

**Minutes of Executive Cabinet**

**Meeting date Thursday, 20 January 2022**

**Committee**

**Members present:** Councillor Alistair Bradley (Chair) and Councillors Beverley Murray, Peter Gabbott, Alistair Morwood and Adrian Lowe

**Committee Members present virtually (non-voting):**

Councillor Peter Wilson (Vice Chair)

**Officers:**

Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Commercial Services)), Dave Whelan (Shared Service Lead - Legal), Louise Mattinson (Director of Finance), James Thomson (Deputy Director of Finance), Jonathan Noad (Director of Planning and Development), Alison Wilding (Shared Service Lead - Customer Services), Rebecca Aziz-Brook (Transformation and Change Team Leader), Caroline Winstanley (Transformation Co-ordinator), Andrew Daniels (Shared Service Lead – Communications and Visitor Economy), Laura Barton-Williams (Communications Manager) and Nina Neisser (Democratic and Member Services Officer)

**Other Members:**

Councillor Aaron Beaver, Julia Berry, Sam Chapman, Mark Clifford, Alan Cullens, Gordon France, Danny Gee, Tom Gray, Steve Holgate, Matthew Lynch, Jean Sherwood, Christine Turner, John Walker and Margaret France

**22.EC.73 Minutes of meeting Thursday, 9 December 2021 of Executive Cabinet**

**Decision: That the minutes of the Executive Cabinet meeting held on 9 December 2021 be confirmed as a correct record for signature by the Executive Leader.**

**22.EC.74 Declarations of Any Interests**

There were no declarations of interest.

## **22.EC.75 Public Questions**

There were no public questions.

## **22.EC.76 Fees and Charges 2022/23**

Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director of Finance which sets out the current position around fees and charges and proposals for 2022/23.

Members noted the appendix which details the key fees and charges budgets across a number of different categories. Although not exhaustive, the list gives an indication of the core fees involved.

Members supported the increase to the garden waste collection charge recognising that this was designed to cover an increase in costs and not for profit. Members discussed a commitment to not seek to make significant profit from this service going forward but understood that some degree of flexibility was required to cover any potential additional costs throughout the year. It was agreed that a breakdown of costs to deliver the garden waste collection service could be provided, as requested.

### **Decision:**

- 1. To note the current levels of budgeted fees and charges and the issues specific to these;**
- 2. To approve an increase in the charge for garden waste, from £30 to £32.50;**
- 3. To approve a general increase of 4.9% in the fees for 2022/23; given that the rate of CPI is currently running at 5.1%, and RPI at 7.1%, the recommended uplift is less than inflation and is limited to the services listed in Table 3 of Appendix 1.**
- 4. To approve the full list of fees and charges for upload onto the Council website.**

### **Reasons for recommendations:**

To ensure that fees and charges are set at appropriate levels and are publicly available.

### **Other options considered and rejected:**

None.

## **22.EC.77 Draft Budget 2022/23**

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director of Finance which sets out the budget position for 2022/23 including the forecast for the following 2 years to 2024/25 and also presents the relevant proposals in respect of the use of forecast resources identified for 2022/23 and the budget consultation.

Members noted the proposed council tax increase of 1.99% for 2022/23 and the assumption of a 1.99% increase in 2023/24 and 2024/25; this assumption will be revisited every year and will be dependent on the outcome of the future Government funding announcements. It was also noted that continued investment is reflected in ongoing revenue budgets to ensure delivery of corporate strategy priorities, alongside

capital investments of over £48m and strategies to reduce the budget deficit over the medium term.

Consultation on the proposed budget for 2022/23 will commence following approval of the proposals by Executive Cabinet.

**Decision:**

**That members agree the contents of this report in order to start the budget consultation process and note the following proposed budget items, in particular:**

- **A proposed 1.99% increase in council tax in 2022/23 with no proposed cuts to services**
- **The forecast balanced budget for 2022/23 and the forecast budget position in 2023/24 and 2024/25**
- **To note the proposals in the report for investment in the Labour Administration's priority areas**
- **To increase the capital programme by £74k to supplement the existing £21k budget at Milestones Meadows to deliver key improvements at the site.**

**Reason for recommendations:**

The council wishes to set out its budget proposals and consult on them with residents.

**Other options considered and rejected:**

None, this is the draft budget and alternative budgets may be considered as part of the final budget proposal.

## **22.EC.78 Chorley Council Climate Change Strategy; Approval to Consult**

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director of Planning and Development which seeks approval to undertake a process of consultation on the draft Climate Change Strategy.

The Draft Climate Change Strategy sets out the Council's vision, strategic aims, priorities, and action plan for climate change for the period 2022-24. It is intentionally a non-technical document which aims to set out in an accessible format what we want to deliver for Chorley and how we will go about it.

It is anticipated that a public consultation will run for 8 weeks from early February 2022 to the end of March 2022, before taking to the Executive Member (Resources) for approval to adopt.

Members welcomed the report and draft strategy and recognised the importance of partnership working to enable the delivery of the council's climate change vision, aims and action plan.

**Decision:**

- 1. To approve the draft Climate Change Strategy for public consultation.**
- 2. To delegate approval to the Executive Member to adopt the strategy after the consultation subject to there being no material changes to the strategy.**

3. **To note that this is an ambitious programme of activity and is likely to require further investment/resourcing which will be overseen by the Climate Change Working Group and the Executive Member (Resources).**

**Reasons for recommendations:**

Climate Change is a priority for the Council, and we must prepare and adopt a Climate Change Strategy to demonstrate the steps we are taking to move towards zero carbon and deliver our programme of activity. Without a strategy in place, the Council will not be able to deliver on the declaration made in 2019 to be net zero by 2030.

**Other options considered and rejected:**

To not have a strategy. This was rejected as the evidence for change is compelling and as a Council, we must demonstrate a commitment to making a difference with a programme of activity to deliver tangible outcomes including benefits for nature and reduction in carbon emissions.

## **22.EC.82 Shared Customer Services and Revenues & Benefits Review**

Councillor Adrian Lowe, Executive Member (Streetscene and Customer Services) presented the report of the Director of Customer Services which outlines the background, approach and findings of the service review for Chorley and South Ribble Councils' Customer Services and Revenues and Benefits, setting out recommendations for the service restructure and service development plan.

This report also includes feedback and changes made through presenting the proposals to Shared Services Joint Committee and formal consultation. This has included increasing the number of posts from 84 to 90 to allow for extra capacity for the service.

Members welcomed the report and discussed the additional six apprenticeship posts to take the number of posts from 84 to 90 and recognised that the annual contribution from reserves towards the apprentices will be £91k for Chorley; although this was part of a saving of £206k overall.

**Decision:**

**The Executive Cabinet approve the following proposals:**

- a) **the proposed shared Customer Services restructure including ERVS requests. the development of the shared service as set out in the service development plan.**
- b) **Principles for:**
  - i. **Flexible and multi-channel working**
  - ii. **Making best use of technology and automation**
  - iii. **Waste services**

**Reasons for recommendations:**

Approval of the recommendations will enable the Customer Services and Revenues & Benefits service to develop into a shared service with a single operating model, as previously agreed by both councils.

**Alternative options considered and rejected:**

Alternative options for the Customer Services & Revenues and Benefits structure have been considered in the production of the report and the final proposal is considered to

be the most effective approach to achieving a single operating model as previously agreed by the councils.

#### **22.EC.79 Exclusion of the Public and Press**

**Decision: To exclude the press and public for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

#### **22.EC.80 Key Contracts and Partnerships**

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

**Decision:**

- 1. That the report be noted.**
- 2. That the new contracts listed are agreed as key partnerships, so that they are included in future reporting.**

**Reasons for recommendations:**

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

**Other options considered and rejected:**

To not include the proposed additional contracts for reporting. This was rejected as it would not support the council to maintain an effective governance framework.

#### **22.EC.81 Surrender of Existing Lease and Grant of a New Lease - Unit 31-33 Market Walk - Peacocks Stores Limited**

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director of Commercial Services which seeks Member approval to the terms provisionally agreed by the Council's Consultant Surveyor for the surrender and renewal of the lease of unit 31-33 Market Walk to Peacocks Stores Properties Ltd., who have been holding over on the original lease term which expired on the 31 December 2020. It also seeks authorisation for the Council's Legal Officers to draw up the necessary lease documentation as per the approved Heads of Terms.

**Decision:**

- 1. The terms reported for the grant of a 5- year lease to Peacocks Stores Properties Limited (13324423) be approved.**
- 2. Authority be granted to issue instructions to the Director of Governance to complete the legal formalities.**

**Reasons for recommendations:**

The grant of a new lease will allow for continuity of trade and receipt of rental income by the Council.

**Other options considered and rejected:**

Should the recommendations not be approved, the Unit would be vacated and the Council would be responsible for seeking a new occupier. In doing so the Unit may be vacant for some time whilst a new occupier is sought, losing rental income and incurring

associated cost of advertising, officer time and other liabilities associated with the management and maintenance of a vacant property.

**22.EC.83 Shared Customer Services and Revenues & Benefits Review**

Members noted the confidential appendices.

Chair

Date