

Council

Tuesday, 20th July 2021, 6.30 pm

Council Chamber, Town Hall, Chorley and YouTube

Agenda

Apologies

1 Minutes of meeting Tuesday, 18 May 2021 of Council

(Pages 3 - 18)

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.

[To view the procedure for public questions/ speaking click here and scroll to page 119](#)

5 Chorley Council Annual Report 2020/21

(Pages 19 - 38)

To receive and consider the report of the Deputy Chief Executive.

6 Executive Cabinet

(Pages 39 - 46)

To consider a general report of the Executive Cabinet meeting held on 17 June 2021.

7 Revenue and Capital Budget Monitoring 20-21 Outturn

(Pages 47 - 70)

To receive and consider the report of the Director of Finance (enclosed).

8	Overview and Scrutiny Committee and Task and Finish Groups	(Pages 71 - 74)
	To receive and consider the general report of the Overview and Scrutiny Committee meeting held on 1 July 2021, the Overview and Scrutiny Performance Panel meeting held on 24 June 2021 and Task Group update.	
9	Scrutiny Reporting Back: Chorley Council's Annual Report on Overview and Scrutiny in 2020/21	(Pages 75 - 84)
	To receive and consider the report of the Director of Governance (enclosed).	
10	Governance Committee	(Pages 85 - 86)
	To receive and consider the general report of the Governance Committee meeting held on 26 May 2021.	
11	Coppull Neighbourhood Plan Area Designation	(Pages 87 - 92)
	To receive and consider the report of the Director of Planning and Development.	
12	Committee appointments	
	To consider any changes to Committee appointments.	
13	Questions Asked under Council Procedure Rule 8 (if any)	
14	To consider the Notices of Motion (if any) given in accordance with Council procedure Rule 10	
15	Any urgent business previously agreed with the Mayor	

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Council.

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



Minutes of Council

Meeting Date Tuesday, 18 May 2021

Members present: Councillor Steve Holgate (Mayor), Councillor Julia Berry (Deputy Mayor) and Councillors Sarah Ainsworth, Aaron Beaver, Martin Boardman, Alistair Bradley, Sam Chapman, Mark Clifford, Alan Cullens, Magda Cullens, John Dalton, Karen Derbyshire, Gordon France, Margaret France, Peter Gabbott, Danny Gee, Harold Heaton, Alex Hilton, Terry Howarth, Keith Iddon, Hasina Khan, Samir Khan, Zara Khan, Roy Lees, Matthew Lynch, June Molyneaux, Alistair Morwood, Beverley Murray, James Nevett, Alan Platt, Debra Platt, Aidy Riggott, Jean Sherwood, Kim Snape, William Simmance, Christine Turner, John Walker, Jenny Whiffen, Alan Whittaker and Peter Wilson

Officers: Gary Hall (Chief Executive), Louise Mattinson (Director of Finance), Dave Whelan (Shared Service Lead - Legal) and Ruth Rimmington (Democratic Services Team Leader)

Apologies: Councillors Tom Gray and Adrian Lowe

21.C.37 Minute's silence

The Mayor invited Members to observe a minute's silence in memory of Elizabeth Raby, former councillor and Mayor of Chorley in 1977-78 who sadly passed away on 7 May.

21.C.38 Minutes of meeting Tuesday, 13 April 2021 of Council

Decision (unanimous) that the minutes of the Council meeting held on 13 April 2021 be approved as a correct record for signature by the Mayor.

21.C.39 Declarations of Any Interests

Councillors Alan Cullens and Aidy Riggott declared a personal interest in item 11. Notice of Motion.

21.C.40 Mayoral Announcements

The Mayor advised that plans are being developed to hold a special Council meeting to celebrate both retiring Councillors and to welcome newly elected Councillors.

The Mayor welcomed Councillor Martin Boardman as the new Leader of the Opposition. He also welcomed Louise Mattinson as the new Director of Finance and Section 151 officer.

21.C.41 Returning Officer's report

The Mayor congratulated all those Councillors who had been elected or re-elected on 6 May 2021 and in particular welcomed the new and returning Councillors.

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

Ward	Councillor
Adlington and Anderton	June Molyneaux Kim Snape Peter Francis Wilson
Buckshaw and Whittle	Aidy Riggott Christine Turner John Philip Walker
Chorley East	Hasina Khan Zara Khan James Steven Nevett
Chorley North and Astley	Adrian Lowe Alistair William Morwood Jean Margaret Sherwood
Chorley North East	Gordon France Margaret Mary France Jenny Whiffen
Chorley North West	Sarah Elizabeth Jane Ainsworth Aaron Beaver Matthew John Lynch
Chorley South East and Heath Charnock	Alistair Ward Bradley Samir Khan Bev Murray
Chorley South West	Karen Margaret Derbyshire Terry Howarth Roy Lees
Clayton East, Brindle and Hoghton	Sam Chapman Alan Cullens Peter Alexander Gabbott
Clayton West and Cuerden	Mark Edward Clifford Magdalene Margaret Cullens William Simmance

Coppull	Julia Louise Berry Alex Martin Hilton Steve Holgate
Croston, Mawdesley and Euxton South	Martin William Boardman Keith Iddon Alan John Platt
Eccleston, Heskin and Charnock Richard	John Derek Dalton Harold Heaton Alan Whittaker
Euxton	Danny Gee Tommy Gray Debra Platt

Decision: that the report be noted.

21.C.42 Appointment of the Executive Leader of the Council

The Mayor advised this item was not required.

21.C.43 Executive Cabinet appointments for 2021/22

Councillor Alistair Bradley, Executive Leader informed the Council of his appointments to the Executive Cabinet for 2021/22 and welcomed Councillor Peter Gabbott as the new Executive Member for Homes and Housing.

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

Portfolio	Executive Member
<p>Economic Development and Public Service Reform Lead Director: Mark Lester / Chris Sinnott</p> <ul style="list-style-type: none"> • Asset Management • Business support and inward investment • Major Projects and Developments • Wholly owned companies • Town Centre (including Market Walk and car parking) • Public Service Reform (including combined authority and shared services development) • Local Plan 	Alistair Bradley
<p>Resources Lead Director: Chris Sinnott / Louise Mattinson/ Chris Moister</p> <ul style="list-style-type: none"> • Finance • Corporate Strategy and improvement • Transformation • Communications and events • Support services • Astley Hall and Cultural Assets • Climate Change 	Peter Wilson

<p>Early Intervention Lead Director: Jennifer Mullin</p> <ul style="list-style-type: none"> • Volunteering and VCFS • Community Centre Management • Neighbourhood working and community development • Community safety • Environmental Health • Employment and Skills • Leisure Centres contract • Social Prescribing 	<p>Bev Murray</p>
<p>Homes and Housing Lead Director: Jennifer Mullin / Mark Lester</p> <ul style="list-style-type: none"> • Housing options, advice and supported housing • Home improvement service • Private sector housing • Council Residential Accommodation incl. Primrose Gardens • Housing Strategy 	<p>Peter Gabbott</p>
<p>Planning and Development Lead Director: Jonathan Noad</p> <ul style="list-style-type: none"> • Planning • Enforcement, including Building Control, Licensing, Empty Properties and Environmental Enforcement • Parks and Open Spaces development 	<p>Alistair Morwood</p>
<p>Customer and Streetscene Services Lead Director: Asim Khan</p> <ul style="list-style-type: none"> • Street Cleansing • Grounds Maintenance • Streetscene Improvements • ICT • Customer Services • Revenues and Benefits • Waste collection 	<p>Adrian Lowe</p>

<p>Lead Member for Health Services</p>	
<p>To include:</p> <ul style="list-style-type: none"> • Member of the Chorley Integrated Community Wellbeing Service Executive Steering Group • Council Champion for Health • Liaison with Primary Health Care Service Providers • Representation on relevant partnership bodies 	<p>Alex Hilton</p>
<p>Lead Member for Shared Services, Joint Working & Community Wellbeing</p>	
<p>To include:</p> <ul style="list-style-type: none"> • Member of shared service joint committee • Lead role for developing sub-regional partnerships, including Lancashire Combined Authority • Council Champion for Shared Services and Community Wellbeing • Supporting Local Health and Community Working • Observer Role on Public Services Reform Board 	<p>Margaret France</p>

Lead Member for Equality and Diversity:	
To include: <ul style="list-style-type: none"> • Council Champion for Equality and Diversity • Lead representative on outside bodies and shared working with regards to equality issues • Responsibilities for community cohesion and integration 	Hasina Khan
Member Responsible for:	
Town Centre and Assets Customer, Digital and Community Development Economic Development and Skills Governance and Audit	Danny Gee Matthew Lynch Aaron Beaver Gordon France
Council Champion for:	
Environment and Green Space Democratic and Member Services Older People Rural Communities Young People Strategic Development and Planning Public Protection and Enforcement and Adoptions Mental Health Awareness	Mark Clifford Kim Snape Tommy Gray Alan Whittaker Zara Khan Julia Berry Roy Lees James Nevett

Decision: That the appointments be noted, including the correction of Development Control to Planning within the Planning and Development portfolio.

21.C.44 Appointments to committees, panels and working groups for 2021/22

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

Councillor Debra Platt (Deputy Leader of the Opposition) noted the proposed change in time for certain Licensing meetings and suggested this be considered further prior to implementation. Following legal advice it was noted that the time of the meetings was not part of the decision under consideration, but it was suggested that a discussion be held following this meeting to resolve the matter.

The Executive Leader Councillor Alistair Bradley proposed, the Deputy Leader Councillor Peter Wilson seconded, the **unanimous Decision that the following appointments be approved for 2021/22:**

Appointments to Committees, Panels and Groups 2021/22		
Committees	Labour Group	Conservative Group
Overview and Scrutiny Committee (14 Members) (10:4)	Roy Lees (Vice-Chair) 1 2 Sarah Ainsworth 3 Julia Berry 4 Terry Haworth 5 Hasina Khan 6 Samir Khan 7 June Molyneaux 8 James Nevett 9 Kim Snape 10 Jenny Whiffen	John Walker (Chair) 1 2 John Dalton 3 Aidy Riggott 4 William Simmance
Overview and Scrutiny Committee Performance Panel (6 Members) (4:2)	Roy Lees (Vice-Chair) 1 2 Sarah Ainsworth 3 Julia Berry 4 James Nevett	John Walker (Chair) 1 2 Aidy Riggott
Planning Committee (13 Members) (9:4) 4 x substitute Members per group	June Molyneaux (Chair) Alex Hilton (Vice-Chair) 1 2 3 Aaron Beaver 4 Gordon France 5 Peter Gabbott 6 Danny Gee 7 Tommy Gray 8 Alistair Morwood 9 Alan Whittaker Subs 1 Julia Berry 2 Karen Derbyshire 3 Adrian Lowe 4 James Nevett	1 Martin Boardman 2 Magda Cullens 3 Harold Heaton 4 Keith Iddon 1 John Dalton 2 William Simmance 3 Christine Turner 4 John Walker

<p>Licensing and Public Safety Committee (15 Members)</p> <p>(10:5)</p> <p>2 x substitute Members per group</p>	<p>1 Matthew Lynch (Chair) 2 Margaret France (Vice-Chair) 3 Mark Clifford 4 Gordon France 5 Tommy Gray 6 Terry Howarth 7 Hasina Khan 8 Roy Lees 9 Jean Sherwood 10 Jenny Whiffen</p> <p>1 Aaron Beaver 2 Samir Khan</p>	<p>1 Harold Heaton 2 Keith Iddon 3 Alan Platt 4 Christine Turner 5 John Walker</p> <p>1 Keith Iddon 2 Debra Platt</p>
<p>General Purposes Committee (17 Members)</p> <p>(12:5)</p>	<p>1 Aaron Beaver (Chair) 2 Gordon France (Vice-Chair) 3 Julia Berry 4 Karen Derbyshire 5 Peter Gabbott 6 Alex Hilton 7 Terry Howarth 8 Samir Khan 9 Zara Khan 10 Roy Lees 11 Jean Sherwood 12 Jenny Whiffen</p>	<p>1 Magda Cullens 2 John Dalton 3 Alan Platt 4 William Simmance 5 Christine Turner</p>
<p>Governance Committee (8 Members)</p> <p>(6:2)</p> <p>Charlotte Fitch (Independent Person) Peter Ripley (Independent Person)</p>	<p>1 Hasina Khan (Vice-Chair) 2 Sarah Ainsworth 3 Julia Berry 4 Karen Derbyshire 5 Gordon France 6 Jean Sherwood</p> <p>Reserve</p> <p>1 Mark Clifford</p>	<p>1 Debra Platt (Chair) 2 Alan Platt</p> <p>1 Sam Chapman</p>

<p>Appointments Panel (6 Members) (4:2) 1 x substitute Member per group</p>	<p>Alistair Bradley (Chair) 1 2 Margaret France 3 Beverley Murray 4 Peter Wilson 1 Peter Gabbott</p>	<p>1 Martin Boardman 2 Debra Platt 1 John Walker</p>
<p>Chief Executive's Performance Review Panel (5 Members)</p>	<p>Alistair Bradley (Chair) 1 2 Kim Snape 3 Peter Wilson</p>	<p>1 Martin Boardman 2 Debra Platt</p>
<p>Human Resources Appeals Committee (Panels taken from 9 Members) (6:3)</p>	<p>Adrian Lowe (Chair) 1 2 Aaron Beaver 3 Margaret France 4 Roy Lees 5 Alistair Morwood 6 Beverley Murray</p>	<p>1 Aidy Riggott 2 Christine Turner 3 John Walker</p>
<p>Equality Forum (6 Members) (4:2)</p>	<p>Hasina Khan (Chair) 1 2 Gordon France 3 James Nevett 4 Jenny Whiffen Karen Derbyshire (Observer)</p>	<p>1 William Simmance 2 Christine Turner Magda Cullens (Observer)</p>
<p>Central Lancashire Strategic Planning Joint Advisory Committee (3 members) 2 x substitute Member per group</p>	<p>1 Alistair Bradley 2 Alistair Morwood 1 Julia Berry 2 Alex Hilton</p>	<p>1 Harold Heaton 1 Magda Cullens 2 Keith Iddon</p>
<p>Local Plan Working Group (12 Members) (8:4)</p>	<p>Alistair Bradley (Chair) Alistair Morwood (Vice-Chair) 1 2 3 Julia Berry 4 Margaret France 5 Danny Gee 6 Terry Howarth</p>	<p>1 Martin Boardman 2 John Dalton 3 Harold Heaton 4 Debra Platt</p>

	<p>7 Roy Lees 8 Alan Whittaker</p>	
<p>Wholly Owned Company and Projects Working Group (7 Members) (5:2:0) 2 x substitute Member per group</p>	<p>Alistair Bradley (Chair) 1 2 Peter Gabbott 3 Danny Gee 4 Samir Khan 5 June Molyneaux</p> <p>1 Tommy Gray 2 Peter Wilson</p>	<p>1 Martin Boardman 2 Debra Platt</p> <p>1 Alan Platt 2 John Walker</p>
<p>Members Support Working Group (8 Members) (6:2)</p>	<p>1 Kim Snape (Chair) Aaron Beaver (Vice-Chair) 2 3 Mark Clifford 4 Karen Derbyshire 5 June Molyneaux 6 James Nevett</p>	<p>1 William Simmance 2 Christine Turner</p>
<p>Climate Change Working Group (7 members) (5:2:0) 2x substitute member per group</p>	<p>Peter Wilson (Chair) 1 Mark Clifford (Vice-Chair) 2 3 Alistair Bradley 4 Beverley Murray 5 James Nevett</p> <p>1 Zara Khan 2 Terry Howarth</p> <p>Steve Holgate (Observer)</p>	<p>1 Magda Cullens 2 Debra Platt</p> <p>1 William Simmance 2 Christine Turner</p>
<p>Shared Services Joint Committee (5 Members) (3:2) 1 x substitute Member per group</p>	<p>1 Alistair Bradley 2 Margaret France 3 Peter Wilson</p> <p>1 Alistair Morwood</p>	<p>1 Sam Chapman 2 Alan Cullens</p> <p>1 John Walker</p>
<p>Shared Services Appointments Panel (3 Members) (2:1)</p>	<p>1 Alistair Bradley 2 Peter Wilson</p>	<p>1 Alan Cullens</p>

1 x substitute Member per group	1 Margaret France	1 Sam Chapman
Chorley Liaison The Chairs of the Neighbourhood Area Meetings plus one other Councillor representing Chorley town	Gordon France (Chair) & Kim Snape (Vice-Chair)	
Licensing Liaison Panel Chair and Vice Chair of Licensing & Public Services Committee plus Executive Member for Development and Planning	1 Matthew Lynch (Chair) 2 Margaret France 3 Alistair Morwood	1 Aidy Riggott
Town Team (4 Members including Executive Member for Resources – plus County Councillors) (3:1)	1 Danny Gee (Chair) 2 Sarah Ainsworth 3 Peter Wilson Tommy Gray (Observer) Matthew Lynch (Observer)	
Chorley Public Services Reform Executive (2 representatives) (1:1)	1 Alistair Bradley Margaret France (Observer) Steve Holgate (Observer)	1 Martin Boardman

Shadow Executives

Officer	Responsibility	Shadow Councillor
Gary Hall	CEO	Martin Boardman
		& Debra Platt
Chris Sinnott	Finance, Shared Services & Governance also Deputy CEO	Sam Chapman
Mark Lester	Property	Alan Platt
Jennifer Mullin	Communities	Debra Platt
Asim Kahn	IT	Alan Cullens
Jonathan Noad	Planning	Harold Heaton

21.C.45 Appointments to outside bodies for 2021/22

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

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

No.	Name of Body	No of reps	Representatives	Expiry date
1.	Adlington Community Association	2	Councillor June Molyneaux and Kim Snape	May 2022
2.	Armed Forces Champion	1	Councillor Aaron Beaver	May 2022
3.	Brindle Village Hall Management Committee (Observer position)	1	Councillor Sam Chapman	May 2022
4.	Central Lancashire Health and Wellbeing Partnership	1	Councillor Margaret France	May 2022
5.	Chorley and South Ribble Citizens Advice Bureau Management Committee	1	Councillor Gordon France	May 2022
6.	Chorley and South Ribble Shopmobility	1	Councillor June Molyneaux	May 2022
7.	Chorley Consolidated Charity and Chorley Relief Fund	3	Councillor Danny Gee (Appointed May 2021) Councillor Karen Derbyshire (Appointed May 2021) Vacancy (Appointed May 2021) (NB Appointments are for a 5-year period and cannot be changed mid-period)	May 2022 May 2022 May 2022 May 2022
8.	Chorley Football Club Community Foundation	1	Executive Member for Early Intervention - Councillor Beverley Murray	May 2022
9.	Chorley Sports Forum	2	Executive Member for Early Intervention - Councillor Beverley Murray and Councillor John Walker	May 2022
10.	Chorley Women's Centre Committee	1	Councillor Margaret France	May 2022

No.	Name of Body	No of reps	Representatives	Expiry date
11.	Chorley, South Ribble and West Lancashire Children's Partnership Board	1	Councillor Karen Derbyshire	May 2022
12.	Clayton Hall Landfill Liaison Cttee	1	Councillor Mark Clifford	May 2022
13.	Clayton-le-Woods Community Centre Management Committee	1	Councillor Peter Gabbott	May 2022
14.	Cuerden Valley Trust	1	Councillor Mark Clifford	May 2022
15.	District Councils' Network	1	Executive Leader - Councillor Alistair Bradley	May 2022
16.	Growth Lancashire Ltd Company - Board	1	Executive Leader – Councillor Alistair Bradley Substitute Cllr Alistair Morwood	May 2022
17.	Heapey and Wheelton Village Hall	1	Councillor Gordon France	May 2022
18.	Heskin Village Hall Management Committee	1	Councillor Alan Whittaker	May 2022
19.	Hoghton Village Hall Management Committee	1	Councillor Peter Gabbott	May 2022
20.	Home-Start Chorley and South Ribble	1	Councillor Sarah Ainsworth	May 2022
21.	Jigsaw Homes North Board	1	Councillor Matt Lynch	May 2022
22.	Lancashire Combined Authority (Shadow)	1	Executive Leader – Councillor Alistair Bradley (Substitute - Councillor Margaret France)	May 2022
23.	Lancashire County Council – Health Overview and Scrutiny Committee (Co-opted member)	1	Councillor Margaret France (Substitute - Councillor Alex Hilton)	May 2022
24.	Lancashire Local Enterprise Partnership	1	Councillor Terry Howarth	May 2022
25.	Lancashire Police and Crime Panel	1	Executive Leader - Councillor Alistair Bradley (Substitute, Deputy Executive Leader -	May 2022

No.	Name of Body	No of reps	Representatives	Expiry date
			Councillor Peter Wilson)	
26.	Lancashire Teaching Hospital NHS Foundation Trust – Governing Council (3 year appointment)	1	Executive Leader – Councillor Alistair Bradley	May 2022
27.	Lancashire Waste Partnership	1	Councillor Gordon France	May 2022
28.	Local Government Association (Lancashire Branch)	1 (2)	Executive Leader - Councillor Alistair Bradley Deputy Executive Leader - Councillor Peter Wilson and Leader of the Opposition - Councillor Martin Boardman (Observers)	May 2022
29.	Local Government Association General Assembly and associated groups	2	Executive Leader - Councillor Alistair Bradley and Deputy Executive Leader - Councillor Peter Wilson	May 2022
30.	Mawdesley Millennium Trust	1	Councillor Keith Iddon	May 2022
31.	Mawdesley Village Hall Management Committee	1	Councillor Martin Boardman	May 2022
32.	North West Local Authorities Employers' Organisation	1	Executive Member for Resources - Councillor Peter Wilson	May 2022
33.	Preston and Western Lancashire Racial Equality Council	1	Councillor Hasina Khan	May 2022
34.	Rivington and Brinscall Advisory Group	3	Councillors Jenny Whiffen, Margaret France and Kim Snape	May 2022
35.	Rivington Heritage Trust	1	Councillor Kim Snape	May 2022
36.	Rural Services Network	1	Councillor Alan Whittaker	May 2022
37.	Safer Chorley and South Ribble Partnership (Responsible Authorities Group)	1	Councillor Julia Berry	May 2022
38.	The North West of England and the Isle of Man Reserved	1	Councillor Aaron Beaver	May 2022

No.	Name of Body	No of reps	Representatives	Expiry date
	Forces and Cadets Association			

21.C.46 Council Meetings 2021/22

Councillors noted the programme of Council Meetings for 2021/22 as follows:

- 29 June 2021 (celebration event)
- 20 July 2021
- 28 September 2021
- 16 November 2021 (Special)
- 25 January 2022
- 22 February 2022 (Special)
- 19 April 2022
- 17 May 2022

21.C.47 Review of Members' Allowances Scheme 2021

The Executive Leader, Councillor Alistair Bradley, presented the report of the Independent Remuneration Panel which set out recommendations to the Council following their review of Members' Allowances.

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

1. **That the attached Member Allowances Scheme be approved in its current format with effect from 19 May 2021.**
2. **That alternative reward systems be considered, similar to those offered to staff (perhaps with the Member Support Working Group).**
3. **The role descriptions within the Constitution be reviewed and updated with the Member Support Working Group.**
4. **The Member Allowances Scheme be reviewed again in 12 months to monitor any changes, including the provision of a mileage rate for electric vehicles.**

21.C.48 Any urgent business previously agreed with the Mayor - Notice of Motion

Councillors Alan Cullens and Aidy Riggott declared a personal interest in this item as members of Lancashire County Council.

The Mayor advised that he had accepted an urgent Notice of Motion presented by Councillor Hasina Khan, on the basis that it is time constrained. The item was debated following legal advice supporting the acceptance of the item by the Mayor.

Notice of Motion – Grant Maintained Nurseries

“Chorley Council requires the Council Leader to write to the Leader and CEO of Lancashire County Council to demand that it immediately halt the recently announced consultation in to the future of Grant Maintained Nurseries which could see some of

the county's 24 maintained nurseries closed including Highfield and Duke St Nurseries here in Chorley.

As we have not yet fully emerged from the Covid- 19 pandemic and face issues of educational ability resulting from education closures and lockdowns, this Council believes that such a consultation is ill-timed and premature. Further we urge Lancashire County Council ask the government to immediately confirm the extension of supplementary funding to 2022, as well as finally providing the long-term funding solution that has been repeatedly promised in the past”.

Councillor Julia Berry seconded the motion and spoke in support of it.

Following debate the Leader of the Opposition, Councillor Martin Boardman, requested a recorded vote.

For: Councillors Steve Holgate, Julia Berry, Sarah Ainsworth, Aaron Beaver, Alistair Bradley, Mark Clifford, Karen Derbyshire, Gordon France, Margaret France, Peter Gabbott, Danny Gee, Alex Hilton, Terry Howarth, Hasina Khan, Samir Khan, Zara Khan, Roy Lees, Matthew Lynch, June Molyneaux, Alistair Morwood, Bev Murray, James Nevett, Jean Sherwood, Kim Snape, Jenny Whiffen, Alan Whittaker, Peter Wilson.

Against:

Abstention: Martin Boardman, Sam Chapman, Alan Cullens, Magda Cullens, John Dalton, Harold Heaton, Keith Iddon, Alan Platt, Debra Platt, Aidy Riggott, William Simmance, Christine Turner, John Walker.

Mayor

Date

This page is intentionally left blank



Report of	Meeting	Date
Deputy Chief Executive (Introduced by the Leader)	Council	20/07/2021

Chorley Council Annual Report 2020/21

Purpose of report

- To provide a summary of the Council's achievements during 2020/21 as well as highlighting both the challenges and opportunities facing the Council in 2021/22 and beyond.

Recommendation(s)

- That the report be noted.

Executive summary of report

- Overall performance against the Corporate Strategy in 2021/20 was very good, delivering significant progress against the council's key priorities:
 - Involving residents in improving their local area and equality of access for all
 - A strong local economy
 - Clean, safe and healthy homes and communities
 - An ambitious council that does more to meet the needs of residents and the local area
- Despite a challenging and uncertain period, due to the Covid-19 pandemic, the council has continued to deliver against the corporate strategy, whilst providing support to local residents and businesses affected by the pandemic. This report outlines those key achievements, the challenges and opportunities.
- Looking ahead, the council will need to balance anticipated increased demand for services as communities emerge from Covid-19 and recovery begins, against the potential for retraction in public spending.
- Appendix A of the annual report provides the Trade Union Facilities time for 2020/21 as required by regulation from 2017. It shows the amount and cost of trade union facility time within the council over the last 12 months.

Confidential report Please bold as appropriate	Yes	No
--	-----	-----------

Key Decision? Please bold as appropriate	Yes	No
--	-----	-----------

**Reasons for recommendation(s)
(If the recommendations are accepted)**

- 7. The Annual Report forms part of the council’s performance management framework and supports the council in reflecting on its performance over the previous 12 months.

Alternative options considered and rejected

- 8. N/A

Corporate priorities

- 9. This report relates to the following Strategic Objectives:

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

Background

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

Summary of the report

- 11. The Chorley Council Annual Report is attached to this paper as an appendix. The key headlines from the report include:

Covid-19 Community Response in 2020/21

- 12. ‘Chorley Together’ was launched in 2020 as a direct response to Covid-19, to support the most vulnerable individuals and families within the borough. The work the council has undertaken in recent years through its community resilience framework provided a strong foundation for our response to the pandemic. The response was made possible through a collaborative effort between council services and employees as well as working with key service providers and community-based organisations; including Chorley Buddies, Pauline’s Angels, Inspire Youth Zone and NHS responders.
- 13. Overall, 973 households have been supported during 2020/21 through the ‘Chorley Together Programme’ with advice, support and assessment around financial support, food parcels and assisted shopping.
- 14. Support to businesses has also been a critical part of the response, implementing national grant programmes at pace. The teams have been able to process £40 million worth of grants to business across Chorley, amounting to 7,779 payments. This has provided a vital lifeline whilst Covid-19 restrictions were and, in some cases, remain in force.

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

15. We have continued to support residents to take an active part in their local communities, such as through Small Community Grants programme, which has assisted 17 voluntary, community, and faith sector groups from across the borough to continue to deliver community based services. This has included towards vital safety equipment, which has ensured that groups such as Mawdesley Bowling Club, Chorley Panthers RLFC, and 1st Wheelton Brownies can operate in a Covid-19 secure way.
16. We commenced essential renovation works at Astley Hall, which will enhance access to the facility and secure it as a valuable community asset by maintaining the structural integrity and safety of the building. This will ensure that the hall remains a community focal point that residents can take pride in, with associated benefits to tourism.
17. We have been delivering our Activity Buddies programme, which has been addressing social isolation in Chorley through a buddy system that seeks to improve vulnerable people's confidence and involve them in their community through one-to-one support. In addition to this, we have delivered initiatives to tackle food poverty and holiday hunger. This includes through granting funding to community groups, which have provided families with support, as well as distributing supermarket vouchers to families in need. This has ensured that all residents have access to food and can equally live healthy lives.
18. We launched our new webpage after an extensive development process, which involved user testing to ensure that it was designed according to customers' needs. The website has been built with accessibility in mind and features new accessibility tools. This project has ensured that our online services are easy to use, accessible, and efficient, enhancing the customer experience.

Clean, safe and healthy communities

19. We have continued to contribute to clean, safe and healthy communities with the delivery of improvements to 19 play and open spaces across the borough. These improvements have ranged from new play equipment at the Broom Close Play Area to the construction of a state of the art sports pavilion at the Westway Sports Campus. This will ensure that all residents have access to fit-for-purpose outdoor facilities and green spaces, with associated benefits to health and wellbeing.
20. We sought to address health inequality with our Winter Warmth Programme and our Affordable Warmth Grant, which have supported those effected by fuel poverty. This has involved the distribution of brochures to provide essential advice and guidance on how to keep warm and healthy during the winter months. Furthermore, we have also been publishing advice for private tenants at risk of homelessness via a new webpage to increase awareness of tenant rights. This is part of our proactive approach to prevent homelessness and provide residents with safe and secure homes.
21. We commenced the project to transform Tatton Recreation Ground and the former bus depot site off Eaves Lane, which will provide vital facilities for residents and improve health provision and open spaces when completed. The ambitious development has made good progress over 2020/21, which has included the development of designs and approval of planning permission as well as initial ground works ahead of construction in 2021/22.

A strong local economy

22. We successfully delivered essential support to businesses as part of the Covid-19 community response to ensure that the business sector remains strong. This has involved the hosting of 53 webinars for sectors in distress on subjects such as digital marketing strategies as well as advice on cashflow, which were attended by 643 individuals. Moreover, we have administered over £40 million in Covid-19 support grants, which amounted to 7,779 payments, as well as supported the government KickStart scheme, proving funding and referring young people at risk of long term unemployment to businesses to create new job places.
23. We have continued to support the creation of jobs through schemes such as the Business Grant programme as well as our Digital Creative Scheme. These provide start-ups, entrepreneurs, and existing businesses with funding in order to help expansion and create new high quality job opportunities. As part of this, we supported the creation of 366 projected jobs.
24. We started improvements to the historic covered markets, which has included the redesign of the market entrance, instillation of new signage, and redecoration of the exterior of the building. These works will ensure that the facility continues to be a vibrant commercial focal point to the town and support the needs of local businesses that operate in the building.

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

25. We progressed our ambition to improve our environmental performance, with the delivery of elements of the Green Agenda project. This includes the planting of over 24,000 trees throughout the borough as part of our commitment to plant a tree for every resident by 2025, supporting us to operate more sustainably. We also conducted initial mapping of our carbon footprint, which will inform our green actions going forward.
26. We delivered phase one of shared services between ourselves and South Ribble Borough Council, which will reduce the costs of operating services across both authorities and strengthen resilience whilst creating more development opportunities for staff. The first phase has involved the shared of Legal, Democratic Services and Electoral Services, Transformation and Partnerships, as well as Communications and Visitor Economy. This forms part of our aim to continuously strive to improve as a service provider.
27. We continued to build on the multi-agency group (PIVOT), which managed 138 cases to provide joined up support for vulnerable individuals, to reduce duplication across public services, and to improve wellbeing for residents. We have also continued to fund and protect bus routes across the borough to support services that were at risk of withdrawal. This has enabled our residents to access vital services, such as the hospital and town centre, to ensure we retain cohesive communities in and around our rural and urban areas.

Council spending

28. The council has invested in improvements right across the borough that have helped deliver better long-term outcomes for residents in 2020/21. This has included £800k on home adaptations to enable residents to live independently for longer, £500k invested in Leisure Centres to enhance the facilities, £280k spent on our play and open spaces across the borough, and £260k spent on improvements around the town centre to ensure it remains a vibrant commercial space.

Future challenges in 2021/22

29. Looking ahead to 2021/22, we have a number of challenges that we face as a local authority. This includes managing the impact of potential cuts to public service funding and increasing

demand for services in addition to the enormous responsibility we have in spearheading the Covid-19 recovery at the local level. We have a clear plan to sustain support for the most vulnerable residents, get council services back on track, protect local businesses, as well as deliver the projects and improvements that matter most to our residents and supporting employability.

- 30. As part of our strategy , we will continue to invest in our communities to support a strong post-pandemic recovery. This includes in the progression and delivery of key development projects, such as at Alker Lane, Tatton, and Bengal Street, which will provide essential facilities both for residents as well as businesses, building local assets. We will also continue with our ambition to deliver sustainable, efficient, and value for money services through delivery of phase two of shared services, finding new ways to deliver services through our public service reform partnership, and progression of our Green Agenda. This will ensure that we continue to foster thriving communities and deliver high quality services for our residents.

Implications of report

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

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

Chris Sinnott
Deputy Chief Executive

Report Author	Ext	Date
Jon-James Martin	***	30/06/2021

This page is intentionally left blank



ANNUAL REPORT

2020/21

Agenda Page 25

Agenda Item 5

Welcome to Chorley Council's annual report

This report presents Chorley Council's annual report for 2020/21. It provides an overview of activities and achievements over the last year, outlining the key steps that we have taken to ensure that we continue to deliver our vision and priorities as outlined below:

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



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



A strong local economy



Clean, safe and healthy homes and communities



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



Council Leader's Introduction

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

There have been an extraordinary number of achievements that have contributed to delivering better outcomes for residents in Chorley over the past twelve months, which I am proud to present in this report.

We have progressed our ambition to plant a tree for every resident by 2025, with over 24,000 trees planted across the borough in this year alone. This is supporting us to be more sustainable and promote green issues as a community leader.

We have also created more than 360 future jobs in the borough through our Business Grant programme as well as our Digital Creative scheme. This will help to move our economy forward and benefit our residents by providing job opportunities.

Over the next year, we will be focusing on some key developments that will continue to boost economic growth and accommodate the ambitions of our communities and businesses. This includes creating employment land at Alker Lane as well as redeveloping the former bus depot site off Eaves Lane.

In addition, we will continue to work closely with our partners, communities, and business in order to build a better Chorley as we move on from the crisis.



Overview of Resources

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

I am pleased to report that, despite the unprecedented challenges presented by the pandemic, we have continued to deliver our key corporate projects as well as provide high quality services for our customers.

For example, we delivered the first phase of the extension of shared services with South Ribble Borough Council. This ambitious move will provide more resilience, opportunities to improve services, and better value for money for our residents.

We have also continued to provide tailored support for those at need during the crisis. This includes for local business, such as through our webinars and Business Engagement service, as well as local residents, such as through our holiday hunger programme and support delivered by our Communities Team.

Going forward, we will continue to be ambitious with what we would like to achieve as we strive to continuously improve outcomes for people across borough. This will ensure that Chorley remains a great place to live, work, and visit.

“There have been unprecedented challenges over 2020 and 2021. Despite this, we have continued to be ambitious with what we wanted to achieve and have ensured that it has been delivered”

In a typical week in 2020/21 we.....

Assisted
3,510 residents
with service requests via email,
phone or online



Planted
472 trees
across the borough.



Recycled
339 tonnes
of household waste



Benefited
23 residents
with opportunities created by the
Communities Team

Emptied
76,210 wheelie bins



Created
7 projected jobs
through council support or
intervention



Prevented
12 people
from potentially becoming homeless



Completed
7 handy person jobs
across Chorley

Supported
3 community groups
to improve



Engaged with
58 businesses
providing support and advice



COVID-19 Community Response

In 2020, we launched the 'Chorley Together' programme to help support the most vulnerable in the borough through the on-going COVID-19 crisis. This has been a collective effort from the council, key organisations and the local community, who have come together to help those who are most vulnerable. This includes key partners such as Chorley Buddies, Pauline's Angels, Inspire Youth Zone and NHS responders. We had many volunteers from the community come forward, such as doctors and nurses, lorry drivers, businesses, staff who have been furloughed, and those who have retired to volunteer. Alongside this work, we have continued to deliver and improve our normal services whilst protecting residents.

The key statistics below to outline the response work and support delivered to support the community over 2020/21:



992 calls processed via the crisis support line

973 households supported through the Chorley Together programme



242 cases assessed for financial support

516 food parcels given out

47 Volunteers involved in delivering support

142 homeless people provided with weekly support and provisions



93 people assisted with shopping through our Supermarket Scheme

139 clinically vulnerable people supported

50 community groups supported the community response

BUSINESS SUPPORT

54 business webinars delivered

£40m worth of Covid-19 grants processed

7,779 payments dispensed to businesses

1,831 businesses supported



Involving residents in improving their local area 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



OUR ACHIEVEMENTS 2020/21:

- **105** community groups supported to improve
- **17** community groups awarded with grants, amounting to **5k**.
- **47** people signposted to volunteer opportunities



In February 2021, we launched our new council website. This was developed through user testing to map customer journeys and capture user experiences, ensuring that new website is customer focused. The website now features audio visual tools to support those with additional needs, which can read aloud, translate, magnify, and change the colour of text on each page, as well as a revised user interface. This project has ensured that our online services are easy to use and accessible, enhancing the customer experience.



We delivered initiatives focusing on food poverty and holiday hunger to ensure that all residents have access to food and can equally live healthy lives. Through making funding available for community groups to

apply for, we have provided over **300** families with support. In addition to this, we have distributed supermarket vouchers to families in need.



We launched our Activity Buddies Programme in partnership with Chorley Buddies in 2020, training volunteers to connect with and support vulnerable residents with long term health conditions and those experiencing social isolation in order to build their confidence as well as involve them in the community.



We began the project to renovate of Astley Hall, which will deliver vital improvements to maintain the structural integrity and safety of the building as well as transform the visitor journey and improve access.

This will ensure a sustainable long-term future for the facility, with associated benefits for tourism, and improved accessibility. Works delivered over 2020/21 include the removal of the old render from the hall, restoration of the seventeenth century brick facade, and the creation of new windows, which have been crafted by local contractors.



Small Community Grants were awarded to voluntary community and faith sector groups from across the borough, including to Chorley Panthers RLFC for Covid safety and sanitation equipment, to the 1st Clayton Brook Scout Group for materials for activities and financial support for struggling families, as well as to Friends for You to fund afternoon teas for those who are socially isolated. This will ensure that we continue to have thriving local communities and community-based groups.

Clean safe and healthy 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



OUR ACHIEVEMENTS 2020/21

- **365** handy person jobs undertaken
- **621** people prevented from being homeless through council intervention and support
- **42.8%** of household waste recycled



We published a new webpage to present up-to-date information, advice, and support services for tenants at risk of homelessness. This aims to increase awareness of tenant rights in the private sector and ensure that residents have access to essential legal information regarding their tenancies. This forms part of our proactive approach to preventing homelessness across the borough, with our Homelessness and Rough Sleeping Strategy scheduled to be implemented over 2021/22.



Throughout 2020/21, improvements have been made to **19** play, open space, and pitches across the borough to help create safer and healthier communities. This includes the instillation of lighting, benches, and information boards at Great Knowley, construction of a sports pavilion and grass pitch at the Westway Sports Campus, improvements to the pond and

paths around Eaves Green, and instillation of new play equipment at the Broom Close Play Area.



We installed over **30** wildflower meadows as part of our drive to improve biodiversity, tackle climate change, and enhance our green spaces. These have added splash of colour across the borough and have provided invaluable food and habitats for insects and pollinators.



Work to transform Tatton Recreation Ground and the former bus depot site off Eaves Lane was commenced in 2020 and will include high quality, affordable and suitable housing, a GP surgery, a pharmacy, a café, and a community centre when completed. This will provide vital facilities for residents and improve health provision and open spaces, supporting wellbeing outcomes and wider benefits such as community cohesion and reduced anti-social behaviour.



Following consultation with local residents, we installed perennial wildflower turf and **6** cherry trees at the former Grafton Street Play Area. This has transformed the space into an urban oasis and will provide an essential green space for people living in the area, with associated benefits to health and mental wellbeing.



We launched our Winter Warmth Programme in conjunction with our Affordable Warmth Grant to support those effected by fuel poverty. As part of this, we have published brochure packs providing advice, guidance, and tips on how to keep warm, healthy and happy during the winter months. This has helped to tackle health inequalities by keeping vulnerable people informed on how to access services and tackle winter related health issues.

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



OUR ACHIEVEMENTS 2020/21

- **£40 million** administered in Covid-19 business support grants
- **366** projected jobs created through council support or intervention.
- **1,831** business supported by the Council



To support local business, we launched an online directory called 'Shop Local', which will present and promote the services of local businesses. The businesses range from both food and commercial retailers in addition to other services, such as pet supplies and leisure. This will support people to shop locally and sustainably.



We commenced improvements to the historic Covered Market as part of our aim to ensure that the town centre remains a vibrant commercial hub by transforming the visitor experience and facilities. Work completed over 2020/21 includes the designing of a new striking entrance, installation of

new signage as well as the redecoration of the exterior of the building. This will preserve the long term future of the market.



We have been delivering training and support webinars for sectors in distress, including sessions on financial health checks for businesses impacted by the pandemic. This has included over **54** webinars, which have been attended by **643** attendees. This seeks to stem the impact of the pandemic on local business and provide key support and advice.



We launched a new museum gift shop and information centre for Astley Hall in December 2020, which has enriched the visitor experience and further promoted the destination as a great place to visit. The shop, which is located in the Hall's old coach house, provides a range of

locally sourced and sustainable gifts that are inspired by the history of the Hall and the surrounding area.



We have administered financial support to business in the area across the year. This has included over **£40** million in Covid-19 government grant schemes, amounting to **7,779** payments to businesses. We have also been supporting the government Kickstart Scheme, which has provided funding to employers to create new job placements for 16 to 24 year olds who are at risk of long term unemployment based on our referrals.



We helped to create more than **366** projected jobs through our Business Grant programme as well as our Digital Creative Scheme. These programmes aim to support start-ups, entrepreneurs and existing businesses to ensure a thriving and diverse local economy that can accommodate the ambitions of residents.

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

OUR ACHIEVEMENTS 2020/21

- **15%** increase in the number of service requests received online.
- **3%** reduction in customer dissatisfaction with the services received in a five-year period.
- **9%** improvement in the average time to process new benefits claims and change events to **3.37** days

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

As part of our commitment tackle climate change since our declaration of a Climate Emergency back in November 2019, we have been delivering our Green Agenda. operating more sustainably as a community leader.

This has included the planting of **24,536** trees as well initial mapping of our carbon footprint. This is supporting our ambition of operating more sustainably as a community leader.

We have continued to transform our ways of working, aiming to do more for less, whilst retaining a high level of service. Our transformation programme has seen budget efficiency savings and increased income totalling **£680k**.

We successfully delivered the first phase of the extension of shared services between ourselves and South Ribble Borough Council. This has involved the sharing services such as Legal, Democratic Scrutiny and Electoral Services, Transformation

and Partnerships, as well as Communications and Visitor Economy. This will reduce costs of operating services across both councils whilst strengthening resilience and creating more development opportunities both for staff and for the council as an organisation.

The multi-agency group (PIVOT) have managed **120** cases in 2020/21, with **42%** cases involving mental health issues as main reason for support and further **18%** of cases involving issues with housing. This has provide joined up support for vulnerable adults, children, and families with complex needs, achieving better outcomes for wellbeing whilst ensuring more sustainable outcomes for individuals and services. This in turn is building more resilient communities.

The council has continued to invest in improvements right across the borough that have helped deliver better long term outcomes for residents in 2020/21.

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

£4k invested in the Green Agenda programme to improve our environmental performance and operate sustainably. This includes supporting the delivery our Tree Planting Strategy.

£16k invested in the Strawberry Fields Digital Hub as part of further upgrades to the state of the art facility.

A strong local economy

£260k spent on improvements around the town centre to ensure it remains a vibrant and attractive commercial hub.

£15k invested in the Covered Market to preserve it as a historic focal point of the borough.

£630k allocated to the Alker Lane development, which will deliver vital office and light industrial spaces to accommodate the ambitions of local businesses and support job creation.

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

£800k spent on home adaptations to enable residents to live independently for longer.

£1.5m invested in the Westway sports hub development. The site will include football pitches and an athletics track, providing access to a first-class sports facility in Chorley.

Clean safe and healthy communities

£500k invested in Leisure Centres to improve health and wellbeing facilities across the borough.

£620k allocated to purchasing affordable homes to ensure access to high quality housing.

£1.2m spent towards the project to build Whittle Surgery, which will greatly improvement health capacity and provision in the area.

£280k invested in play and open spaces across the borough.

Future Challenges

Looking ahead, the council will need to balance anticipated increased demand for services as communities emerge from Covid-19 and recovery begins against the potential for retraction in public spending. However, there will also be opportunities to be better than before, as we learn from a community focussed response and build new relationships with residents and wider partners to achieve sustainable services for the future.

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

RESOURCES AND CAPACITY

To meet the changing needs of our borough within the financial constraints the council faces, it is vital that we continue to improve as an organisation and transform the way that we work.

As well as looking at our processes and systems, developing our workforce and investing in new technology, we will further extend our shared services with South Ribble to build in additional capacity and resilience.

PARTNERSHIP WORKING

The recent pandemic has seen us need to work with our partners more closely than ever before, sharing resources and making better use of technology. We must build on this learning to shape our future approach to partnership working so that we can continue to deliver sustainable public services.

As a council we will work through our public service reform partnership and build on our relationship with South Ribble Council to do even more across the two boroughs.

UNCERTAINTY

Financial and political uncertainty at a local and national level, including the impact of COVID-19 and Brexit, will mean that we need to plan for a range of scenarios so that we can sustain high quality services for our residents.

We will continue to work towards a balanced budget, delivering the Medium Term Financial Strategy and driving forward our transformation programme to ensure that the organisation is in a strong position to respond to future challenges.

COVID-19 RECOVERY

Over the next 12 months, there will be a focus on delivering our recovery plan in response to the COVID-19 pandemic and coming out of lockdown.

The council has a clear plan to sustain support for the most vulnerable residents, get council services back on track, protect local businesses and deliver the projects and improvements that matter most to our residents. We will support employability and work proactively to return to local economic growth.

Looking ahead to 2021/22

Looking forward to 2021/22 we will continue to focus on delivering positive outcomes for residents against our corporate priorities, this will include the following:



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

Undertake renovation works at Astley Hall: Conducting vital conservation improvements and transforming the visitor experience.

Deliver year one of the Digital Strategy: Developing our use of technology and data to deliver efficient and accessible digital services for our customers.

Implement the community resilience locality action plans: Delivering targeted and bespoke support to develop self-sufficient and healthier communities, taking into account the challenges of the pandemic.



A strong local economy

Deliver employment land at Alker Lane: Constructing a mixture of light industrial units and office spaces to accommodate the ambitions of local businesses.

Deliver improvements to the town centre: Enhancing the retail and visitor experience of the town centre to ensure it remains a vibrant commercial hub.

Bring forward site at Bengal Street: Finalising site plans and securing planning permission ahead of the site's future development.



Clean safe and healthy communities

Deliver the extra care scheme and community facilities at Tatton: Constructing vital health and wellbeing infrastructure for local residents that will support improved outcomes.

Improve play and community spaces across the borough: Providing high quality facilities for residents and improving access to open space, sports and recreation.

Implement the Homelessness and Rough Sleeping Strategy action plan: Strengthening mental health, substance misuse, and budgeting support as well as providing support for those in the private rental sector.



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

Deliver phase 2 of Shared Services: Creating efficient and value for money shared services between South Ribble Borough Council and ourselves.

Extend the borough wide programme of improvements to street services: Enhancing the borough as a great place to live, work and visit.

Work with our partners to deliver sustainable public services: Developing intelligence led services that address wider wellbeing factors and improve outcomes for residents.

Deliver a project to support Chorley Council's commitment to the green agenda: Improving our environmental performance in line with the declaration of a Climate Emergency.

Appendix A

Trade Union Facilities time for 2020/21

The trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. These regulations place a legislative requirement on relevant public sector employers to collate and publish, on an annual basis a range of data on the amount and cost of facility time within their organisation. The facility time data for Chorley Borough Council for the period of 2020/21 is shown below. We have included the tables to illustrate the information required, and it is published alongside the Annual Report for the period 2020/21.

Table 1 - Relevant Union Officials

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

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
8	8

Table 2 - Percentage of time spent on facility time

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

Percentage of time	Number of Employees
0%	0
1-50%	8
51-99%	0
100%	0

Table 3 - Percentage of pay bill spent on facility time

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

	Figures
Provide the total cost of facility time (including oncosts)	£1409.13
Provide the total pay bill	£10254427
Provide the percentage of the total bill spent on facilities time	0.01

Table 4 - Paid trade union activities

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

Time spent on paid trade union activities as a percentage of the total paid facilities time hours	0
---	---

Executive Cabinet

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

General Report of the Meeting Held on 17 June 2021

Registered Provider Partnership Framework - Final Version for Implementation

2. I presented the report of the Director of Planning and Development which sets out the consultation responses received to the draft Registered Provider (RP) Partnership Framework which was consulted on between 13 November and 11 December 2020 and identifies the changes made to the Framework as a result of the consultation responses and seeks approval to implement the amended version of the Framework.
3. 84 organisations including developers, RPs and agents operating in the Borough were consulted. In total only 6 responses were received but a number of issues/objections were raised in these responses that needed to be considered before finalising the Framework. Legal advice was sought and as a result several changes were made to the Framework which were outlined in the report as well as the next steps to implement the Framework.
4. Following queries, we were advised that the Council as a housing provider would also have to adhere to the Framework. Members supported the proposals and commended the work undertaken. We approved the amended version of the Framework for implementation.

Executive Cabinet Response to the Overview and Scrutiny Task Group – Sustainable Public Transport

5. I presented the report of the Director of Planning and Development which outlines the response to the recommendations of the Task Group for Sustainable Public Transport. Members noted that all 22 of the recommendations were being agreed.
6. Following queries on whether personal vehicles such as electric cars and cycling and walking strategies should be considered separately from the Sustainable Public Transport report, it was proposed that they remain in the report but separate reviews could be undertaken. We agreed that the recommendations of the Overview and Scrutiny Task Group be received, and recommendations accepted.

Alker Lane Scheme Name

7. I presented the report of the Director of Commercial Services which advises as to the proposed name for the Alker Lane development. The Alker Lane scheme commenced on site on the 1st June 2021 and officers have already received numerous expressions of interest in the availability of the units. As part of the marketing strategy, a strong and appropriate identity is required to promote the development. We therefore approved the proposed name, 'Strawberry Meadows Business Park'.

Revenue and Capital Budget Monitoring 20-21 Outturn

8. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director of Finance 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. The accounts are provisional at this stage and are also subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the general fund as a result of this process, a further report will be submitted to Executive Cabinet.
9. In summary, there is a provisional underspend against the budget at year-end of £57k after taking account of requests for slippage of committed items of £256k that have been approved by the Chief Finance Officer. Members noted that the capital outturn expenditure for 2020/21 is £9.087m. 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 £4.057m.
10. Following queries on the forecasted reduction of bad debt provision for Market Walk in 2021/22 as money is repaid, we considered what would be a bad result for the council and recognised that based on the unprecedented circumstances any result that will bring in income will be considered positive for the council. We approved the recommendations in the report.

Quarter Four Performance Report 2020/21

11. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Deputy Chief Executive which sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2020/21, covering the 1 January to 31 March 2021.
12. The overall performance of key projects is good, with 84% of the projects rated as green, 8% rated as not started, and 8% rated as amber; there are action plans in place for those projects rated as amber.
13. Performance of the Corporate Strategy indicators and key service delivery measures continues to be closely monitored, with 50% of Corporate Strategy measures and 75% of key service delivery measures performing on or above

target, or within the 5% threshold. Given the current challenges and environment the Council is operating in, performance against the agreed measures remains positive, with the Council continuing to work proactively to improve the position for local residents and communities. Where indicators are performing below target, action plans are in place to improve performance. The performance is reflective of national performance trends. We noted the report.

HR and Payroll System

14. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Deputy Chief Executive which seeks approval to enter into a ten-year agreement with Blackpool Council to provide a managed payroll service with integrated HR service and all associated implementation, support and maintenance services.
15. Chorley has a service contract with Blackpool council to deliver a managed payroll service which has been in place for over 15 years and due to expire 31 March 2021. A number of suppliers were invited to provide system demonstrations and the council's current payroll providers were also invited to discuss how they could meet the shared requirements of the councils. Continuing to use the current providers was considered the best option going forward.
16. The initial contract term will be 10 years following successful implementation and roll out (April 2022 for core HR and Payroll) with the potential to extend for a further 5 years (renewal term). The advantages of this model are outlined in the report. We approved the recommendations within the report.

Insurance Portfolio Procurement Proposals

17. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director of Governance which seeks Member approval to engage in a joint procurement with South Ribble Council to procure all insurance policies within the council's portfolio. The joint insurance tender for the renewal of the insurance covers in place at both Councils is a key project in the Shared Audit and Risk business plan for 2021/22.
18. Whilst the Insurance Broker contract is shared across South Ribble and Chorley Council's, members are advised that each council maintains its own insurance policy portfolio. The various insurance policies contained within each council's insurance portfolio are contracted under Long-Term Agreements (LTAs) of which expire on the 31 December 2021. It is proposed to tender for the insurance policies using a procurement dynamic purchasing system, similar to a procurement framework. We approved the recommendations within the report.

Neighbourhood Working

19. Councillor Bev Murray, Executive Member (Early Intervention), presented the report of the Director of Communities which provides details of the Neighbourhood Working Review and the proposed way forward to revise the delivery of neighbourhood working in Chorley which will ensure the model continues to develop and meets the needs of members and the communities they serve. It also presents the preferred option for new Neighbourhood Area footprint due to the impact of ward boundary changes which came into effect in May 2021.
20. Following the boundary review changes which came into effect in May 2021, a range of new area model options have been created and the preferred option proposed is to adopt the six Neighbourhood Area Model, which would split the 14 new wards into six areas as detailed in the report. The annual budget of £50k will give each neighbourhood area £8,000 and the opportunity to fund either one large project or allocate to several different projects, although it is proposed that no more than a maximum of four projects are chosen to be delivered. This approach will be piloted and the reviewed.
21. Following a request, it was agreed that the 'Chorley Town North' neighbourhood area be amended to 'Chorley North' based on the geographical nature of the area. We approved the recommendations within the report, subject to amending the 'Chorley Town North' neighbourhood area to 'Chorley North'.

LCC Holiday Activity and Food Programme (HAF)

22. Councillor Bev Murray, Executive Member (Early Intervention), presented the report of the Director of Communities which provides details in relation to Lancashire County Council's (LCC) Holiday Activity and Food (HAF) programme and gives details on the proposed delivery model.
23. LCC have developed a desired model of delivery of the national HAF programme with expectation on local districts to play a key role to deliver locally, help achieve best outcomes, and meet the needs of our local families. Chorley has 2591 children aged 4-16 receiving free school meals. The programme will help address child food poverty during the school holidays and help support many families who struggle during this time. A budget of £242,505 has been allocated to deliver the programme in Chorley. It is proposed that Chorley Inspire Youth Zone and Chorley School Sports Partnership would be the most suitable partners to be able to deliver this service having all necessary experience and capacity to be able to deliver the programme.
24. Members queried how it would be ensured that all children who receive free school meals in Chorley can access the support based on the figures in the report. Members were advised that 30% provision indicates the amount of

places the programme needs to make available per day based on the national delivery format funding from the Department of Education. This will be covered by the LCC funding and the shortfall will be met by the council working with partners to also help support those in hard to reach areas. For the outlying districts that are covered by a rural premium, there may be local provisions available that the council can buy into to ensure the need in rural areas is also met.

25. Based on the importance of this work, Members requested that a report be brought back to members on how the programme goes. It was agreed that local level data could be fed back to Members and advised that a full report would likely undertaken by LCC too. We approved the recommendations within the report.

Housing Enforcement Policy 2021

26. Councillor Peter Gabbott, Executive Member (Homes and Housing), presented the report of the Director of Communities which consults on the proposed Housing Enforcement Policy 2021. The Policy sets out the council's compliance and enforcement approach to housing standards activities to support improved housing conditions across the borough. This is in addition to the existing Private Sector Housing Assistance Policy which aims to provide information, advice and enable activities relating to adaptations and supported improvements. We approved the proposed policy.

Allocation of CIL – Chorley Health Centre

27. I presented the confidential report of the Director of Planning and Development which seeks approval to amend the Infrastructure Funding Statement and the allocation of main Community Infrastructure Levy monies to infrastructure projects. We approved the recommendations within the report

Viability of the Local Plan and Review of CIL Procurement

28. I presented the confidential report of the Director of Planning and Development which seeks authorisation to undertake a procurement process to commission consultants on behalf of the three Central Lancashire Councils to deliver a two-part study on a) Viability of the new Central Lancashire Local Plan and b) A Review of the Central Lancashire Community Infrastructure Levy (CIL). We approved the recommendations within the report.

Pod Development Site Pall Mall Chorley

29. I presented the confidential report of the Director of Commercial Services which seeks approval for the terms reported for the disposal of the Pod Development site. We approved the recommendations within the report.

Market Walk Rents Position

30. I presented the confidential report of the Director of Commercial Services which seeks approval granting a new lease for Bodycare at units 14/15 Market Walk, approval for the application of Covid Terms in the Sports Direct lease, and seeks delegated authority to conclude a number of outstanding Covid rent relief claims for tenants who are mid-lease. We approved the recommendations within the report.

Grant of a lease – Unit 3, Flat Iron Parade, Market Walk

31. Councillor Peter Wilson, Executive Member (Resources), presented the confidential report of the Director of Commercial Services which seeks authorisation for the surrender of the existing lease and grant of a new lease of the premises which have been provisionally agreed recently. We approved the recommendations within the report.

Approval of Tender Evaluation Criteria for Security/Concierge Services

32. Councillor Peter Wilson, Executive Member (Resources), presented the confidential report of the Director of Commercial Services which seeks members' approval for the temporary extension to existing concierge contracts exceeding £100,000, whilst a full-service review is undertaken as well as formalising the initial contract award to Exclusec for concierge service at the Strawberry Fields as the cumulative value exceeds £100,000. We agreed the recommendations within the report.

Procurement of Electrical Contractor to Undertake Planned and Reactive Maintenance

31. Councillor Peter Wilson, Executive Member (Resources), presented the confidential report of the Director of Commercial Services which seeks approval for the procurement approach including the award procedure, evaluation methodology and criteria for the engagement of electrical contractors to undertake reactive and planned maintenance on council property assets. As well as seeking approval for the award of the contract to be delegated to the Executive Member (Resources) by means of Executive Member Decision. We approved the recommendations within the report.

Handyperson and Affordable Warmth Assistance Service

32. Councillor Peter Gabbott, Executive Member (Homes and Housing), presented the report of the Director of Communities which seeks approval to re-appoint Preston Care and Repair as the service provider to deliver a Handyperson and Affordable Warmth Assistance service in 2021/22. Member approval is also sought in respect of the proposed financial and procurement arrangements for the delivery of the Handyperson and Affordable Warmth Assistance services

from 1st April 2022 to 31st March 2025. We approved the recommendations within the report.

Recommendations

33. To note the report.

Councillor Alistair Bradley
Executive Leader

NN

This page is intentionally left blank



Report of	Meeting	Date
Director of Finance (Introduced by the Executive Member for Resources)	Executive Cabinet	17 th June 2021

Provisional Revenue and Capital Outturn 2020/21

Purpose of Report

1. This report 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.
2. The accounts are provisional at this stage and are also subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the general fund as a result of this process, a further report will be submitted to Executive Cabinet.

Recommendation(s)

3. Note the full year position for the 2020/21 revenue budget and capital investment programme.
4. Note the slippage requests outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2021/22.
5. Note the 2020/21 outturn position on the Council's reserves outlined in Appendix 3.
6. Approve the capital programme to be delivered in 2020/21 to 2023/24 as outlined in Appendix 4.
7. Approve the changes within the capital programme as detailed in paragraph 84 and 89 below.

Executive Summary of Report

8. There is a provisional underspend against the budget at year-end of £57k (as detailed in Appendix 1) after taking account of requests for slippage of committed items of £256k that have been approved by the Chief Finance Officer.
9. The capital outturn expenditure for 2020/21 is £9.087m.
10. 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 £4.057m.

Confidential report Please bold as appropriate	Yes	No
--	-----	----

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

Reasons for Recommendation(s)
(If the recommendations are accepted)

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

Alternative Options Considered and Rejected

- 12. None

Corporate Priorities

- 13. This report relates to the following Strategic Objectives:

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

Background

- 14. The net revenue budget for 2020/21 is £14.219m. This has been amended to include approved slippage from 2019/20 and any transfers to/from reserves.
- 15. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2021/22.
- 16. The Council’s approved revenue budget for 2020/21 included target savings of £150,000 from management of the staffing establishment. The full saving of £150k has been achieved.
- 17. Capital expenditure in 2020/21 totalled £9.087m. The capital spend is detailed in Appendix 4.

Section A: Current Forecast Position – Revenue

- 18. The net expenditure at the end of the financial year shows a provisional underspend against the Council’s budgets of £57k (after taking requests for slippage and other special items into account). Details of the revenue outturn position are shown in Appendix 1 and requests for slippage are outlined in Appendix 2. The main variances over and above those previously reported to Executive Cabinet are shown in table 1 below.

Analysis of Movements**Table 1 – Significant Variations from the Cash Budget**

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

	£'000	£'000
Expenditure:		
Staffing Costs	138	
Pensions - Current Year Service	29	
Civic Offices (Utilities/Other costs)	<u>19</u>	
		186
Income:		
Rental Income - Investment properties	29	
Planning Application Fees	15	
Cemetery Income	17	
Market Rents – Rebates	(27)	
Car Park Pay & Display income	(20)	
Government Support for Fees & Charges	<u>245</u>	
		259
Major Projects/Other:		
Market Walk & Market Walk Extension	(148)	
Digital Office Park	13	
Primrose Gardens	31	
Housing Benefits	(62)	
Housing Benefits – Bad Debts Provision	(89)	
Net Financing Transactions	162	
Bad Debt Provision - General	(113)	
Bad Debt Provision - Market Walk	(438)	
Community Infrastructure Levy (CIL) Admin	56	
Other minor variances	<u>20</u>	
		(568)
Net Movement		(123)
Quarter 3 Net Forecast Underspend		13
New Burdens Business Grants Funding		167
Provisional Outturn Underspend 2020/21		57

Expenditure

19. The additional savings on staffing costs of £138,000 shown in table 1 above reflects the changes from the position reported to the end of December in the last monitoring report. The savings across the Council's directorates are shown in the table below.

Staffing Savings	£'000
Customer & Digital Services	86
Policy & Governance	30
Early Intervention	28
Commercial Services	(6)
Total Staffing Savings	138

20. The main savings are predominantly a result of vacant posts, due to delayed recruitment to a number of positions, both as a result of the Covid-19 lockdown and pending the implementation of new departmental structures.
21. Further staffing savings have been achieved in 2020/21 for current year service pension costs. Agreement was made in advance with the Lancashire Pension Service to pay a fixed sum up front for the 2020/21 pension costs, based on an estimated but discounted price. The actual cost for staff pensions for 2020/21 was £1.359m but as the advance payment was only £1.330m a saving of £29k has been achieved.
22. As a result of the Covid-19 lockdown period and continuing Covid restrictions, the Council's Civic Offices have remained predominantly unoccupied with the majority of Council employees continuing to work from home. During this period, expenditure levels have reduced for the running costs of these buildings, including utility, cleaning and refuse costs, compared to those incurred under normal circumstances. The outturn position shows additional savings of £19k in the last quarter and savings of around £64k for the full year.

Income

23. In February of this year, the Council agreed a deed of variation on an existing lease with Eric Wright Group Ltd in relation to the ground rent for 110A Market Street, Chorley in order to resolve a long running dispute regarding overpaid ground rent. This has resulted in additional rental income of around £29k compared to previous forecasts.
24. Income from Planning Application fees had been consistently in line with budgeted levels throughout the first two quarters of 2020/21 with revenue increasing over the third quarter. This has continued with an additional £15k received over the final 3 months of the year giving a full year revenue surplus of £50k against the income budget of £550k.
25. Income streams from Chorley Cemetery were also higher in the fourth quarter of 2020/21 resulting in additional income of around £17k compared to the position previously reported in December.
26. Earlier in the financial year the Council took the decision to cancel the first quarterly rental charges for market traders for the Covered Market and Street Markets due to Covid-19 restrictions during lockdown. As a result of further restrictions currently in place, the Council decided to continue to provide essential support to local market traders and offer rent rebates for the winter period. This support has continued for the final quarter of the year and has resulted in a further reduction in rental income of around £27k.
27. Previous monitoring reports have highlighted a fall in the income received for car parking fees throughout the past year. Income levels continued to be below budget during the last quarter due to the extended lockdown and this resulted in a further reduction in revenue of £20k. The final income figure for 2020/21 was £200k compared to budgeted revenues of £375k.
28. The Government previously announced that they would support councils for the loss of fees and charges income but not commercial income in 20/21. The council will have to manage the first 5% of the shortfall in budgeted income and then the Government will provide 75% of any further loss. The final claim for compensation due to Chorley Council for the loss of income in 20/21 was £245k making a total of £589k claimed for the full year.

Other Items

29. The Council is permitted to use 5% of the income collected each year through the Community Infrastructure Levy (CIL) to cover the cost of administering CIL. The final figure

for CIL Admin costs in 2020/21 exceeded the total chargeable from CIL but the budget is prudently set at £50k so as a result there was a £56k underspend in 2020/21.

30. Due to a change in methodology following discussions with external audit there has been a charge for bad debts on Housing Benefits creating an additional provision in year of £89k. It is believed this is more than sufficient for the debts currently in place and should not be a recurring cost in future years.
31. The general sundry debtors bad debts provision has increased by £113k. This is above normal levels and is partially a consequence of debt levels being higher due to Covid and some debts not being able to be pursued yet through normal legal channels. Further detail on bad debts for Market Walk is provided below.

Market Walk & Market Walk Extension

32. The budgeted net rental income from Market Walk and Market Walk Extension after taking account of financing costs in 2020/21 is £1.373m

Table 2: Market Walk and Market Walk Extension Income 2020/21

	2020/21 Budget £	2020/21 Actual £	2020/21 Variance £
Income – Market Walk	-1,664,780	-1,559,354	-105,426
Income – Market Walk Extension	-516,280	-249,018	-267,262
One off Costs	0	20,334	-20,334
Service Charge Operational budget	394,316	410,871	-16,555
Service Charge Income Loss per Approval	-78,989	47,159	-126,148
Service Charge Income	-421,606	-300,232	-121,374
Net Income (excluding financing)	-2,287,339	-1,630,240	-657,099
Financing Costs	914,640	914,640	0
Net Income (including financing)	-1,372,699	-715,600	-657,099
Income Equalisation Reserve (Annual Contribution)	50,000	0	50,000
Asset Management Reserve (Market Walk)	50,000	0	50,000
Net Income	-1,272,699	-715,600	-557,099
Provision for Bad Debts	0	438,253	-438,253
Revised Net Income	-1,272,699	-277,347	-995,352

Income

33. Income is £373k under budgeted levels at the Market Walk site due to some vacant sites in 2020/21 and reliefs granted due to Covid-19. The council has been flexible with its tenants by offering a rescheduling of rent payments in 2020/21 over a longer period where necessary. Income is also lower in 2020/21 due to the renewal of a number of leases; these

lease renewals have meant our tenants remain at the shopping centre over the coming years but do include, as standard, a one-off rent free period.

34. There has been a necessary £438k increase in cost since quarter 3 due to the bad debts provision now being recognised. It should be noted this is a provision based upon outstanding debt of which a considerable amount has been agreed to delay payment in 20/21. It is an audit requirement that assumptions over bad debts are made in this way and it is expected that this situation would significantly improve in 21/22 and as a result the provision be reduced and released back into the general fund.

Expenditure

35. Due to vacant units at the site £121k of the service charge will not be recoverable in 2020/21. It has also been approved by Full Council on 17 November 2020 to support tenants service charges and this has created a further overspend of £126k. It should be noted that tenants that have agreed contract extensions and renewals, even with rent free periods, continue to pay business rates liabilities and the service charges.
36. There have been some one-off fees incurred in year around letting fees, fees relating to leasehold incentives and other miscellaneous one-off non-service charges that amount to £20k.

Reserves

37. The council budgets to set aside £50k towards both the income equalisation reserve and asset management reserve. It is proposed that these reserves are not increased in 20/21. This will leave a £468k in the income equalisation reserve and £104k in the Market Walk asset maintenance reserve.

Major Projects & Other Items

Strawberry Fields Digital Office Park

38. Strawberry Fields was budgeted to break-even in 20/21 with income covering the running and borrowing costs of the facility. Table 3 outlines the forecast for 20/21.

Table 3: Digital Office Park Income 2020/21

	2020/21 Budget	2020/21 Actual	2020/21 Variance
	£	£	£
Rental Income	(666,950)	(235,661)	(431,289)
Operational Costs (excluding financing)	498,670	485,704	12,966
Net Income (excluding financing)	(168,280)	250,043	(418,323)
Financing Costs	168,280	168,280	0
Net Income (including financing)	0	418,323	(418,323)

39. Income was £431k short of the budget in 2020/21 due to the number of vacant units and reduced take up during the Covid-19 period. It was confirmed in August 2020 that the

eligibility criteria for the units can be widened until August 2022 resulting in a significant increase in interest in the offices and flexible working spaces. Demand for room bookings increased significantly in September but following lockdown fell back. There have been a number of new tenants occupy office space and it is expected following the end to restrictions that income will begin to increase significantly in the new financial year.

- 40. Expenditure was slightly below budget due to reductions in energy costs during Covid-19 being offset by increased business rates due to vacant offices. Some of these business rates costs relate to backdated 2019/20 costs and with greater occupancy going forward this should reduce significantly in 2021/22.

Primrose Gardens

- 41. Primrose Gardens continues to perform well with occupancy now at 97% that is higher than budgeted for. As such the project is £59k underspent in 2020/21.

Leisure Centres

- 42. Following the General Purposes Committee Report on 16th September 2020 Leisure Centres were brought back under Council operational control. The anticipated position is detailed in Table 4.

Table 4 Leisure Centres 20/21 (October to March 21)

	2020/21 Actual £
Income	(60,579)
Income - Furlough	(167,893)
Income - National Leisure Recovery Fund	(69,000)
Total Income	(297,472)
Staffing Costs	420,509
Operational Costs	348,180
Total Expenditure	768,689
Net Deficit	471,217
Leisure Budget Underspend (6 Months)	(206,000)
Net Deficit	265,217

- 43. There is a net deficit of £265k to be funded from the £1.634m Covid-19 grant paid by Government to the council. The deficit recorded is lower than reported in quarter 3 (£303k) and lower than the original forecast deficit of £761k for a number of reasons as detailed below.
- 44. Income reduced as the centres have been shut and a number of the functions are not currently operating even when the centres are open. Similarly, where possible, expenditure has been reduced and work absorbed among existing council structures. Following the

announcement of lockdown restrictions the Leisure staff were furloughed and as a result £168k was able to be recovered from government.

45. As a result of Leisure Centres being moved in house this has also resulted in an underspend of £206k against the existing management of the contracts budgets.
46. A bid to the National Leisure Relief Fund was submitted and Chorley Council was awarded £230k of which 30% was allowable against lockdown costs in 20/21. The remainder of the grant will be carried forward to fund the re-opening of the centres in 21/22.
47. Further detail on the £450k approved and the spending of this is included within capital narrative below. Details of all of the funding is included within the Covid 19 section of this report.

Other Items

48. The net financing budget, excluding major projects and the purchase of Logistics House, is £564k and was £312k underspent at year end. The Government has supported councils' cash flow management during 20/21 by delaying payments due, such as the payment of precepts to the Government, as well as paying upfront for initiatives such as the business grants scheme. As such the council has not had to take any additional borrowing in 20/21 and has earned more on cash balances than forecast.

Impact of Covid-19

49. The impact of Covid-19 on the council's budgets has been varied and included delays to recruitment and restructuring, reduction in income and additional expenditure. The major impacts on the budget are summarised below. This includes the various grant funding streams received to help the council manage the transition back to business-as-usual.

Income

50. It has been well documented that the country has undergone a significant reduction in economic activity pushing the economy into recession. The impact on local residents and businesses is potentially vast, especially in the service industries. Two areas this may significantly affect the council's finances is the impact on its business rates and council tax collection funds.

Business Rates

51. The original gross (including amounts paid over to the Government and other preceptors) collectable business rates for Chorley Council was budgeted at £26m for 20/21. As part of the budget on 11 March the Government announced that it would increase the discount on business rates liability for businesses in the retail, hospitality and leisure industry to 100% for 20/21. This has reduced the council's gross collectable to an estimated £15.2m. The council and other preceptors will receive compensatory grant payments, known as S31 grants, in 20/21 for this extended relief.
52. The gross shortfall of business rates income is £0.070m. Chorley Council's share of this deficit is approximately £28k meaning the council is £28k short of its budgeted business rates income in 20/21. This figure is a substantial improvement on early in the year and it should also be noted:
 - As a result of Covid reliefs there has been significant differences to the trends in previous years with Business Rates. There has been a shift in the way income is received and repaid by the Council. As a result in 20/21 an amount exceeding £4.5m

will need to be provided for in reserves to be repaid over the following three financial years.

- The Government has announced that councils will be able to spread out the loss of business rates and council tax income over the next three years, rather than in one year. A deficit of £28k may therefore only result in a £9k impact for the council per year.

53. The outturn has not been adjusted in Table 1 to reflect the final shortfall in businesses rates income. It has also not been adjusted because, due to the complexities of the business rates system, any shortfall is likely to be recognised in 2021/22 rather than this financial year.

Council Tax

54. The gross shortfall of council tax income is £0.486m in 20/21. Chorley Council’s share of this deficit is approximately £58k meaning the council is £58k short of its budgeted council tax income.

55. As with business rates income the council is not currently pursuing outstanding debt and so it is likely that, with the correct support offered by the council, that the collection rates will improve into the new financial year. The same rephrasing of any deficits also applies to council tax income meaning the £58k deficit may be spread over three years. Finally, as with business rates, any shortfall in 2020/21 would be recognised in the 2021/22 accounts and so the outturn has not been changed in this report.

Expenditure

56. The table below details the spend to 31st March on Covid related funding streams. It should be noted there was significant uncertainty around the Containing Outbreak Management Funding (COMF). The initial allocation of the funding was paid to Lower Tier authorities and no spend has yet been directly allocated against this fund. The grant has been carried forward into 21/22 to be applied against eligible spend.

Spend Area	Spend to Date	Spend Existing Resources Redeployed	Total 20/21 Spend
Staffing	228,163	1,011,900	1,240,063
Premises and Outdoor Work	150,357		150,357
Food and Essential Supplies	39,854		39,854
Operation tools & equipment	156,094		156,094
Information Technology	105,807		105,807
Waste Contract	28,437		28,437
Pest Control	18,605		18,605
Temporary Accommodation	95,186		95,186
Expenses Recovered	-70,522		-70,522
Leisure	774,180		774,180
Track and Trace Payments	143,500		143,500
Health Protection	60,632		60,632
Extending Council Tax Support	855,381		855,381
Sales Fees and Charges	588,826		588,826
National Leisure Relief Funding	69,000		69,000
Within Outturn	130,000		130,000
Total	3,373,500	1,011,900	4,385,400

57. The Council has spent in excess of £3.3m on Covid related expenditure in 20/21. All ringfenced and unringfenced grants have been committed or carried forward where applicable.

Government Funding

58. The following major sources of funding have been provided by the Government to support Chorley Council during the pandemic.

Grant	Allocation 20/21	Allocation 21/22
Initial Covid Funding - General	1,634,074	556,659
New Burdens Funding - Business Grants	130,000	
New Burdens Funding - Business Grants	58,500	
New Burdens Funding - Business Grants	23,229	
New Burdens Funding - Business Grants	166,800	
Extending Council Tax Support	855,381	177,916
Reopening High Streets	105,438	
Welcome Back Fund	0	105,438
Trace Support Payments - Individuals (£500)	42,000	
Trace Support Payments - Admin	26,249	
Trace Support Payments - Discretionary	25,249	
Trace Support Payments - Individuals (£500) - top up to 31/1/21	28,500	
Trace Support Payments - Discretionary - top up to 31/1/21	11,751	
Trace Support Payments - Individuals (£500) - top up to 31/3/21	20,000	
Trace Support Payments - Admin - top up to 31/3/21	20,383	
Trace Support Payments - Discretionary - top up to 31/3/21	16,000	
Trace Support Payments - Individuals (£500) - top up April 21	0	0
Trace Support Payments - Admin - top up April 21	0	17,046
Trace Support Payments - Discretionary - top up April 21	0	65,500
Health Protection Project (Part 1)- Test & Trace Staff	31,326	41,525
Health Protection Project (Part 2) - Test & Trace Staff & Non Staff	21,818	28,922
Health Protection Project (Part 3) - Food & Essential supplies	113,204	
Next Steps Accommodation Programme (NSAP)	61,500	
LA Compliance & Enforcement Grant	50,466	
Containing Outbreak Management Fund (COMF)	0	1,444,030
Sales Fees and Charges	588,826	
Clinically Extremely Vulnerable People (CEV)	294,896	
National Leisure Relief Funding	69,000	176,791
Covid 19 Winter Fund from LCC	0	9,110
Infection Control Fund	8,401	
Total	4,402,991	2,622,937

CV-19 Grant Funding Support

59. On the 22 October 2020 the Government announced the 4th tranche of Covid-19 grant support. The Government also announced that they would support councils for the loss of some income, fees and charges but not commercial income, in 20/21. The council had to manage the first 5% of shortfall in budgeted income and then the Government provided 75% of any further loss. This scheme has since been extended to the end of June 2021.
60. The Government provided £855k for the council to provide additional **council tax support** to its residents. These funds have been used to support recipients of working age local council tax support with a £150 reduction in their annual council tax bill and £808k has been paid out at 31st March with the remainder still to be applied retrospectively.
61. The council's **Test & Trace Support Payments** has already provided £98k of support to residents. The council will continue to support residents and make the £500 payments and will reclaim the money from Government. Approximately £46k of this grant has been carried forward for payments or to be returned to government.
62. The council has received additional funding to support the Government's **Test and Trace** service. The council has four dedicated contact tracers as well as staff seconded to manage the process. The council has also employed four dedicated information officers. The team are a key point of contact for businesses in Chorley Borough when it comes to supporting

them with their COVID-19 guidance queries. These posts are funded through the ERDF Reopening High Streets funding.

Business Grants

63. A summary of the business grants to be received and paid out to 31st March is below. It is assumed all business grant allocations will be either spent or returned to government. There is significant expenditure paid out on an ongoing basis and grants relating to periods prior to 31st March will only be finalised at the end of June 2021

Grant Name	Allocation	Spend to Date	Committed/Repaid	Total
Business Grants - 1st Lockdown	24,784,000	24,804,000	-20,000	24,784,000
Local Restrictions Support Grant (LRSg) - Open 1 - To 5/11/20	473,682	473,682	0	473,682
Local Restrictions Support Grant (LRSg) - Open 2 - 2/12/20 to 18/12/20	17,854	10,663	7,191	17,854
Local Restrictions Support Grant (LRSg) - Open 3 - 19/12/20 to 30/12/20	12,603		12,603	12,603
Local Restrictions Support Grant (LRSg) - Closed 1 - To 5/11/20	72,765	70,054	2,711	72,765
Local Restrictions Support Grant (LRSg) - Closed 2 - 2/12/20 to 18/12/20	154,947		154,947	154,947
Local Restrictions Support Grant (LRSg) - Closed 3 - 19/12/20 to 30/12/20	478,196	304,065	174,131	478,196
Local Restrictions Support Grant (LRSg) - Closed (Addendum) - 5/11/20 to 2/12/20	1,572,534	1,107,378	465,156	1,572,534
Local Restrictions Support Grant (Closed Addendum Tier 4) - 30/12/20 to 4/1/21	TBC	179,762	179,762	0
Local Restrictions Support Grant (LRSg) - Closed (Addendum) - 5/1/21 to 15/2/21	2,358,801		2,358,801	2,358,801
Local Restrictions Support Grant (Closed Addendum Tier 4) - 30/12/20 to 4/1/21	2,471,125	3,124,998	-653,873	2,471,125
Closed Businesses Lockdown Payment - 5/1/21 - 15/2/21	4,716,000	3,212,000	1,504,000	4,716,000
Additional Restrictions Grant (ARG) - share of Lancs £30m - to 31/3/21	2,364,320	0	2,364,320	2,364,320
Additional Restrictions Grant (ARG) - Top Up - to 31/3/21	1,050,119	1,686,253	-636,134	1,050,119
Additional Restrictions Grant (ARG) - SECOND Top Up - to 31/3/22	767,317		767,317	767,317
Wet Pubs	64,000	73,000	-9,000	64,000
Total	41,358,263	35,045,855	6,671,931	41,358,263

64. The Council received an initial funding allocation of £24.784m from the Government in May 2020:
- £22.045m was distributed in respect of Small Business & Retail, Hospitality & Leisure grants
 - £1.130m was distributed as Discretionary Business Grants

The initial Government allocation was an estimate of the likely business need for grants however and, like many other councils, Chorley were not able to fully commit the grant allocation. The council was proactive in extending application deadlines and contacting businesses that it believed to be still eligible however it was not possible to fully commit the funding and £1.609m was returned to the Government.

Summary

65. Of the £1.012m existing resourced funding by grants it was agreed at Quarter 3 to create reserves of £450k Covid Commitments and £300k Covid Recovery. This leaves a further £104k to be allocated to reserves the reason for this largely being additional grant awards after quarter three around Clinically Extremely Vulnerable being larger than expected.

General Fund Resources and Balances

66. With regard to working balances, and as per Appendix 1, the Council holds a £4m General Fund balance to manage budget risks not covered by earmarked reserves or provisions. The outturn shows that the General Fund closing balance will be £4.057m as detailed in table 5 below.

Table 5 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2020/21	4.000
Provisional revenue budget underspend	0.057
General Fund Closing Balance 2020/21	4.057

67. Appendix 3 provides further information about the specific earmarked reserves and provisions available used throughout 2020/21. In addition to the creation of Covid reserves as detailed above a further reserve has been created as a Business Rates Exceptional Payments reserve for £4.5m. This reserve is as a result of the grants and reliefs given during the Covid period and must be repaid over the 21/22-23/34 period so is not available for Council use.

Section B: Current Forecast Position – Capital

68. The approved capital budget as per the revenue and capital outturn report approved on 30 July 2020 and subsequent adjustments, including the adjustments outlined in this report, are tabled below.

	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m
Approved Budget	46.331	3.939	3.175	0.000	53.445
Q1 Adjustment	(6.618)	7.068	0.000	0.000	0.450
Q2 Adjustment	(18.000)	19.896	0.000	0.000	1.896
Q3 Adjustment	(7.126)	7.212	0.000	0.000	0.086
Outturn Adjustment	(5.500)	7.963	0.000	1.175	3.638
Revised Budget	9.087	46.080	3.175	1.175	59.516

69. At quarter one there were adjustments to reflect the £450k new Leisure Centres funding and reprofiling of Alker Lane across financial years.
70. A significant reprofiling of expenditure took place as at Quarter two including on the Tatton, Leisure Centres, Whittle, Play and Open Space and Buckshaw S106 schemes to more accurately reflect the timing of spend. The overall increase in budget at quarter two is as a result of £1.73m increase in funding at Tatton (as per Council report on 17th November 2020 this is covered by an increase in external funding) and £98k for the purchase of a new vehicle. This is slightly offset by other minor budget amendments. In addition, there has been a £92k increase in budget for enhancements to play and open spaces.

71. At quarter three another appraisal of likely scheme timings took place. While the capital budget did not change significantly overall a number of schemes were reprofiled into the new year including schemes across Council buildings and in the Town Centre. The change overall in the programme is an additional grant allocation of £104k to the Chorley Adaptations Grant.
72. This outturn report reflects the final spent to 31st March. As a result a number of schemes have had balances moved into 20/21. There are a significant number of projects underway at year end and exact timing of spend was difficult to forecast. As a result schemes requiring significant spend to be reprofiled into 21/22 are; Astley (£796k), Play and Open Space (£574k), Westway (£1,068k), Town Centre and Markets (£647k), Affordable Housing (£877k) and Alker Lane (£1,299k). The full list is detailed in Appendix 3.
73. The increase in the capital programme at outturn is to reflect the approvals given as part of the budget report for 2023/24 £1.175, and the increase to the scheme at Alker Lane of £2.243m

Customer & Digital

74. The Bank Hall Restoration project was due to complete this financial year with the remaining £112k in the budget to be spent and reclaimed from the Heritage Lottery Fund. No claims were made and it is to be investigated in 21/22 whether this project is now complete and no further claims are required. There was £16k over accrued in 20/21 and this is now being adjusted to offset against the grant with no effect to Council budgets.
75. As per the EMD on 17th November 2020 a Replacement Vehicle budget was included at quarter 2 to the value of £98k to be funded via the sale of an existing vehicle £35k and the balance from reserves £63k.

Policy and Governance

Astley Hall and Park Development

76. The council has £1.647m estimated budget for this project for windows and render, other repairs and decoration work and for a Visitor route, new entrance, shop and staircase. The work was well underway at year end with completion due in 21/22.

Early Intervention & Support

Leisure Centres

77. There was budgeted Leisure Centre improvement works of £300k alongside the £450k approved at General Purposes Committee on the 16th September 2020 to cover set up as a result of the Leisure Centre Contract ending. Over £510k spent in 20/21 with the remainder required to be identified and spent as the centres begin opening up to full capacity.
78. Alongside this there is a further £2m for enhancements to the Leisure Centres within the programme. It was anticipated these works would begin Autumn/Winter periods to upgrade facilities but following the end of the contract this is being reviewed to better understand the required work based upon the future demands so as a result was moved into 21/22.

Chorley Health Centre

79. A new project relating to Chorley Health Centre £250k has been added to the 21/22 programme for spend on the reconfiguration and modernisation of Chorley Health Centre, Collison Avenue, Chorley. This is to be funded by Community Infrastructure Levy and is included within a report to this meeting.

Westway Playing Fields Sports Development

80. The total budget for the construction of the new site is £2.5m. The artificial grass pitch (AGP) and compact athletics track contract has been awarded with works underway. Works to the pavilion have also been procured with completion due in 2021. The overall project is due for completion in summer 21/22.

Play and Open Spaces

81. The budget has been reprofiled to better reflect expenditure across 2020/21 and 2021/22. In addition, the council committed an additional £92k of expenditure, funded through S106 and reserves, to further improve sites such as new play equipment, enhanced lighting, safety surfacing and wildflower planting at different sites throughout the borough.

Commercial Services*Whittle Surgery*

82. Work on this project commenced on the 26th October and should take approximately 12 months. There was significant ongoing spend at year end as this project is now under construction.

Tatton Development

83. Work to demolish the bus station commenced on 26th October was completed in November. Robertson Construction have been appointed and work is now underway. Expenditure has been reprofiled across financial years to more accurately reflect likely timing of spend. A detailed update on this scheme went to Council on 17th November 2020 increasing the budget to £15.7m which was funded by a successful LEP bid of £5.2m.

Alker Lane

84. An update was taken to General Purposes Committee on 11th March 2021 to increase the budget to £11.443m which was offset by an increase in grant funding of £2.25m. A contractor has now been appointed and work began in May 2021.

Unit Above Iceland

85. This project has not yet started but work has been undertaken to assess likely costs against this £485k budget and as a result it is proposed to vire this budget to the following works:
- £135k for internal works at Strawberry Fields to increase commercial capability and relocate the CCTV monitoring service.
 - £150k for the relocated Management Suite at Market Walk
 - £200k to reconfigure the Unit above Iceland for a prospective new dentist.

Public Realm Town Centre

86. As outlined in the budget, Chorley Council will continue its commitment to deliver the town centre masterplan with £4m set aside in the budget to achieve this. The now vacant bingo hall and adjacent offices in the town centre are being demolished in order to open this site up

for additional car parking and public space. The remaining elements for the development of the sites have been reprofiled into 21/22.

Buckshaw Parkway

87. Feasibility study completed by Northern Rail showing likely costs to be significant and other funding options are to be explored to progress and finalise design. As a result, this funding has been reprofiled to 21/22 subject to further information being received

Affordable Housing

88. Four property purchases were completed before 31st March with more in process at that date and to be completed early in 21/22

Works to Existing Markets

89. A further £150k has been added to this scheme from 21.22. This is to reflect additional costs in trader cabin upgrades and toilet refurb works.

Capital Programme Financing 2020/21

Fund	Original Budget 2020/21 £'000	Quarter 1 2020/21 £'000	Quarter 2 2020/21 £'000	Quarter 3 2020/21 £'000	Quarter 4 2020/21 £'000	Change from Original Budget £'000
External Contributions	6.750	6.750	3.701	3.701	2.601	(4.149)
Grants	5.447	5.897	2.190	1.995	3.716	(1.731)
New Homes Bonus	0.347	0.347	0.347	0.107	0.012	(0.335)
Earmarked Reserves	1.397	1.397	1.530	0.638	0.429	(0.638)
Revenue	0.010	0.010	0.010	0.010	0.006	(0.004)
Capital Receipts	0.508	0.508	0.558	0.490	0.204	(0.304)
Borrowing	31.871	24.803	13.376	7.646	2.119	(29.752)
Capital Financing 20/21	46.331	39.713	21.713	14.587	9.087	(37.244)

90. The reduction in borrowing in 20/21 is the net effect of reprofiling the expenditure budgets plus the increase in other sources of funding including significant grants received.

91. The changes in grants in 20/21 reflect the maximisation of use where relevant spend has occurred especially in relation to Tatton and Leisure spend.

92. The increase in earmarked reserves at quarter two was mostly due to the additional funding relating to the planned enhancements to play areas, parks and open spaces. The reprofiling of expenditure has moved some of this funding into 21/22.

93. The significant changes at quarter two and quarter three and outturn reflect the reprofiling of expenditure as detailed above.

Implications of Report

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

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

Comments of The Statutory Finance Officer

95. The financial implications are contained within this report

Comments of The Monitoring Officer

96. No Comment

Louise Mattinson
 Director of Finance

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
David Bond/Neil Halton	5488	28/5/21	***

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring Provisional Outturn 2020/21	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Customer & Digital	6,051,880	-	-	41,620	6,093,500	-	-	6,093,500	5,807,797	285,703	4.7%
Policy & Governance	4,740,420	-	(70,150)	33,490	4,703,760	(120,000)	-	4,583,760	4,434,356	149,404	3.3%
Early Intervention	2,609,930	-	-	113,030	2,722,960	(30,000)	-	2,692,960	2,389,337	303,623	11.3%
Business Development & Growth	920,920	-	70,150	195,400	1,186,470	-	-	1,186,470	1,431,749	(245,279)	-20.7%
Directorate Total	14,323,150	-	-	383,540	14,706,690	(150,000)	-	14,556,690	14,063,239	493,451	3.4%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	220,000	-	-	-	220,000	-	-	220,000	215,219	4,781	2.2%
Pensions Deficit Recovery (Fixed Rate)	416,700	-	-	-	416,700	-	-	416,700	416,700	-	-
Pensions Current Year Service	-	-	-	-	-	-	-	-	(29,233)	29,233	-
Benefit Payments	(127,390)	-	-	80,000	(47,390)	-	-	(47,390)	98,497	(145,887)	767.8%
Transition Fund	170,000	-	-	(30,000)	140,000	-	-	140,000	90,000	50,000	35.7%
Market Walk/Market Walk Extension	(2,021,060)	-	-	(266,280)	(2,287,340)	-	-	(2,287,340)	(1,191,987)	(1,095,353)	47.9%
Primrose Gardens Retirement Living	(52,710)	-	-	(278,000)	(330,710)	-	-	(330,710)	(389,696)	58,986	-17.8%
Strawberry Fields Digital Office Park	-	-	-	(168,280)	(168,280)	-	-	(168,280)	250,043	(418,323)	248.6%
TVS Logistics House	(450,000)	-	-	(1,183,000)	(1,633,000)	-	-	(1,633,000)	(1,633,003)	3	0.0%
Covid-19	-	-	-	(505,760)	(505,760)	-	-	(505,760)	(505,764)	4	0.0%
Corporate Savings Targets											
Management of Establishment	-	-	-	(150,000)	(150,000)	150,000	-	-	-	-	-
Total Service Expenditure	12,478,690	-	-	(2,117,780)	10,360,910	-	-	10,360,910	11,384,015	(1,023,105)	-9.9%
Non Service Expenditure											
Contingency - Management of Establishment	(150,000)	-	-	150,000	-	-	-	-	-	-	-
Investment Properties	(67,490)	-	-	-	(67,490)	-	-	(67,490)	(67,493)	3	-
Revenue Contribution to Capital	200,000	-	-	-	200,000	-	-	200,000	957,801	(757,801)	-
Net Financing Transactions - Minimum Revenue Provision (MRP)	655,390	-	-	594,050	1,249,440	-	-	1,249,440	1,294,984	(45,544)	-
Net Financing Transactions - Interest Payable	557,540	-	-	1,221,510	1,779,050	-	-	1,779,050	1,431,280	347,770	-
Other Interest	(2,500)	-	-	-	(2,500)	-	-	(2,500)	(12,216)	9,716	-
Parish Precepts	699,610	-	-	-	699,610	-	-	699,610	699,605	5	-
Total Non Service Expenditure/Income	1,892,550	-	-	1,965,560	3,858,110	-	-	3,858,110	4,303,961	(445,851)	-
Total Expenditure	14,371,240	-	-	(152,220)	14,219,020	-	-	14,219,020	15,687,976	(1,468,956)	-10.3%
Financed By											
Council Tax	(7,885,560)	-	-	-	(7,885,560)	-	-	(7,885,560)	(7,885,560)	-	-
Retained Business Rates	(3,244,330)	-	-	-	(3,244,330)	-	-	(3,244,330)	(3,259,590)	15,260	-
Government S31 Grants (Small Business Rate Relief)	(1,218,490)	-	-	-	(1,218,490)	-	-	(1,218,490)	(1,105,100)	(113,390)	-
Government S31 Grants (Other Rate Relief Grants)	(395,530)	-	-	-	(395,530)	-	-	(395,530)	(5,042,000)	4,646,470	-
Government S31 Grants (Other Grants)	-	-	-	-	-	-	-	-	(16,602)	16,602	-
Business Rates Exceptional Payments Reserve	-	-	-	-	-	-	-	-	4,548,340	(4,548,340)	-
Business Rates Retention Reserve	260,550	-	-	-	260,550	-	-	260,550	260,550	-	-
Collection Fund (Surplus)/Deficit - Business Rates	62,430	-	-	-	62,430	-	-	62,430	62,428	2	-
New Homes Bonus	(2,346,210)	-	-	-	(2,346,210)	-	-	(2,346,210)	(2,346,213)	3	-
New Burdens Grant (Covid-19 - Discretionary Business Grants)	-	-	-	-	-	-	-	-	(296,800)	296,800	-
New Burdens Grant (Covid-19 - Fees & Charges Compensation)	-	-	-	-	-	-	-	-	(588,826)	588,826	-
Community Infrastructure Levy (CIL)	(50,000)	-	-	-	(50,000)	-	-	(50,000)	(106,046)	56,046	-
Collection Fund (Surplus)/Deficit	(94,600)	-	-	-	(94,600)	-	-	(94,600)	(94,601)	1	-
Use of Earmarked Reserves - revenue expenditure	540,500	-	-	162,320	702,820	-	-	702,820	(121,427)	824,247	-
In Year Capital Grants and Contributions	-	-	-	(10,100)	(10,100)	-	-	(10,100)	(10,028)	(72)	-
Total Financing	(14,371,240)	-	-	152,220	(14,219,020)	-	-	(14,219,020)	(16,001,475)	1,782,455	-12.5%
Net Expenditure	-	-	-	-	-	-	-	-	(313,500)	313,500	-
General Balances Summary Position				Target	Forecast	Less Slippage to 2021/22			256,005		
				£	£						
General Fund Balance at 1 April 2020				4,000,000	4,000,000	Provisional Underspend 2020/21			57,495		
Budgeted contribution to General Balances					0						
In-year contribution to General Balances					0						
Provisional (Over)/Under Spend					57,495						
Forecast General Fund Balance at 31 March 2021				4,000,000	4,057,495						

This page is intentionally left blank

Slippage Requests to 2021/22

Directorate/Service	Details of Request	2020/21 £
<u>Customer & Digital</u>		
ICT Services	Mobile technology including tablets and mobile desktops, digitisation of paper records and microfiche records, professional service costs.	123,000
<u>Policy & Governance</u>		
Communications & Events	Purchase of Heras fencing/training for Events team for Council events (CBC share)	3,000
Communications & Events	Support for tourism economy recovery (CBC share)	6,000
Communications & Events	Use of underspends for creation of permanent Mayflower garden at Duxbury	10,000
Communications & Events	Use of underspends to offset loss of income/extra expenditure for Covid measures for Flower Show and Chorley Live.	30,000
Legal & Democratic Services	Member Development	2,670
<u>Early Intervention</u>		
Spatial Planning	Housing evidence to inform planning. Work committed to be completed in 2021/22.	3,275
Communities	Neighbourhood Working	41,000
Communities	Weight Management Programme funding received in 20/21	32,350
Communities	Tackling Inequalities Fund (TIF) funding to deliver a physical activity project	4,710
Total		256,005

This page is intentionally left blank

Analysis of Reserves and Provisions 2020/21

Reserves	Opening Balance 01/04/20 £	Other Transfers 2020/21 £	Forecast Use in 2020/21 £	Forecast Balance 31/03/21 £	Notes
General Fund Balance	4,000,000	57,495	0	4,057,495	(1)
Change Management Reserve	249,912		0	249,912	
VAT Shelter Income - Capital/revenue financing	9,281			9,281	
Non-Recurring Expenditure - Revenue resources for capital financing	829,933	729,033	(928,835)	630,130	(2)
Market Walk - Income Equalisation Reserve	468,006	0	0	468,006	
Market Walk - Asset Management	103,998	0		103,998	
Market Walk - Project Work	29,610	38,600		68,210	
Section 31 Grant - Empty property/small business rate relief	29,186		0	29,186	
Section 31 Grant - EU Exit Preparation Grant	34,968		0	34,968	
Business Rates Exceptional Payments Reserve	0	4,548,340		4,548,340	
Business Rates Retention - Surplus on levy payment	1,154,927	260,550		1,415,477	(3)
Income Generation Reserve	384,510	149,640	(96,040)	438,110	
LCC Transition Fund	20,000	50,000	(20,000)	50,000	
Develop Unit Above Iceland	485,000		0	485,000	
Green Agenda	300,000	167,280	(4,332)	462,948	
Logistics House Income Equalisation Reserve	0	450,000		450,000	
Covid Ongoing Commitments Reserve	0	450,000		450,000	
Covid Recovery Reserve	0	300,000		300,000	
Covid additional grant funding	0	104,279		104,279	
Non-Directorate Reserves	4,099,330	7,247,722	(1,049,207)	10,297,844	
Policy & Governance					
Astley Hall Grant Funding	15,630	6,000	(3,150)	18,480	
Astley Hall Works of Art	2,009			2,009	
Slippage Items and other transfers to reserves	16,000		(16,000)	0	
National Graduate Scheme	54,050		(33,390)	20,660	
Mayflower 400 Celebrations	40,360		(19,120)	21,240	
Communications & Events	128,049	6,000	(71,660)	62,389	
Transformation Challenge funding	36,420			36,420	
Public Service Reform funding	11,470			11,470	
Corporate Training	11,870	(11,870)		0	
Digital Access & Inclusion	22,600		(12,880)	9,720	
Shared Services Implementation Reserve	72,340		(40,740)	31,600	
Performance & Partnerships	154,700	(11,870)	(53,620)	89,210	
Slippage Items and other transfers to reserves	8,600	(8,600)		0	
Elections	31,000	70,000		101,000	
Boundary Commission Electoral Review	11,830			11,830	
Legal, Democratic & H.R.	51,430	61,400	0	112,830	
Slippage Items and other transfers to reserves	97,980	(15,130)	(19,200)	63,650	
SFS Apprentice Reserve	10,000	(10,000)		0	
Shared Financial Services	107,980	(25,130)	(19,200)	63,650	
Policy & Governance	442,159	30,400	(144,480)	328,079	
Commercial Services					
Investment Projects	293,340	(50,000)	(19,440)	223,900	(4)
Retail Grants Programme	46,030	111,840	(28,900)	128,970	(4)
Digital Office Park	67,840			67,840	
Employment Skills & Business Support	407,210	61,840	(48,340)	420,710	
Slippage Items and other transfers to reserves	20,000		0	20,000	
Market Walk Extension Reserve	55,000	(55,000)		0	
Future High Street Fund	81,850		(41,020)	40,830	
Markets & Town Centre	156,850	(55,000)	(41,020)	60,830	
Asset Maintenance Fund	239,842		(17,600)	222,242	
IDOX Migration	77,600			77,600	
Redevelopment Fund - Oak House Site	30,000	(30,000)		0	
Slippage Items and other transfers to reserves	10,000		(10,000)	0	
Property Services	357,442	(30,000)	(27,600)	299,842	
Commercial Services	921,502	(23,160)	(116,960)	781,382	

Customer & Digital Services

Single Front Office Apprentices 2016/17 to 2017/18

Customer Transformation

Slippage Items and other transfers to reserves

ICT Projects

ICT/Streetscene Modernisation Reserve

ICT Services

Maintenance of Grounds

Streetscene Training

Government & other Grant Funding

Slippage Items and other transfers to reserves

Waste & Streetscene Services

Planning Appeal Costs

New Burdens Grants - S31 Government Grants

Planning Services**Customer & Digital Services****Early Intervention**

Community Infrastructure Levy (CIL Admin)

Government Grants - Single Homeless Initiative

Local Plan Reserve

Slippage Items and other transfers to reserves

Primrose Gardens Retirement Living

Highways & Transport Strategy

Spatial Planning

Investment Budgets

External Funding

Home Improvements - Housing Affordable Warmth Grant

Home Improvements - Handyperson Scheme

Home Improvements - Disabled Facility Contribution

Buckshaw Youth Development Grants

Slippage Items and other transfers to reserves

Communities

Neighbourhood Working (pump priming)

Investment Budgets

Dog Fouling Campaign

Police & Crime Commissioner Funding

Government Grants - Homelessness Reduction & Support

Syrian Refugee Funding

Housing & Public Protection**Early Intervention****Directorate Reserves****Earmarked Reserves****Total Reserves - General and Earmarked****Provisions**

Insurance Provision - Potential MMI clawback

Total Provisions

	7,900		(7,900)	0
	7,900	0	(7,900)	0
	23,800	(3,560)	(20,240)	0
	43,050			43,050
	130,000	(35,000)	(12,906)	82,094
	196,850	(38,560)	(33,146)	125,144
	34,367	10,000		44,367
	28,380	(28,380)		0
	30,370			30,370
	115,000	(9,250)	(9,800)	95,950
	208,117	(27,630)	(9,800)	170,687
	100,000	139,310	(88,740)	150,570
	17,446		(17,446)	0
	117,446	139,310	(106,186)	150,570
	530,313	73,120	(157,032)	446,400
	51,074	54,972	(106,046)	0
	6			6
	114,570	43,570	(20,950)	137,190
	2,000			2,000
	64,640	(64,640)		0
	15,000		(15,000)	0
	247,290	33,902	(141,996)	139,196
	5,690	(5,690)		0
	15,370	(15,370)		0
	13,846			13,846
	0			0
	0			0
	1,367			1,367
	42,590			42,590
	78,863	(21,060)	0	57,803
	105,330			105,330
	220,170	(185,170)		35,000
	5,300	(5,300)		0
	10,090			10,090
	50,110	(50,110)		0
	51,745			51,745
	442,745	(240,580)	0	202,165
	768,898	(227,738)	(141,996)	399,164
	2,662,872	(147,378)	(560,468)	1,955,026
	6,762,202	7,100,344	(1,609,676)	12,252,870
	10,762,202	7,157,839	(1,609,676)	16,310,365
	14,333			14,333
	14,333	0	0	14,333

(4)

(4)

Notes

(1) Provisional Outturn as at 31 March 2021.

(2) Capital Financing - includes £510k for Leisure Centres, £120k Astley and £180k Asset Improvements

(3) Equalisation reserve is used to smooth the impact of fluctuations in the level of business rates retained year-on-year

(4) Investment projects are often budgeted over a number of years and therefore carried forward in reserves.

Appendix 3 - Capital Monitoring 2020/21

	Actual 2020/21	QTR 4 ADJUSTMENTS						20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	TOTAL BUDGET
		20/21 Budget	Qtr. 1 Adjustments	Qtr. 2 Adjustments	Qtr. 3 Adjustments	20/21 Carry Fwds	Qtr 4 Adjustments					
Customer & Digital												
Puffin Crossing Collingwood Rd	0	47,820	0	(47,820)	0	0	0	0	0	0	0	
People & Places Vehicles & Plant	97,500	0	0	97,855	0	0	(355)	97,500	0	0	97,500	
ICT Modernisation	0	12,512	0	0	0	0	(12,512)	0	0	0	0	
Bank Hall Restoration	(16,425)	111,621	0	0	0	(111,621)	(16,425)	(16,425)	0	0	95,196	
	81,075	171,953	0	50,035	0	(111,621)	(29,292)	81,075	111,621	0	0	192,696
Policy & Governance												
Astley 2020	300,587	1,646,520	0	0	(550,000)	(795,934)	0	300,587	1,345,934	0	0	1,646,520
	300,587	1,646,520	0	0	(550,000)	(795,934)	0	300,587	1,345,934	0	0	1,646,520
Early Intervention												
Chorley Adaptation Grant (Formerly DFG)	858,944	774,675	0	0	(45,278)	0	129,546	858,944	795,129	774,675	774,675	3,203,422
Leisure Centres Improvements	510,544	300,000	0	0	0	0	210,544	510,544	100,000	100,000	100,000	810,544
Leisure Centres Improvements - New Contract	0	2,000,000	0	(2,000,000)	0	0	0	0	2,000,000	0	0	2,000,000
Leisure Centre Transfer	0	0	450,000	0	(150,000)	(94,236)	(205,764)	0	244,236	0	0	244,236
Chorley Health Centre	0	0	0	0	0	0	0	0	250,000	0	0	250,000
Yarrow Meadows	5,143	16,967	0	0	0	(11,824)	0	5,143	11,824	0	0	16,967
The Willows	3,340	7,467	0	0	0	(4,127)	0	3,340	4,127	0	0	7,467
Play, Recreation and Open Space Projects	275,645	1,906,317	0	(1,041,276)	(15,000)	(574,396)	0	275,645	2,808,628	0	0	3,084,273
Westway Playing Fields Sports Campus	1,479,934	2,547,609	0	0	0	(1,067,675)	0	1,479,934	1,067,675	0	0	2,547,609
Duxbury Park Site	0	450,000	0	0	(450,000)	0	0	0	450,000	0	0	450,000
Delivering Green Agenda	4,322	500,000	0	0	(452,720)	(42,958)	0	4,322	495,678	0	0	500,000
Health Hub - Whittle Surgery	1,185,707	3,394,534	0	(2,044,000)	0	(164,827)	0	1,185,707	2,208,827	0	0	3,394,534
	4,323,580	11,897,569	450,000	(5,085,276)	(1,112,998)	(1,960,042)	134,326	4,323,580	10,436,122	874,675	874,675	16,509,052
Regeneration & Inward Investment												
Asset Improvements	191,368	560,325	0	0	(374,130)	0	5,173	191,368	668,957	300,000	300,000	1,460,325
Market Walk Extension & Public Realm Works	(14,593)	87,670	0	0	0	(102,263)	0	(14,593)	252,263	0	0	237,670
Decked Parking	(295)	0	0	0	0	0	(295)	(295)	0	0	0	(295)
Arley Street Car Park	0	3,000	0	0	(3,000)	0	0	0	0	0	0	0
Brunswick Street Improvements	(3,428)	1,500	0	0	(1,500)	0	(3,428)	(3,428)	0	0	0	(3,428)
Steeley Lane Gateway	0	60,000	0	(60,000)	0	0	0	0	0	0	0	0
Buckshaw Village Rail Station	0	695,907	0	(695,907)	0	0	0	0	695,907	0	0	695,907
Rangletts Recreation Ground	0	7,637	0	0	(7,637)	0	0	0	0	0	0	0
Primrose Retirement Village	628	13,312	0	0	0	0	(12,684)	628	0	0	0	628
Digital Office Park	16,175	103,098	0	0	0	(86,923)	0	16,175	221,923	0	0	238,098
Properties for Refugees	(43)	0	0	0	0	0	(43)	(43)	0	0	0	(43)
Park Rd Car Parking	0	4,171	0	0	4,500	(8,671)	0	0	8,671	0	0	8,671
Works to Union Street	0	1,000,000	0	0	(1,000,000)	0	0	0	1,000,000	0	0	1,000,000
Town Hall Mezzanine	0	300,000	0	0	(300,000)	0	0	0	300,000	0	0	300,000
Unit Above Iceland	0	485,000	0	0	(485,000)	0	0	0	200,000	0	0	200,000
Public Realm Town Centre	256,867	300,000	200,000	60,000	0	(303,133)	0	256,867	1,803,133	2,000,000	0	4,060,000
Works to Existing Markets	255,956	600,000	0	0	0	(344,044)	0	255,956	494,044	0	0	750,000
Chapel St and Surrounding Public Realm	0	2,800,000	0	0	(2,800,000)	0	0	0	2,800,000	0	0	2,800,000
Purchase of Affordable Housing	621,521	1,500,000	0	0	0	(878,479)	0	621,521	878,479	0	0	1,500,000
Chorley Borough Service Centres	0	500,000	0	0	(500,000)	0	0	0	500,000	0	0	500,000
Alker Lane Development	632,796	9,200,000	(7,268,000)	0	0	(1,299,204)	0	632,796	10,810,357	0	0	11,443,153
Tatton	2,037,813	14,010,000	0	(12,269,000)	0	0	296,813	2,037,813	13,702,187	0	0	15,740,000
Units 1&2 Common Bank	387,000	383,000	0	0	4,000	0	0	387,000	0	0	0	387,000
	4,381,765	32,614,620	(7,068,000)	(12,964,907)	(5,462,767)	(3,022,718)	285,536	4,381,765	34,335,922	2,300,000	300,000	41,317,687
TOTAL	9,087,007	46,330,663	(6,618,000)	(18,000,148)	(7,125,764)	(5,890,315)	390,571	9,087,006	46,229,599	3,174,675	1,174,675	59,665,955

This page is intentionally left blank

Report of the Overview and Scrutiny Committee

1. This report summarises the business considered at the meetings of the Overview and Scrutiny Committee held on 1 July 2021, and the Overview and Scrutiny Performance Panel held on 24 June 2021

Overview and Scrutiny Committee – 1 July 2021**Health Scrutiny**

2. We welcomed Councillor Alex Hilton via Microsoft Teams who introduced himself to the new members of the Committee, explained his background in the NHS and summarised the content of the Lancashire County Council's Health Scrutiny.
3. There are significant changes occurring in the NHS, the Our Health, Our Care has been discontinued in favour of Integrated Care Systems.
4. After a presentation from Healthier Lancashire and South Cumbria Partnership the process starts in October and will finish in April 2022. Chorley is part of the Central Lancashire sub region.
5. The desire is to slow and reverse the competitive nature between NHS Foundation Trusts and the private sector and to encourage collaboration. The third sector, voluntary and community groups will play a partner role.
6. The Health Scrutiny Committee will use National NHS waiting list figures as part of the programme to measure improvements.
7. The Director of Adult Services at Lancashire County Council gave a presentation exploring collaboration with neighboring hospitals to form alliances, similar to Manchester.
8. The full extent of Covid-19 on social care is still unknown. Work is outlined to focus on inequalities for those with learning difficulties. There is the concern that the needs of high intensity users are not being met.
9. We asked if the move to Integrated Care Systems will lead to regionalisation of services at the expense of accountability. Councillor Hilton is uncertain but would ensure that the views of Chorley are well represented.
10. Councillor Hilton added that Covid-19 is a predominant feature of the health landscape, the aim is to get as many vaccinated as possible, but there is concerns about the backlog of routine care as a result of the focus on Covid-19.
11. We noted the update.

Chorley Council's Response to Covid-19

12. We welcomed Chris Sinnott, Deputy Chief Executive to give a presentation highlighting the efforts of the Council during the Covid-19 Pandemic.
13. Programmes were developed and rolled out to ensure those shielding was given the support needed. Chorley Council Staff accepted additional responsibilities to support residents.
14. A significant amount of planning, effort and focused work went to the Lancashire Resilience Forum (LRF), a partnership made up of organisations that work together to prepare and respond to emergencies in Lancashire. The LRF involves the emergency services; local authorities; health agencies; Environment Agency; Voluntary groups; transport providers; utility providers and local businesses.
15. The initial response was focused on keeping staff safe and services running effectively. Council buildings are Covid-19 secure and staff given the confidence and equipment to work from home.
16. Democratic Services ensured that Members were kept up to date so the work of the Council could continue safely.

17. Over 3000 households were supported by council volunteers and members of the community. 4700 calls were made to those on the shielding list, and 1100 food parcels were delivered to the community. Many residents reported a positive change in how they view the council.
18. Business in the Borough have been significantly impacted. Over £40m has been processed in grants. 4000 businesses have been supported directly, 70 businesses attended webinars and 40 booked appointments with advisors to receive help and support.
19. A new team established has been one of the first to take on the Zero Covid-19 Programme. The team took over the role of Track and Trace with a success rate of 95% placing them greater than the national average. The team assisted the local primary care network with the roll out of the lateral flow testing and is now working with the vaccination bus.
20. The Council face challenges with the fourth quarter performance off track. There is an increase of 16-17-year old's not in employment, education, or training (NEET). Work is required to support the recovery of the local economy and there is a rise in the reports of young people suffering with their mental health.
21. From 19 July, Council staff will begin a phased return to work. A workplace strategy explores staff adapting to post Covid-19 work patterns in a shared service dynamic. An emphasis is placed on ensuring that staff receive the right amount of support, while maintaining flexibility and balance within the organisation.
22. We asked about any conflict between keeping staff safe and ensuring that residents have issues within their homes resolved. Significant effort made to adapt work, but if there are any issues to be attended it can be raised with relevant directors.
23. Members with knowledge and experience of the LRF praised the positives for Lancashire and we are optimistic that there would be further cooperation between organisations. Chris Sinnott added that at the executive level of the Council, there is desire for further cooperation.
24. We acknowledged and praised that members of all backgrounds in Chorley came together to help each other throughout the pandemic.
25. Chorley is doing well for figures of vaccination in comparison to the rest of Lancashire, but the more deprived areas of the Borough are falling behind. Work is ongoing with the NHS to encourage vaccination uptake.
26. The Council wants to maximise the amount of money provided to local businesses and the local economy, but each grant is restricted to strict criteria that needs to be reported back to central government and undertake post grant assurance to ensure that the correct grants were processed to the right recipient.
27. We noted the report.

Scrutiny Reporting Back: Chorley Council's Annual Report on Overview and Scrutiny in 2020/21

28. We acknowledged the work of the previous year, thanked Officers for their assistance and we noted the report.

Overview and Scrutiny Work Programme

29. We discussed and noted the Work Programme.

Overview and Scrutiny Performance Panel – 24 June 2021.

Performance Focus – Customer and Digital

30. We welcomed Asim Khan, Director (Customer and Digital) Shared Services and Councillor Adrian Lowe, Executive Member (Customer and Streetscene Services).

31. The Customer and Digital Directorate includes Customer Services, Neighborhoods, Streetscene, and ICT.
32. The budget for the Directorate is £6,051,880 with a variance of 4.7% equaling £285,703. The biggest attribute to this is vacant posts.
33. The Council rates performance with a green star to indicate that 'performance is better than target', a blue circle is 'worse than target by within threshold (5%)', and a red triangle is 'worse than target, outside threshold (5%)'.
34. Online requests the Council received increased significantly with fewer dissatisfied users compared to Quarter 4, 2019/20.
35. In the last 12 months, the Council suspended recovery action for Council Tax, instead opting to send reminder notices. Collection of Council tax is down 0.9% (£639,999). This figure showed underperformance compared to Quarter 4 2019/20. Recovery of non-payment to recommence at the start of July 2021.
36. The time to process housing benefits and change of circumstance has reduced.
37. There is a significant increase in missed residential waste and recycling collections, the Council recorded 43 missed collections per 100,000.
38. We understood that due to lockdown, cardboard waste is higher, and we asked if collections would increase. The collections are to remain monthly, but the size of the receptacle increased to 240L. Residents can request an additional bin if required or leave cardboard next to the bin.
39. The Council outperformed targets for collection of public litter bins, high street cleaning routes completed, and ground maintenance service requests completed on time. Ad hoc services failed to outperform the previous year, but the result is greatly above the target of 80%.
40. All ICT strategy projects are green.
41. In relation to 2020/21 corporate projects, the website was delivered but the development and rollout was affected by Covid-19.
42. We asked if the Council wanted the primary point of contact to be the website and if there is an expected target for face to face interaction. Asim Khan believes that the demand for online services will continue to grow due to ease of use and convenience.
43. We believe that the target of 80% for Streetscene is too low and suggest it be raised to 90%. This suggestion is acknowledged but it is said that the weather can affect the work of Streetscene.
44. Asim explained the situation around a potential data breach that occurred and the actions taken by the Council of which the Information Commissioner's Office (ICO) ruled that there was no breach as sensitive information could not be accessed through manipulation.
45. Councillor Lowe is open to suggestions for other parks in the Borough to be considered for Green Flag status.
46. The mini meadow and wildlife policy are agreed to be contentious, but the project is successful in delivering a variance in bloom and contributing to the green agenda.
47. We noted the report.

Quarter Four Performance Report 2020/21

48. We welcomed Howard Anthony, Performance and Partnership Team Leader. The Quarter Four report covered January to March 2021.
49. Considering the challenging circumstance, performance is very good. 84% of projects are on target and rated green. 8% have not started and 8% are amber. 50% of indicators are on track or above target. 50% of the corporate strategy measures are on target.
50. The renovations of Astley Hall are currently amber due to issues found during renovations but when resolved the project will be back on track, and work will be completed before the G7 Speakers arrive, and there is no indication that the project is at risk of going over budget.

51. The percentage of the population with an NVQ level 3 or higher exceeds the target.
52. Progress is being made with the Westway Sports Campus' installation of grass and artificial pitches. Work on King George V's playing field commenced with improvements including a changing facility, kiosk space and a foyer.
53. Other projects include the extra care scheme and community facilities at Tatton Gardens. Progress is good and ahead of schedule and will provide high quality, affordable and suitable housing, a GP surgery, pharmacy, café and community centre.
54. The number of empty properties increased and the number of affordable homes in the borough underperformed.
55. We raised that only 47 affordable homes were delivered and noted that Tatton Gardens would not make up the number and enquired what is being done to increase the number of affordable homes. The reason for the number is due to the market, the slowdown of house building and supply constraints. The Local Plan is being developed and will highlight land supply and explore long term sites to be put forward for development.
56. Good progress is being made with Alker Lane, the town centre market, and Bengal Street with all three projects reported Green. It is too early to fully understand how the future of working dynamics will impact the need for business premises.
57. The Council will monitor the level of 16-17-year old's not in education, employment or training and assess if further action is needed. Employment rate is below target and is decreasing in line with the average. Work is underway with the Quick Start Scheme and the Business Engagement Team assisting with government grants.
58. To fill the local skill gaps in the region, education establishments are working with the Local Enterprise Partnership across Chorley and South Ribble to provide future employees with the skills needed.
59. Median workplace earnings are below the average for the region. Efforts to improve growth in the local economy include Alker Lane and Strawberry Fields.
60. We are concerned that Chorley is on the wrong side of the average rate and suggest it could be an area to be scrutinised.
61. The Council progressed with the green agenda and appointed a Climate Change Co-Ordinator with the capacity to deliver and enact the programme.
62. Performance of Key Service Delivery Measures has two below target, one below but within threshold, and five performed greater than target. The number of businesses closed due to the pandemic increased the Town Centre vacancy rate. The Council failed its target of household waste collection.
63. We noted the report.

Recommendation

64. To note the report.

Councillor John Walker

Chair of Overview and Scrutiny Committee

MP

Scrutiny Reporting Back

Chorley Council's Annual
Report on Overview and
Scrutiny

2020/21

Contents

1. Membership
2. Introduction by the Chair and Vice Chair of the Overview and Scrutiny Committee
3. Challenging Performance
4. Key Messages from Task Groups
5. Challenging the Executive
6. Budget Scrutiny
7. Other topics considered
8. Conclusion and the year ahead

1 Membership of Overview and Scrutiny Committee 2020/21



Councillor John Walker
Chair of Overview and Scrutiny Committee 2020/21



Councillor Roy Lees
Vice Chair of Overview and Scrutiny Committee 2020/21

Councillors John Dalton, Peter Gabbott, Yvonne Hargreaves, Alex Hilton, Hasina Khan, Marion Lowe, Matthew Lynch, June Molyneaux, Steve Murfitt, Debra Platt, Gillian Sharples, Paul Sloan and Kim Snape

2 Introduction by the Chair and Vice Chair of Overview and Scrutiny Committee

The Overview and Scrutiny Committee had a busy year under extraordinary circumstances undertaking a review of a range of service areas with one task group. Councillors John Walker and Roy Lees continued as Chair and Vice Chair respectively. There were also several new members welcomed to the Committee.

The Overview and Scrutiny Performance Panel, consisting of six members and met three times to monitor the business planning and performance of the Council along with a focus on each of the Directorates in turn.

The task group review was “Sustainable Public Transport”.

Following the approval at the Executive Cabinet, the Committee continued to receive six monthly monitoring reports which included information about implementation and success of previous scrutiny reviews, these were:

- Developing the Council's Green Agenda
- Quality of housing provided by social landlords
- Roll out of Superfast Broadband by BT
- Child Sexual Exploitation

3 Challenging Performance

The Overview and Scrutiny Performance Panel scrutinises the performance of the Council with all monitoring information considered. Scrutinising performance is essential as it ensures that key details are examined and questioned while ensuring consistency in performance.

The panel for 2020/21 consisted of the following membership:

Councillor John Walker (Chair)

Councillor Roy Lees

Councillor Christopher France

Councillor Alex Hilton

Councillor Marion Lowe

Councillor June Molyneux

The Performance Panel met three times; a fourth meeting was cancelled due to Covid-19. The Panel considered the Council's Corporate Strategy, key projects, all directorate and service level business plans and considered the performance of the directorates.

Customer and Digital

In July 2020, Asim Khan (Director Customer and Digital) attended with Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene Services).

Asim Khan updated members and provided contextual information relating to the Directorate, which included the position of its budget, a summary of key performances, and an update on key projects within the directorate. The Customer and Digital Directorate included the following Council Services:

- Planning,
- Customer Transformation,
- Streetscene, and
- ICT

It was understood that Covid-19 had been a significant challenge to the operation of the Council and its services, but due to significant investment in ICT in 2019, 75% of the digital strategy had been delivered and the Council was able to successfully operate during the Covid-19 lockdowns.

Between the lockdowns, Streetscene services restarted grass cutting, street sweeping and weed treatments in addition to the installation of wildflower meadow sites. We noted that during the lockdown's that there had been an increase in fly tipping and cases were being worked and prosecutions sought.

We recognised that planning had outperformed their target in the first quarter in part due to the work of Officers, efficiency in staffing changes and the demand for houses.

We understood that the Council committed to more green spaces, wildflower, and wildlife corridors to support and increase biodiversity, colour and greenery in the borough. We suggested an increase in signage to raise awareness to residents nearby these areas.

We were reassured that precautions were in place to mitigate further issues due to Covid-19, the Council was well placed respond to the challenges and we understood that a significant impact on the next steps were dependent on the position of Central Government.

Policy and Governance

In November 2020, Chris Sinnott (Deputy Chief Executive) attended with Councillor Peter Wilson (Deputy Executive Leader and Executive Member Resources).

We noted that the Policy and Governance directorate led on delivering the first phase of Shared Services. Shared Services began 1 April 2020 and the Council benefitted from the increase in resilience offered by a larger, more diverse workforce, particularly when responding to the Covid-19 pandemic. The implementation of Shared Services had been impacted by Covid-19, but staff adapted well.

The overall performance for 2020/21 was good. Under the Policy and Governance directorate, there were four projects all performing on target. For key service level performance, there were 38 indicators,

- 24 (63%) were performing on or above target,
- 3 (8%) were performing worse than target but within the threshold
- 11 (29%) were performing below target.

The indicators that were below target related to events or attractions impacted by Covid-19.

The directorate had underspent by £160,000, savings were made due to Shared Services and Covid-19 which had resulted in cancelled events, or the transformation from in person to virtual.

We recognised a decrease in staff sickness and absence and discussed how the change in working dynamics affected this, we were reassured that managers were monitoring performance, productivity, and staff welfare.

Commercial Services

In March 2021, Victoria Willett (Shared Service Lead, Transformation and Partnerships) attended with Councillor Alistair Bradley (Executive Leader and Executive Member Economic Development and Public Service Reform).

We noted that a large number of capital schemes and major projects were underway, and it included but was not limited to Alker Lane, Tatton Development and Whittle GP.

The directorate was heavily involved with the Covid-19 emergency response and had supported local businesses with the administration of grants through online support and workshops.

We noted that there had been a last minute change by the Government about the use of the Public Works Loan Board for commercial investment, but Chorley Council was not impacted due to the focus of investment within the Borough.

We understood that in relation to the bus station, Lancashire County Council rejected a request to share funding for the next five years due to its current loss operation, time and financial investment required.

4 Key Messages from Scrutiny Task Groups

Sustainable Public Transport – Chaired by Councillor Kim Snape.

The task group was established in September 2020, it met 7 times and consulted virtually over Microsoft Teams with a wide variety of stakeholders to build a base of evidence. Stakeholders included:

- County Councillor Keith Iddon,
- Andrew Varley (Public Transport Manager, Lancashire County Council)
- Matt Davies (Managing Director, Stagecoach)
- James Mellor (Commercial Director, Stagecoach)
- Nick Small (Head of Strategic and Built Environment, Stagecoach)
- Tracy Keating (Manager, Central Lancs Dial-a-Ride)
- Owain Roberts (Regional Stakeholder Manager, Northern Rail)
- Sir Lindsay Hoyle (MP for Chorley)
- Chris Sinnott (Deputy Chief Executive)
- Jonathan Noad (Director of Development and Place)

The final report which included recommendations based on the evidence collected by the Task Group was taken to Executive Cabinet in March. All the recommendations set out in the report were approved.

5 Challenging the Executive

In addition to challenging the Executive Members through the Performance Panel, the Committee worked together positively with the Executive Leader and the Executive Cabinet in scrutinising their proposals.

Following on Executive Member Decision, the Clean Air Strategy was brought to Overview and Scrutiny to review and consider the current position and provision of the impact on the Borough and its residents.

6 Budget Scrutiny

In January 2021 we welcomed Councillor Peter Wilson, Executive Member (Resources) and Chris Sinnott (Deputy Chief Executive) who presented the report which set out the budget position for 2021/22.

We noted that the budget situation for this year was challenging, and there was outstanding uncertainty with business rates and the Fair Funding Review.

The deficit increased from £302,000 to £908,000 due to the cost of the leisure centre, in addition to the Covid-19 pandemic. It was estimated that the deficit would increase to £3.2m in 2022/23 and £4.3m in 2023/2024.

The administration expressed how they intended to balance the budget. First, there had been savings made through Shared Services. Income was also to be generated via Market Walk, Primrose Gardens, Strawberry Fields, and Logistic House. The deficit should reduce significantly to £107,000 and then increasing to £2m and then £2.9m the year after.

It was proposed that Council Tax would be increased by 1.99% and consideration was given to increase parking charges in the Borough, without adversely impacting the high street.

It was believed that with existing investment sites, the Council would save £1m by 2022-23 and £1.3m the year after.

In relation to reserves the Council possessed, the General Fund contained a committed £4m, and another £3.2m to cover Market Walk and asset maintenance support for local businesses.

It was clarified that the Council were only aware of the £500,000 it received from the Fair Funding Review and not future expectations. The leisure centre was forecast to lose £600,000 and the figure included the funds made available by Central Government to cover operating losses of leisure centres due to Covid-19, optimism was expressed for recovery in the financial year 2021-22.

Strawberry Fields was currently generating an income deficit of £170,000 but the site was a long-term investment for the Council, and there was growing interest despite Covid-19.

7. Other Topics Considered

Clean Air Strategy

In October 2020, we welcomed Zoe Whiteside (Service Lead for spatial Planning) and Carolyn Williams (Central Lancashire Local Plan Coordinator) and they informed members of the work that was underway for a draft Air Quality Strategy. Delays caused by staffing, Covid-19 and the delay of the Environment Bill in the House of Commons were acknowledged.

In November 2019, the Council declared a climate emergency with plans to recruit a Climate Change coordinator to implement the strategy and action plan.

Despite the delay to the Environment Bill, the Council intended to move forward with more specific targets for particulate matter 2.5 (PM 2.5). 20.2% of PM 2.5 emissions came from road transport. Chorley Council did not have an obligation to create and meet air quality targets, but the decision was made to voluntarily demonstrate the Council's commitment to the Air Quality Strategy and Climate Emergency and implement them regardless. The greatest issue that was facing Chorley was nitrous oxide due to the proximity of motorways, in 2018, motorways contributed to 60-70 tonnes of nitrous oxide.

Within the district, there are six monitoring stations, three of the stations recorded levels slightly above desired, but was below the levels required for Air Quality Management Areas (AQMA's).

We noted that local schools should have a role in the Air Quality Strategy. It was highlighted that several authorities across the country already had projects in place to improve the air quality around schools and nurseries. Measures included banning cars from making drop off and collections in a close radius to the school, implementing no car zones, and organising park and walk schemes.

In March 2021, Laura-Jean Taylor (Public Protection Team Leader, Early Intervention) provided a further update relating to the Clean Air Strategy explaining that current measurements of air quality did not exceed the acceptable limits of nitrogen dioxide or PM

2.5, although it was believed that the 'acceptable levels' and limits were likely to be amended by the Government.

The Council's Strategy was split into four key areas:

- The Council's internal actions
- The revision of policies and guidance documents
- Communication, education, and engagement
- Research projects.

The implications of not adopting the Clean Air Strategy could result in the failure of the Council to achieve the goal of carbon neutrality by 2030.

A key focus within the strategy is for the Council to consider the impact every decision had on air quality and for the Council to engage with commercial, industrial, and domestic sectors to meet the target of carbon neutrality.

It was likely that Clean Air would be considered and incorporated into the Local Plan and planning applications.

For the borough's taxi and private hire operators, there were plans to provide incentives and viable options to encourage the change to green and zero emission vehicles.

Leisure Contract

We welcomed Angela Barrago (Service Lead for Communities), and she provided an update on the Leisure Contract. The procurement process and award of the contract was delayed due to Covid-19 which resulted in the preferred bidder, Life Leisure to reluctantly withdraw their bid in September 2020.

At the General Purposes Committee that took place 16 September 2021, Members made the decision to bring the service under Council control for the short term while preparing for the longer term. Due to the transfer of operator, a closure period was required from the 30 September to 12 October, and allow time to clean up the site, replace lost equipment, and make the required repairs and replacements. A Transfer of Undertakings (Protection of Employment Regulations) (TUPE) process was initiated as staff were to be employed by the Council going forward. New software had been developed to update the booking system and all members have been informed of the changes and social media to be updated as required.

We expressed our disappointment with the bid withdrawal but commended Life Leisure for being open and honest while continuing to provide advice in running a leisure centre.

We asked for elaboration if the leisure centre were to be a successful venture, would consideration be given to expand Council ran operations. We were informed that it was an unusual situation, the contracts were not signed, and the decision taken was the most sensible course of action.

Adoption of Estates

We welcomed Ray Bennett, Principal Officer, Highways and Transport at Lancashire County Council. He provided the definition of Adoption of Estates and various associated terms. He detailed the history and process of adoption. Highlighting areas where legislation required strengthening in addition to the barriers that could prevent an agreement of adoption.

We noted that the Highway Authority was unable to force a developer to enter into an agreement and the developer can not force the Highway Authority to adopt a road system.

We came to an understanding that there was some difficulties in communication between the Highway Authority and the Borough Council but we were made aware that there was a District Team in place to deal with enquiries from Parish Councils through to the Parliamentary Representative.

Updates on the Lancashire County Council Health Scrutiny Meeting

As the Council's representative on Lancashire County Council's Health Scrutiny Steering Group, Councillor Margaret France provided regular updates to the Overview and Scrutiny Committee.

In October 2020, we were advised that at the meeting of 15 September, the main focus was on the situation regarding the re-opening of Chorley's Emergency Department, the 111 first system, adult social care, winter preparations, test and trace and the flu vaccine programme.

It had been decided that Chorley's Emergency Department would not open due to difficulties in recruiting staff, a review would take place in December 2020. The 111 system was to assess and triage over the phone or internet and allow A&E departments to run smoother and decrease the risk of Covid-19 spread. The focus of Adult Social Care winter preparations was to prevent the spread of Covid-19 in care homes, and it was proposed that staff would be tested weekly and residents monthly. Dependent upon supply, all adults over the age of 50 would be eligible for a flu vaccine dependent on supply.

In January 2021, we noted the evolved situation of Covid-19. Test and trace, bed pressures, and the strategies employed to cope. We learned that the County Council was working with the military to deliver a six-week targeted surge programme of asymptomatic testing in the care, education, faith centres and large employers. We understood that the transmission of Covid-19 was high in hospitals but as infection control measures were implemented the numbers started to decrease. We were updated as to the rate of infection in the borough and was below the national average, and the highest numbers of infections were in the age groups of 16-19 and 30-44.

We noted that the benefits of the vaccination programme would not yield tangible results until March and April 2021. More than 80% of the over 80's had been vaccinated, and we understood that work was ongoing to dispel rumours circulating within the ethnic minority communities about animal products in the vaccine. We were updated with the figures of Covid-19 enforcement.

In March we noted that the proposal to close Chorley's A & E Department had been withdrawn and was currently open 1 hour a day from 8am to 8pm and that the new Health Infrastructure Plan 2 was in development, but was going to be a long process before implementation.

8. Conclusion and the Year Ahead

It has been an interesting year for scrutiny, resulting in some key recommendations on topics of concern to members and the public. The challenges ahead, following the impacts of Covid-19, are to continue to scrutinise areas of interest for Members and their constituents and to follow up on the implementations of scrutiny recommendations. We need to work effectively with our partners on scrutiny and continue to challenge the Executive in a constructive way with recommendations that result in positive outcomes for the residents in Chorley.

The Council will hold four meetings of the Overview and Scrutiny Committee and five meetings of the Overview and Scrutiny Performance Panel in 2021/22.

Due to all members being up for local elections in May 2021 because of Covid-19 and boundary changes, there could be significant changes to the committee memberships. The draft work programme will be considered at the first meeting of the Committee in July. This includes the monitoring of previous inquiry recommendations and potential future topics.

This page is intentionally left blank

Report of the Governance Committee

1. This report summarises the business undertaken at the Governance Committee meeting held on 26 May 2021.

Chorley Borough Council Audit Progress Report – May 2021

2. Georgia Jones, Grant Thornton, informed she is now the Engagement Lead for the 20/21 audit. She outlined and summarised the work to be undertaken in the review of the statutory accounts for the year.
3. She noted that the 2019/20 audit was still to be finalised and that although a little behind schedule, at this point she expected the completion of the 2020/21 audit to be delivered by 30th September.
We noted the update.

Review of Compliance with CIPFA Financial Management Code

4. We welcomed Louise Mattinson, Director of Finance, to present the CIPFA Financial Management Code. A self assessment against the criteria outlined in the Code has been completed and actions identified to improve compliance with this. The Code has been issued in response to the poor financial management and overall financial weaknesses identified at several of councils across the country.
5. The Code will support good practice and assist with financial sustainability.
6. We noted the update.

Internal Audit Annual Report 20/21

7. Dawn Highton, Service Lead Audit and Risk detailed the function of the Internal Audit Report.
8. Covid-19 impacted the ability to carry out a detailed review. The implementation rate achieved was 64%, below target.
9. An annual opinion could not be given due to the inability to undertake a significant volume of work, this however did not reflect negatively on the Council.
10. Data provided indicates that some business support grants paid in the early stages of the pandemic matched with the National Fraud Initiative (NFI). This does not mean there is fraudulent activity but does trigger an investigation to the matched applications.
11. The Quality and Assurance Programme will identify where action is needed for delivery over the year.
12. We noted the report.

Review of the Effectiveness of Internal Audit

13. The Internal Audit Service needs to comply with public sector guidelines and periodic assessments are to be undertaken to Local Government Guidelines.
14. We noted the report.

Annual Review of the Council's Counter Fraud Policies

15. The Counter Fraud Policies have been reviewed and updated. There were separate strategies for bribery and fraud, but these have been compiled and aligned through guidance from CIPFA.
16. The Fraud Response Plan has been updated and it includes the roles and responsibilities when fraud is reported. The whistleblowing policy has also been amended.

17. The purpose of the policies is to ensure confidence at every level of the organisation that concerns can be raised, with full knowledge of how if needed. The report is available to be viewed online and all Officers to be given mandatory training.
18. We noted the report.

Draft Annual Governance Statement 2020/21

19. Dave Whelan, Service Lead - Legal presented the Draft Annual Governance Statement for consideration and approval which is designed to ensure the Council maintained a sound system of governance and to demonstrate and review the effectiveness while continuously seeking to achieve best value in delivery.
20. We approved the Draft Annual Governance Statement.

RIPA Application Update

21. No RIPA Applications were made
22. We noted the report.

Recommendation

23. To note the report.

Councillor Debra Platt

Chair of Governance Committee

MP



Report of	Meeting	Date
Director of Planning and Development	Council	20 July 2021

Coppull Neighbourhood Plan Area Designation

Purpose of report

- To approve the designation of a Neighbourhood Plan area boundary for Coppull.

Recommendation(s)

- To approve the designation of the Neighbourhood Plan area boundary for Coppull as shown at Appendix 1.

Executive summary of report

- Coppull Parish Council wishes to develop a Neighbourhood Plan and requested the parish boundary be designated as a Neighbourhood Area. The Council held a six week statutory consultation, inviting interested parties to make representations to the Council on the proposed boundary for the area of the Neighbourhood Plan. Nine responses were received following the end of the consultation on 1 June 2021. It is recommended the designation of the Neighbourhood Plan area boundary for Coppull is approved as shown at Appendix 1

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

Background

- Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. This is in line with the aims and purposes of neighbourhood planning, as set out in the Localism Act (2011), the National Planning Policy Framework (2012) and Planning Practice Guidance (2016).

Consultation on the Coppull Area Boundary

6. The initial stage in preparing area-based Neighbourhood Plans consists of a statutory minimum six week consultation, inviting interested parties to make representations to the Council on the proposed boundary for the area of the Neighbourhood Plan.
7. Coppull Parish Council proposed that the Neighbourhood Plan area boundary should cover the Coppull Parish Council area in its entirety. The consultation took place over the six weeks ending 1 June 2021. Respondents were asked to comment on this boundary for the Neighbourhood Plan.
8. Nine responses were received. There were no comments and no objections on the proposed boundary. Comments were from the following bodies, who provided information on local assets and general advice on preparing Neighbourhood Plans. These responses will be forwarded to the Parish Council to assist them in preparing the Neighbourhood Plan
 - Lancashire Wildlife Trust
 - Natural England
 - Highways England
 - Lancashire County Council – Highways
 - Environment Agency
 - Historic England
 - The Coal Authority
 - The Canal and River Trust
 - Homes England
9. A Neighbourhood Plan should support the delivery of strategic policies set out in the local plan or spatial development strategy and should shape and direct development that is outside of those strategic policies. The Neighbourhood Plan should contain policies for the development and use of land and, if successful at Examination and Referendum, will form part of the statutory development plan. Applications for planning permission must be determined in accordance with the statutory development plan.
10. A Neighbourhood Plan must meet certain specified ‘basic conditions’. These ensure plans contribute to the achievement of sustainable development, have regard to national policy and guidance and are in general conformity with adopted strategic local planning policies.
11. This will ensure that the Coppull Neighbourhood Plan does not impose restrictions or unnecessary burden on local land or business owners and the boundary as submitted should be designated.

Next Steps

12. Once designated, the Council is required to publish information about the Neighbourhood Plan boundary on its website, including a map, relevant body and name.
13. Coppull Parish Council will then prepare an evidence-based draft Neighbourhood Plan. This will be subject to consultation and an independent check.

Implications of report

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	

No significant implications in this area	x	Policy and Communications	
--	---	---------------------------	--

Risk

15. There is no risk with approving the designated area boundary for the Coppull Neighbourhood Plan. In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning. Where a parish or town council chooses to produce a neighbourhood plan it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan.

16. The Parish Council has indicated in fulfilling its responsibilities, it should set up a Steering Committee which represents all interested parties in the Area to develop a Neighbourhood Plan which would;
 - Sets out a framework to guide residents, other local authorities and developers on how the community wishes to manage and control future development in the Plan Area over the next 15 years, along with its facilities, services and environment.
 - Records the historical and existing status and nature of the community
 - Establishes an Action Plan that provides the community with a prioritised plan to improve its facilities, services and environment.

Comments of the Statutory Finance Officer

17. None

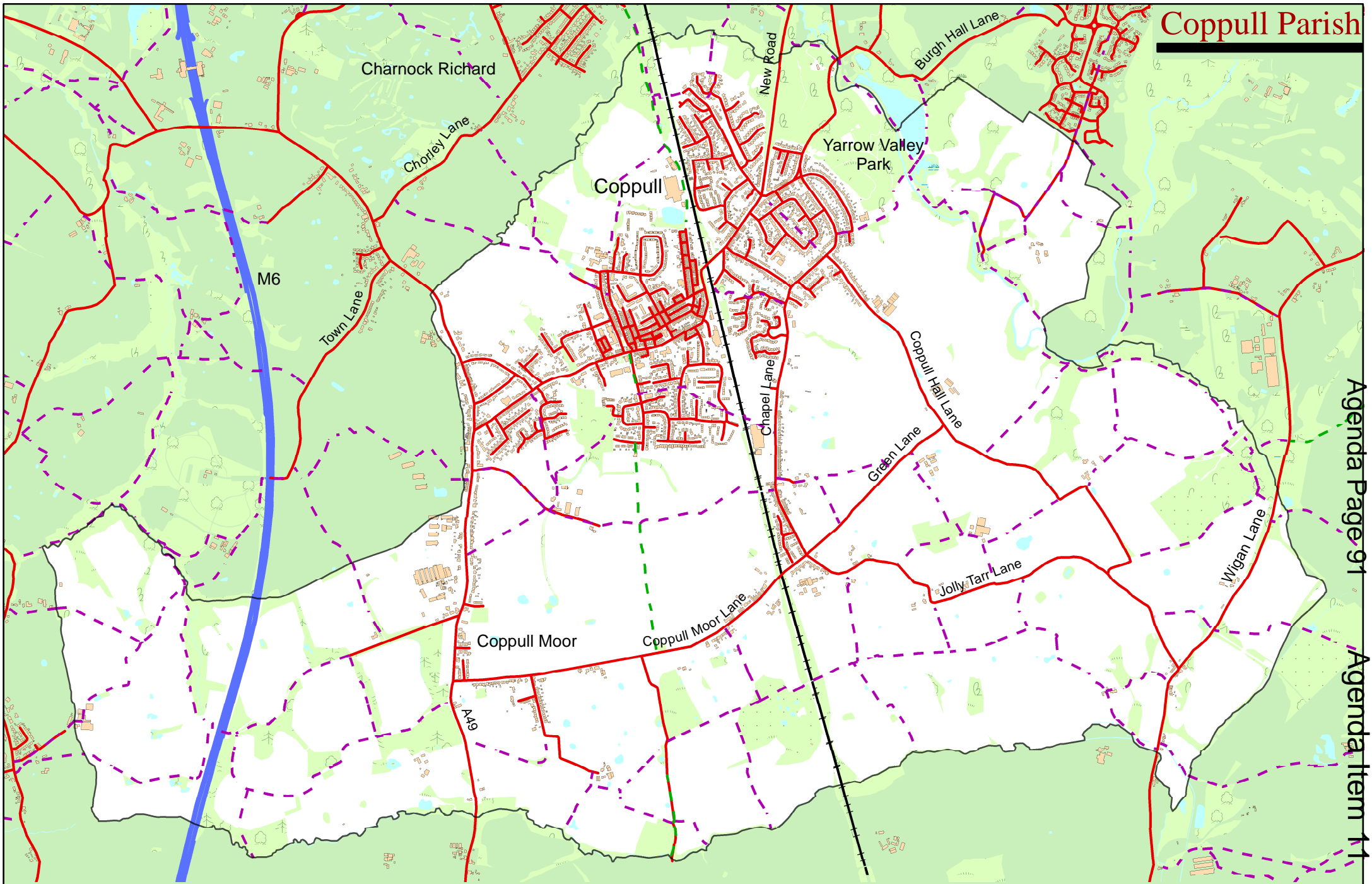
Comments of the Monitoring Officer

18. A local planning authority (LPA) must designate a neighbourhood area if it receives a valid application and some or all of the area has not yet been designated. The LPA may modify the boundary after designation but only if the LPA is responding to a new application for a neighbourhood area to be designated. Modification may only be with the consent of the parish council.

Jonathan Noad
 Director of Planning and Development






Report Author	Ext	Date
Philippa lane	5282	18/6/21

This page is intentionally left blank



Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Copyright Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence No. 100023320 2014

KEY

	Coppull Parish Boundary		Footpath		Roads
	Bridleway		Railways		



This page is intentionally left blank