proposals within the report.

Decision:

That the appointment of Robertson CE Limited is approved to allow the key funding milestones to be achieved and the scheme to be delivered.

Reasons for recommendation(s):

1. The execution of the building contract is an important milestone in the progression of the scheme, as it allows the contractor to mobilise its operations and prepare to commence the works on site at the beginning of February 2021. This commencement date is key to ensure delivery of the scheme by the end of March 2022, which is the backstop date stipulated as part of the 'Getting Building' grant fund award.
2. The execution of the building contract also fixes the scope, the programme and the price and provides confidence that the works can be delivered in accordance with the approved parameters.
3. The execution of the building contract establishes a clear risk profile.

Alternative options considered and rejected:

Delay commencement of the works to consider any further development of the design and costs. This is rejected as it would compromise the grant secured under the 'Getting Building' fund.

Chair

Date