

Overview and Scrutiny Committee

Thursday, 16th March 2023, 6.30 pm

Council Chamber, Town Hall, Chorley and [YouTube](#)

Agenda

Apologies

Minutes

1 **Minutes of meeting Thursday, 26 January 2023 of Overview and Scrutiny Committee** (Pages 3 - 8)

2 **Minutes of Meeting Thursday, 9 March 2023 of the Overview and Scrutiny Performance Panel** (To follow)

3 **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.

4 **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

Scrutiny of the Executive Cabinet

5 **Executive Cabinet Minutes** (Pages 9 - 16)

To consider the Executive Cabinet minutes of the meeting held on 23 February 2023 (enclosed).

6 **Notice of Executive Decisions** (Pages 17 - 68)

To view the latest notice of Executive Decisions [click here](#).
The document is also attached and correct as of 8 March 2023.

7	Health Scrutiny	Councillor Alex Hilton to provide a Health Scrutiny Update	(Pages 69 - 76)
8	Chorley Leisure Company Update	To receive and consider the report of the Director of Governance.	(Pages 77 - 140)
9	Cycling Update	Matt Evans, Air Quality and Climate Change officer to provide a verbal update, ahead of a full update report at the Overview and Scrutiny Committee taking place 6 July 2023.	
10	Quality of Housing Provided by Social Landlords - Final Monitoring Report.	To receive and consider the report of the Director of Communities.	(Pages 141 - 152)
11	Period Poverty Update	To receive and consider the report of the Director of Communities.	(Pages 153 - 156)
12	Reports from the Task and Finish Groups	Overview and Scrutiny Task Group – Empty Properties.	
		To receive a verbal update on the inquiry from the Chair, Councillor Sarah Ainsworth.	
13	Overview and Scrutiny Work Programme	To note and reflect upon the Overview and Scrutiny Work Programme for 2022/23, and to consider potential topics for the 2023/24 Work Programme ahead of the Workshop in the new municipal year.	(Pages 157 - 158)
14	Any urgent business previously agreed with the Chair		

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Overview and Scrutiny Committee Councillor John Walker (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Sarah Ainsworth, Hasina Khan, Samir Khan, James Nevett, Aidy Riggott, Kim Snape, Jenny Whiffen, Michelle Le Marinel, Dedrah Moss, Alan Platt, Arjun Singh and Ryan Towers.

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Minutes of **Overview and Scrutiny Committee**

Meeting date **Thursday, 26 January 2023**

Committee Members present: Councillor John Walker (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Sarah Ainsworth, Hasina Khan, Samir Khan, James Nevett, Aidy Riggott, Kim Snape, Jenny Whiffen, Michelle Le Marinel, Dedrah Moss, Alan Platt, Arjun Singh and Ryan Towers

Other Members Present Councillors Peter Wilson, Bev Murray, and Alex Hilton

Officers: Louise Mattinson (Director of Finance), Zoe Whiteside (Head of Spatial Planning), Lindsey Blackstock (Open Space Strategy Officer), Laura-Jean Taylor (Head of Public Protection), and Matthew Pawlyszyn (Democratic and Member Services Officer)

Other Attendees Lancashire Police Inspector Michael Moys

A video recording of the public session of this meeting is available to view on [YouTube here](#)

23 Minutes of Meeting Thursday, 6 October 2022 of Overview and Scrutiny Committee

Resolved: That the minutes be approved as a correct record.

24 Minutes of Meeting Thursday 15 December 2022 of the Overview and Scrutiny Performance Panel

Resolved: That the minutes be approved as a correct record.

25 Minutes of Meeting Thursday 12 January 2023 of the Overview and Scrutiny Performance Panel

Resolved: That the minutes be approved as a correct record.

26 Declarations of Any Interests

No interests were declared.

27 Public Questions

There were no public questions.

28 Executive Cabinet Minutes

Resolved: That the minutes of the Executive Cabinet meetings that took place 8 November 2022, 8 December 2022, and 19 January 2023 were noted.

29 Notice of Executive Decisions

Resolved: The notice of Executive Decisions was noted.

30 Health Scrutiny

Councillor Alex Hilton provided a verbal update that covered Lancashire County Council Health and Adult Services Scrutiny Committees that took place 2 November, and 14 December 2022.

The Social Care Reform announced in September 2021 was due to be introduced October 2023 but was delayed to 2025.

New reforms to social care were considered including streamlining the financial and needs assessment online, however, despite assurances that additional support would be available, there were concerns that those with complex needs would be disadvantaged.

The waiting list for low level needs assessments was six months.

Chief Medical Officer of Integrated Care Board (ICB) attended and presented information about virtual wards. Virtual wards were said to be a safe and effective way to care for patients assisted by technology. The care received would be the same as in the ward, with patients monitored from their homes. Contact between health professionals and patients occurred over the phone. In events of deterioration, the ambulance service would be used to transfer the patient to hospital. Cooperation with pharmacists ensured deliveries of medication.

Across Lancashire and South Cumbria, there were 746 virtual beds, acute virtual trusts were created to be responsible for patients, and protocols were in place to ensure that only eligible patients with suitable homes were placed in a virtual ward. The virtual wards would prevent needed beds being blocked by patients that should be, but were unable to be discharged.

Recruitment continued and there was an acknowledged concern about the levels of staff. Sites were still under consideration for the new hospital programme.

Members requested, and the Chair agreed to write to the Health and Adult Services Scrutiny Committee to request the tendering and procurement for the Integrated Care Boards were added to the Work Programme. It was raised that residents were not being consulted in regard to the future of their local GP practices.

For the next Overview and Scrutiny Meeting, members requested information about the mental health update.

Resolved: The update was noted.

31 Budget Scrutiny

Executive Member for Resources Councillor Peter Wilson presented the report.

The report set out the draft budget which had not yet been finalised.

The budget had been impacted by the cost of living crisis, increase in utility cost, staff wages and significant inflation.

The budget deficit was reported at £1.17 million, with an additional £1.1 million the following year.

It was believed that the budget could be balanced without cuts to services or staffing, the council intended to prioritise investment in the borough. Significant income had been gained over the years since purchasing Market Walk in 2013, after borrowing costs, the profit was £834,000. Strawberry Fields and Strawberry Meadows when fully operational would generate further income.

The council aimed to maintain the priorities of the council, to invest in new and affordable homes, provide jobs and skills, invest in providing and supporting the local economy and environment.

There was long term uncertainty around funding from central government, yearly income from central government had decreased despite increased costs and pressures. In 2016, the council received £17 million, the figure for 2023/24 was set at £14 million. The numbers for fair funding and business rates were only known for 2023/24, and the reviews of both were delayed.

The draft budget proposed a 1.99% increase in Council Tax. Consideration was given not to charge more than necessary, however, the future budget gap of £1.3 million was excessive. With the rise, Chorley would still have the second lowest rate of Council Tax in Lancashire

Revenues from the New Homes Bonus, and Services Grant had decreased, however there was the Minimum Guarantee Grant which totaled £1.1 million.

It was confirmed that further information would be provided in relation to the extra £600,000 Shared Prosperity Fund.

In relation to car parks, it was estimated that for the 2022 budget, the council would receive £200,000 from the parking charge changes, the result was better than expected.

It was clarified that special expenses would be increased in line with the 1.99% increase.

Members appreciated the approach the administration held with the rise in tax, but warned that every penny of public money spent was required to be justified and be value for money

There remained empty units at Strawberry Meadows and Strawberry Fields, with optimism that the remaining units would be filled.

It was questioned if the £74,000 (2%) yearly return on investment was considered good against the £4 million investment for Whittle Health Hub. It was confirmed that the council believed that it was, and it was noted that the NHS was a safe and reliable tenant. It was also deemed to be a positive that residents that now had access to a new GP surgery.

Resolved: That the report be noted

32 Community Safety Partnership/Crime and Disorder

Councillor Bev Murray, Executive Member for Early Intervention, Lancashire Police Inspector Michael Moys, and Laura-Jean Taylor, Head of Public protection presented the report.

Background information was provided about the Community Safety Partnership, its role and purpose within the community.

The report highlighted an overall decrease in anti-social behaviour, but there was a group of young people that caused concern, with three or four young individuals identified as the ring leaders. In recent surveys, anti-social behaviour was cited as the greatest concern for the residents in Chorley. It was noted that teenage anti-social behaviour accounted for 22% of reported antisocial behaviour, but it was clarified that breaches of Covid restrictions, neighbour disputes, noise complaints, etc, all were collated within the antisocial behaviour figure.

Civil orders and interventions had been taken to prevent the key individuals from engaging in and encouraging antisocial behaviour in other young people. Support was available to direct young people away from that behaviour. Evidence of antisocial behaviour had been used against the perpetrators and their parents. One individual was now banned from entering the town centre, a breach of this condition would result in their arrest.

Other actions taken included a dispersal order enacted at the end of January that encompassed the town centre.

The police were proactively engaged with young people and parents, any evidence of failing or negligent parental oversight and any safeguarding issues would be referred to partner agencies as a child criminal exploitation (CCE) concern.

There was said to be a positive relationship between the police, the council and other partners. Within schools, work was underway to reduce knife possession and crime. Certain rumours were acknowledged and addressed as an incident was understood to have occurred, but exaggeration had taken place. The response taken had been tailored to deal with the problem effectively for the long term.

It was highlighted that although some non-police matters were passed on from the housing associations, they were receptive and were a positive factor within the partnership.

PCSO's and Neighbourhood Officers could be dispatched to any area that would benefit from an increased presence. Roadshows and engagement stalls were also available upon request. Members expressed uncertainty about the effectiveness of the Neighbourhood Officers as incidents of drugs and anti-social behaviour were not actioned and was told "there was nothing to be done about it". The inspector was unhappy that this was the experience some Members had faced and reiterated that things could be done, and Members should make contact in the event of a reoccurrence in the response.

The Community Safety Partnership was now meeting again, and relied significantly on voluntary, community and faith organisations. Work was underway with street pastors to provide support during the nighttime economy.

It was queried for clarity, the line at paragraph 15 "Chorley is the only Local Authority within Lancashire in which Vulnerability Present, but no Ideology or Counter Terrorism Risk is not referred as an ideology." It was explained that the figures and information about referrals could not be shared, but it was a low number. The statement was a category within the Prevent program that identified vulnerability, but was not fueled by extreme racial, religious or identity ideology.

Members raised concern that the police station was to move from the Town Centre to Exton Lake Campus. The Inspector agreed with the sentiment given but added that it was still in the early stages and there was consideration for a satellite office with officers in the town centre.

Members believed that it was important for an easy, and clear pathway to be available for those affected by crime, or a witness to come forward

Resolved: The report was noted.

33 Open Space, Sports and Recreation Strategy & Programme Update

Zoe Whiteside, Head of Spatial Planning and Lindsey Blackstock, Open Space Strategy Officer presented the report.

The Open Space, Sports and Recreation Strategy was approved by Executive Cabinet in 2021.

Appendix 1 of the report highlighted the completed schemes from 2019 onward.

There was currently no project to deliver cycling infrastructure but could come later.

Technical evidence documents were created by external consultants. Their assessment was used to understand the quality, the supply and demand for typologies.

Delays to identified schemes were caused by several issues but was primarily due to sourcing and securing funding.

There had been locations identified for five potential green bus stops, a decision was to be made by executive decision by the end of February. The Cabinet awarded £26,000 to repair the worst sections of towpaths in the borough.

It was confirmed that for the urban wildflower corridors, there was no spread risk of invasive species or damage to the local ecology. Due to the location, particularly Eaves Lane, there was little chance for seeds to migrate to other areas of the borough. The wild flower corridors were in place to provide colour and attract insects.

Members queried into the spending of £189,000 from a Section 106 for the community centre. It was explained that the fund was for the extension of the community centre and was used to drain the mini pitch.

The decision around the designs of open spaces came from local residents that live in the area of the open space, but it was acknowledged that there was a need for more diverse and dynamic equipment for all ages, as the focus appeared to be on young children.

Resolved: That the report be noted.

34 Period Poverty Update

This item was deferred to the meeting of the Overview and Scrutiny Committee due to take place 16 March 2023.

35 Reports from the Task and Finish Groups

Councillor Sarah Ainsworth provided an update on the progress of the Empty Property Task Group.

Resolved: That the update be noted.

36 Overview and Scrutiny Work Programme

Resolved: That the Work Programme be noted.

Chair

Date



Minutes of **Executive Cabinet**

Meeting date **Thursday, 23 February 2023**

Members present: Councillor Peter Wilson (Chair), and Councillors Terry Howarth, Alistair Morwood and Adrian Lowe

Officers: Chris Sinnott (Chief Executive), Dave Whelan (Head of Legal and Procurement), Louise Mattinson (Director (Finance)), Neil Halton (Principal Management Accountant), Jennifer Mullin (Director (Communities)), Asim Khan (Director (Customer and Digital)), Andrew Daniels (Head of Communications and Visitor Economy), Howard Anthony (Performance and Partnerships Team Leader) and Nina Neisser (Democratic and Member Services Officer)

Apologies: Councillors Alistair Bradley and Beverley Murray

Other Members: Councillors Sam Chapman, Alan Cullens, Gordon France, Danny Gee, Tommy Gray, Hasina Khan, Michelle Le Marinell, June Molyneaux, Jean Sherwood and John Walker

23.EC.59 Minutes of meeting Thursday, 19 January 2023 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 19 January 2023 be confirmed as a correct record for signature by the Executive Leader.

23.EC.60 Declarations of Any Interests

There were no declarations of any interests.

23.EC.61 Public Questions

There were no public questions.

23.EC.62 Revenue Budget Monitoring Q3

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which set out the revenue and reserves forecast for 2022/23 for the Council based on the position as at 31 December 2022.

In summary, there is a forecast underspend of £0.273m, however as previously reported, the £0.597m unfunded cost pressure in respect of the 22/23 pay award, i.e.

the cost over and above the 2% budgeted pay award, has resulted in a forecast overspend of £0.324m. The Council's Medium-Term Financial Strategy recommends that General Reserves are maintained at a minimum of £4.0m to mitigate against any unforeseen financial risks that may present in the future. The forecast level of general fund balances at 31 March 2023, based on the above, will be £3.816m.

Decision:

- 1. To note the forecast outturn for revenue and the level of reserves based on the position as at 31st December 2022.**
- 2. To note the virements made to and from the revenue budget during the period, as detailed in Appendix 2 of the report.**

Reasons for recommendations:

To ensure the Council's budgetary targets are achieved.

Other options considered and rejected:

None.

23.EC.63 Capital and Balance Sheet Monitoring Report Q3

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Finance which sets out the financial position of the Council in respect of the capital programme at 31 December 2022, highlighting key issues and explaining key variances, and provides an overview of various elements of the Council's Balance Sheet at 31st December 2022.

The capital budget for 2022/23 was set at £24.2m at Council in February 2022. This was increased following approval of the 2021/22 outturn to £32.2m, then further amended in the Capital Monitoring Report as at 31 July 2022 to £27.6m. This was then reduced to £25.5m in the Quarter 2 Capital Monitoring report, approved at Executive Cabinet in November 2022. Following the changes detailed in this report, the total programme for 22/23 stands at £15.8m.

Members noted the revised capital programme to include an increase of £2m for the purchase of affordable housing and £14k for the play and open space at Longfield Avenue. A re-profiling of budgets between 2022/23 and 2023/24 has been undertaken and the total movement of budgets from 2022/23 amounts to £11.663m. As at 31 December, the actual capital expenditure across the programme was £9.763m, which represents 61% of the total forecast programme spend for 22/23.

Decision:

- 1. To approve the revised capital programme as attached at Appendix A, which includes approved amendments to the programme, as detailed at point 12 of this report, since the last Capital Monitoring report was approved by Cabinet in November 2022.**
- 2. To note the variations to the programme (which are detailed by scheme at Appendix B and referenced within the body of the report);**
- 3. To note the position in the Balance Sheet monitoring section of the report, in respect of cash, investment and loan balances and debtors, at 31 December 2022.**

Reasons for recommendations

To ensure the Council's Capital Programme is monitored effectively.

Other options considered and rejected

None.

23.EC.64 Quarter Three Performance Monitoring Report 2022/23

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Change and Delivery which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2022/23, covering 1 October 2022 to 31 December 2022.

The overall performance of key projects is excellent with 12 (85%) rated as complete or green and two (15%) rated as amber. Action plans for those projects rated amber are set out within this report. Performance of the Corporate Strategy indicators and key service delivery measures continues to be closely monitored, with 85% of Corporate Strategy measures and 86% of key service delivery measures performing on or above target or within the 5% threshold.

Members recognised that the development at Tatton Gardens was almost complete and it was hoped that residents would be ready to move in soon.

Decision:

That the report be noted.

Reasons for recommendations

To ensure the effective performance monitoring of the Corporate Strategy and safeguard its delivery across 2022/23.

Other options considered and rejected

No other options have been considered or rejected. This is because the report does not present any items for decision.

23.EC.65 2023/24 Holiday Activity and Food Programme (HAF)

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Communities on behalf of Councillor Bev Murray, Executive Member for Early Intervention. The report provided an update on delivery of Holiday Activity and Food programme (HAF) 2022 over the Easter, Summer and Christmas school holiday periods. The report also provided details of the Holiday Activity Programme for 2023 and proposed delivery and seeks approval to receive funding of £288,622 from LCC and undertake the delivery of HAF 2023 using the identified delivery model.

LCC have approached Chorley Council to deliver the HAF 2023 programme following the successful completion of delivery of HAF 2022. The delivery for 2023 would follow a similar model as last year and utilise our key local delivery partners within Chorley. Lessons learned will be implemented to build on the successes of 2022.

Chorley has 2588 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.

Members noted the strong links with Chorley Inspire Youth Zone, who have been key to the successful delivery of the previous programmes, and it was recommended to

continue with their commission for 2023. Members thanked the Communities Team for all the work delivered over the last couple of years with Covid-19 and the cost of living crisis.

Following discussion, it was agreed that a list of all schools included in the scheme would be sent out to all members. Members were encouraged to provide information on potential schools to be involved in the scheme in their specific wards to ensure the council are targeting the right areas with the highest number of children in need of free school meals. Officers would also write back out to schools as well as working with members and the Youth Zone.

Decision:

- 1. To approve that Chorley Council, take on lead responsibility for the delivery of the Holiday Activity Food programme for 2023 within Chorley and receive £288,622 funding budget associated with the programme from LCC.**
- 2. To approve that we commission the delivery of HAF 2023 to Chorley Inspire Youth Zone with a Chorley Council Officer within Communities Team whom will work closely alongside partners to oversee the programme, ensuring all expected delivery is on track and all intended monitoring is achieved.**

Reasons for recommendations

1. Lancashire County Council are keen to follow the same model of delivery as last year and work with Chorley Council to deliver the programme locally.
2. The relationship between Chorley Council and LCC worked well for HAF 2021 and HAF 2022 and it would be recommended to continue this model going forward. This ensures we have a level of control over delivery locally, can monitor provision and identify need across the borough.
3. There are strong links with Chorley Inspire Youth Zone, and they have been key to the successful delivery of the previous programmes, and we would recommend we continue with their commission for 2023. They have excellent relationships with targeted schools and many families. They have a vast knowledge of the subject area and provide existing provision that can add more value to the programme.
4. There are short timescales to deliver the programme and Inspire have the capacity to start delivery quickly and have already delivered the 2021 and 2022 HAF programme successfully. They have relationships with wider local organisations to benefit signposting and wider support around the families.
5. Grant agreements will be created between Chorley Council and partner which details all expectations and monitoring. An officer will monitor the programme, have regular dialogue to ensure all aspects of delivery are maintained and represent the Chorley HAF programme at county meetings. A local performance indicator has been created to monitor delivery and aid progress.

Other options considered and rejected

To reject LCC's preferred model of delivery within Lancashire and not take on lead responsibility for local delivery across Chorley. LCC will therefore carry out procurement of the service. This will result in Chorley Council having no control over ensuring delivery meets the needs of local families, that local partners are engaged to support delivery and that known vulnerable families are targeted with the opportunity. Easter provision will be extremely difficult to deliver with timescales available if an

outside provider was awarded the contract. For these reasons, this option has been rejected.

23.EC.66 Executive Cabinet Response to the Overview and Scrutiny Task Group on Select Move

Councillor Terry Howarth, Executive Member for Resources presented the report of the Director of Communities which outlined the response to the recommendations of the Task Group for Select Move and provided a final update to implement and action the 18 recommendations made by the overview and Scrutiny Task Group.

The Overview and Scrutiny Committee commissioned the Select Move Task Group which commenced in December 2021. The final report of the task group, which was received by Executive Cabinet on 10 November 2022, made 18 recommendations for action, some of which had been addressed as part of Select Move Policy review. The Select Move Partnership was in the process of reviewing the Allocations Policy and the recommendations of the Task group made a very valuable contribution to this review.

Members noted an amendment to recommendation 6 which would consult on the reduction to refuse two reasonable offers rather than three refusals on reasonable offers. Recommendation 16 would also include the Select Move Coordinator in addition to the Housing Solutions Manager.

The Executive Cabinet and Chair of the Overview and Scrutiny Committee thanked Councillor June Molyneaux as Chair of the Task group, as well as all the members involved for their thorough review.

Decision:

That the recommendations of the Overview and Scrutiny Task Group be received, and the action plan to deliver these recommendations is accepted.

Reasons for recommendations

To address the 18 recommendations made by the task group and implement the actions detailed in this report.

Other options considered and rejected

The action plan in response to the recommendations not to be implemented, however it is important to regularly monitor the choice-based lettings scheme and implement actions recommended to ensure Select Move is meeting the needs of the applicants.

23.EC.67 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 Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

23.EC.68 Renewal of Lease - 1, 2 and 7 Flat Iron Parade - Poundland

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which sought authorisation for the grant of a new lease of Units 1 and 2 Market Walk and Unit 7 Flat Iron Parade to Poundland Ltd.

subject to terms provisionally agreed in conjunction with the Council's Consultant Surveyor, as set out in this report.

Decision:

- 1. That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.**
- 2. That the Chief Executive be authorised to approve any minor adjustments to the final detailed lease terms in consultation with the Executive Member for Resources.**

Reasons for recommendations

Following extensive negotiations, including possible reference to PACT (RICS Arbitration Platform) the proposed terms have been agreed in conjunction with the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases which have been recently agreed/completed.

Other options considered and rejected

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre.

23.EC.69 Renewal of Lease - MSU 3 Market Walk - Iceland

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which sought authorisation for the grant of a new lease of Unit MSU 3 Market Walk to Iceland Foods Ltd. subject to terms provisionally agreed by the Council's Consultant Surveyor, detailed in this report.

Decision:

That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.

Reasons for recommendations

Following extensive negotiations, the proposed terms have been agreed in conjunction with the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases on similar units which have been recently agreed/completed.

Other options considered and rejected

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre.

23.EC.70 Terms Agreed - Units 3 and 4 Market Walk - Shoe Zone

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which sought authorisation for the grant of a new lease of Units 3-4 Market Walk to Shoe Zone Ltd. subject to terms provisionally agreed by the Council's Consultant Surveyor, detailed in Appendix A.

Decision:

That the terms provisionally agreed for the grant of a new lease are approved and the Director of Governance be authorised to complete the legal formalities in accordance with these terms.

Reasons for recommendations

Following extensive negotiation, the proposed terms have been agreed by the Council's Retail Consultants and reflect current market conditions within the Market Walk Centre in line with other leases which have been recently agreed/completed.

Other options considered and rejected

Termination of the lease and remarketing of the units. This was rejected on the grounds of potential loss of income and creation of voids and gaps of occupation in the Centre which would reduce footfall and detract from the marketability of other units and the value of the Centre.

23.EC.71 Grant of Lease - Unit 4b/5 Flat Iron Parade Market Walk

Councillor Peter Wilson, Executive Member for Resources presented the report of the Director of Commercial Services which outlined and sought approval on the terms provisionally agreed for the grant of a 15-year lease of Unit 4b/5 Market Walk Extension.

Decision:

That the terms reported be approved and authority granted to issue instructions to the Director of Governance to complete the Lease.

Reasons for recommendations

To promote economic growth.

Other options considered and rejected

To demonstrate full consideration of issue. If no other options considered, please explain why.

Chair

Date

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Chorley Council – Notice of Executive Decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.
2. A ‘Key’ Decision is defined as:
 - a) Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Public Service Reform)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources)	Councillor Peter Wilson
Executive Member (Early Intervention)	Councillor Beverley Murray
Executive Member (Homes and Housing)	Councillor Terry Howarth
Executive Member (Planning and Development)	Councillor Alistair Morwood
Executive Member (Customer, Streetscene and Environment)	Councillor Adrian Lowe
4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk. Please note representations should be received 14 days before the date the decision is due to be taken.

5. This Forward Plan is a formal notice that some of the decisions listed will be held in private because the report will contain exempt information listed under Schedule 12A of the Local Government Act 1972, as set out below and that the public interest in withholding the information outweighs the public interest in disclosing it.:
 1. Information relating to any individual.
 2. Information which is likely to reveal the identity of an individual.
 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Chris Sinnott, Chief Executive

Last updated: 06 March 2023

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 30 March 2023							
March							
Permission to Consult on the Revised Private Sector Housing Assistance Policy	Executive Cabinet	Executive Member (Homes and Housing)		30 Mar 2023	Open		Report of the Director (Communities)
Queens Road Car Park Resurfacing - Contract award	Executive Cabinet	Executive Member (Economic Development and Public Service Reform)	A contract worth £100,000 or more	30 Mar 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Business Energy & Road Net Zero Support Scheme	Executive Cabinet	Executive Member (Economic Development and Public Service Reform)	A significant impact in environmental, social or physical terms in two or more wards	30 Mar 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Change and Delivery)
Renewal of Lease - Unit 28 and 29 Market Walk - Ryman Group Limited	Executive Cabinet	Executive Member (Resources)	A contract worth £100,000 or more	30 Mar 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Bus Shelters	Executive Cabinet	Executive Member (Resources)	A contract worth £100,000 or more	30 Mar 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Leisure Capital Expenditure Procurement	Executive Cabinet	Executive Member (Early Intervention), Executive Member (Resources)	A contract worth £100,000 or more	30 Mar 2023	Fully exempt		Report of the Director (Commercial Services)
OSSRA Update - Gillett Playing Fields and Jubilee Playing Fields	Executive Cabinet	Executive Member (Planning and Development)	A new or unprogrammed capital scheme of £100,000 or more	30 Mar 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings							
Home Adaptation Team - OT Pilot proposal	Executive Cabinet	Councillor Beverley Murray, Councillor Terry Howarth		15 Jun 2023	Open		Report of the Director (Communities)
Renewal of Lease - Coach House - Astley Hall - Cafe Ambio	Executive Cabinet	Executive Member (Resources)	A contract worth £100,000 or more	15 Jun 2023	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member Decisions							
Executive Leader and Executive Member (Economic Development and Public Services Reform)							
Resourcing Major Project Management	Executive Member (Economic Development and Public Service Reform)			10 Mar 2023	Open		Report of the
BAE Agreement - Alker Lane Bridge	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		July 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Corporate Strategy Refresh 2021/22 - 2023/24; https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=92374	Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Network Rail Agreement - Alker Lane Bridge	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		July 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Corporate Strategy Refresh 2021/22 - 2023/24; https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=92374	Report of the Director (Commercial Services)
GA Pet Foods Agreement - Alker Lane Bridge	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		July 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Corporate Strategy Refresh 2021/22 - 2023/24; https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=92374	Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Appointment of Consultants to provide support in the development of policies relating to sustainable water management and associated topic paper for the Local Plan	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		October 2022	Open No	Central Lancashire Local Plan Resourcing - http://mod/ieListDocuments.aspx?CId=115&MIId=8822&Ver=4	Report of the Director (Planning and Development)
Appointment of Consultants to undertake a Level 2 Strategic Flood Risk Assessment for the Local Plan	Executive Member (Economic Development and Public Service Reform)	Executive Member (Economic Development and Public Service Reform)		October 2022	Open No	Central Lancashire Local Plan Resourcing - http://mod/ieListDocuments.aspx?CId=115&MIId=8822&Ver=4	Report of the Director (Planning and Development)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Deputy Executive Leader and Executive Member (Resources)							
Approval for the Contract Award for the Procurement of Accessibility Software	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Apple Technology	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Anti-virus Software	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Asset Management	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of AV Equipment	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt		Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Backup and DR	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Building Access	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Burials and Memorial Solution	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Case Management - Members	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of CCTV Hardware and Support	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Connectivity - Wifi, Point to Point Connections, Data	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Customer Relationship Management (CRM)	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Direct Debit Processing	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Document Management for Revenues and Benefits	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Elections Software	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Estate Management	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of GIS (mapping)	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Hardware to Support Remote Working	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of ICT Helpdesk Solution	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of In Cab CCTV and Driver Technology	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Legal Case Management System	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Licenses - Various e.g. Microsoft, VMWare	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Managed Service	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Meeting Room Technology	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Mobile Hardware	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Networking Hardware	Executive Member (Resources)	Executive Member (Resources)	A new or unprogrammed capital scheme of £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Offsite Scanning	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Online Forms	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Payment Schemes	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Remote Desktop Solution	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Software for Regulatory Services	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Third Party Support for Professional Services	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of Time Management Solution	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Virtual Mailroom	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Contract Award for the Procurement of WiFi	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria for ICT Hardware and Software: https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=8036&Ver=4	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Wireless Access Points	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	December 2022	Fully exempt	Approval for the Contract Award Procedure for ICT Hardware and Software - https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9422&Ver=4	Report of the Director (Customer and Digital)
Approval for the Civica Financials System Contract Amendment from a rolling contract to a DAS fixed term contract	Executive Member (Resources)	Executive Member (Resources)		10 Feb 2023	Open		Report of the Director (Finance)
Approval for the contract award for Trade Waste Collections from Council buildings and Markets	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	Before 3 Mar 2023	Open		Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Procurement of Garden Waste Collection Service Permits	Executive Member (Resources)	Executive Member (Resources)		30 Mar 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Contract Award for Procurement of Mechanical Sweepers	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Approval for the Contract Award Procedure and Evaluation Criteria to Procure Mechanical Sweepers: http://mod/ieList Documents.aspx?CId=115&MId=9418&Ver=4&\$LO\$=1	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Applications for Hardship Relief	Executive Member (Resources)	Executive Member (Resources)		October 2021	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Support for energy bills - Discretionary Fund	Executive Member (Resources)	Executive Member (Customer, Streetscene and Environment)	A new or unprogrammed capital scheme of £100,000 or more	1 Oct 2022	Open No		Report of the Director (Customer and Digital)
Application to Waive Council Tax Long-Term Empty Premium - 29 Devonshire Road, Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Open No		Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Mutual Agreement	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual. Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Customer and Digital)
Mutual Agreement	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Deputy Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Health and Safety Service Review Update	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual. Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)		Report of the Director (Governance)
Procurement Service Restructure	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Director (Governance)
Common Bank Lane Disposal	Executive Member (Resources)	Executive Member (Resources)		October 2022	Open		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Disposal of 3 Parking Spaces at Farrington Street Car Park Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Land Rear of 50 and 52 Fairview Drive Adlington	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	No	Report of the Director (Commercial Services)
Land 5 Stansted Road Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Land Adjacent to 517 Preston Road Clayton-le-Woods	Executive Member (Resources)	Executive Member (Resources)		Before 24 Feb 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Brookfield and Ingholme - Agreement for Compensation for Release of Restrictive Covenant	Executive Member (Resources)	Executive Member (Resources)		30 Nov 2022	Fully exempt		Report of the Deputy Chief Executive, Director (Commercial Services)
Approval to Agree Heads of Terms - Market Walk Extension	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt		Report of the Director (Commercial Services)
Grant of a lease - Unit 3, Flat Iron Parade, Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Units 3 and 4 Market Walk - Terms Agreed - Shoe Zone	Executive Member (Resources)	Executive Member (Resources)		Before 25 Nov 2022	Fully exempt		Report of the Director (Commercial Services)
Renewal of Lease - Unit 6 Flat Iron Parade	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Amendment of Lease Terms - Unit 9a Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Proposed Renewal of Lease to New Look Retailers Ltd - Units 20-21 Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Renewal of Lease - Unit 24 Market Walk - EE Ltd	Executive Member (Resources)	Executive Member (Resources)		Before 8 Jan 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
New Lease-Unit 30 Market Walk Chorley	Executive Member (Resources)	Councillor Peter Wilson		March 2023	Open		Report of the Director (Commercial Services)
Grant of a Lease - 37 New Market Street - First Floor Above Iceland - Market Walk	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Grant of Lease - 98 Market Street Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Acquisition of Refugee Property - No 5	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Refugee Resettlement Programme: http://mod/documents/s133142/Council%20Report%20-%20Refugee%20Resettlement%20Programme.pdf	Report of the Director (Commercial Services)
Acquisition of Refugee Property No - 11	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A contract worth £100,000 or more	2 Dec 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Deputy Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 2	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 5	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 9	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 14	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Update to terms agreed for a Lease - Office No 14	Executive Member (Resources)	Executive Member (Resources)		Before 28 Feb 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Strawberry Fields Digital Office Hub - Grant of a Lease - Office 16	Executive Member (Resources)	Executive Member (Resources)		14 Oct 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Strawberry Fields Digital Office Hub - Grant of a Lease - Office No 27	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that informatio		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Primrose Cafe - Primrose Gardens	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Grant of a Lease - Strawberry Meadows -	Executive Member (Resources)	Executive Member (Resources)		28 Oct 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Strawberry Meadows - Block A2	Executive Member (Resources)	Executive Member (Resources)		Before 5 Apr 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Grant of a Lease - Strawberry Meadows - Block B10	Executive Member (Resources)	Executive Member (Resources)		Before 30 Nov 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Deputy Chief Executive, Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Grant of a Lease - Strawberry Meadows - Block C14,15,16	Executive Member (Resources)	Executive Member (Resources)		14 Oct 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Kiosk/Cafe Coronation Recreation Ground Chorley	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt	Contract Award for the Refurbishment of Coronation Recreation Ground Refreshment Kiosk: http://mod/mglsueHistoryHome.aspx?IId=72018&optionId=0&LO\$=1	Report of the Director (Commercial Services)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Lease of Cafe Coach House Astley Park	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more	October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Commercial Services)
Business Engagement Grants	Executive Member (Resources)			October 2022	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Shop Front Grant	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt	Vacant Property and Shop Front Grants - Programme Evaluation - https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=44900	Report of the Director (Commercial Services)
Shop Front Grant EMD - 36 Market Street	Executive Member (Resources)	Executive Member (Resources)		March 2023	Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).		Report of the Director (Change and Delivery)
Approve an application for ERVS	Executive Member (Resources)	Executive Member (Resources)		October 2022	Fully exempt Paragraph 1: Information relating to any individual.		Report of the Deputy Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Decarbonisation Works at the Town Hall	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more		Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Decarbonisation of the Town Hall: http://mod/documents/s141805/Decarbonisation%20of%20the%20Town%20Hall.pdf?LO\$=1	Report of the Director (Planning and Development)
Decarbonisation Works at the Town Hall	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more		Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Decarbonisation of the Town Hall: http://mod/documents/s141805/Decarbonisation%20of%20the%20Town%20Hall.pdf?LO\$=1	Report of the Director (Planning and Development)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Decarbonisation Works at the Town Hall	Executive Member (Resources)	Executive Member (Resources)	A contract worth £100,000 or more		Fully exempt Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Decarbonisation of the Town Hall: http://mod/documents/s141805/Decarbonisation%20of%20the%20Town%20Hall.pdf?LO\$=1	Report of the Director (Planning and Development)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Early Intervention)							
2023/24 Neighbourhood Priorities - Approval for Delivery	Executive Member (Early Intervention)	Executive Member (Early Intervention)		March 2023	Open		Report of the Director (Communities)
2023-25 Community Commissioning Services - Approval to Award	Executive Member (Early Intervention)	Executive Member (Early Intervention)	A contract worth £100,000 or more	April 2023	Open	Executive Cabinet - 19 January 2023; https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=9424&Ver=4	Report of the Director (Communities)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Customer, Streetscene and Environment)							
Recycling Strategy	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)		October 2022	Open		Report of the Director (Customer and Digital)
Streetscene Strategy 2022-2025	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)			Open	Executive Cabinet - 16 June 2022: http://mod/ieListDocuments.aspx?CId=115&MIId=9418&Ver=4&\$LO\$=1	Report of the Director (Customer and Digital)
Chorley Town Centre Recycling Trial Extension	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)		October 2022	Open	Climate Change Programme Update: http://mod/ieListDocuments.aspx?CId=1015&MIID=8752	Report of the Director (Customer and Digital)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
EV Chargepoint Feasibility and Income Study Contract Award	Executive Member (Customer, Streetscene and Environment)	Executive Member (Customer, Streetscene and Environment)		20 Feb 2023	Open	Electric Vehicle ChargePoint Update - CCWG 29/11/22; http://mod/documents/s150977/Electric%20Vehicle%20ChargePoint%20Update%20RevisedTemplateJuly2022Chorley.pdf?LO\$=1	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Homes and Housing)							
Tatton Gardens Policies	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		14 Oct 2021	Open		Report of the Director (Commercial Services)
Extra Care Policies	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		October 2022	Open		Report of the Director (Commercial Services)
Houses in Multiple Occupation	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		1 Oct 2022	Open		Report of the Director (Planning and Development)
Low Cost Home Ownership Scheme Options	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)	A significant impact in environmental, social or physical terms in two or more wards	October 2022	Open		Report of the Director (Planning and Development)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Low Cost Home Ownership Scheme - removal of eligibility restrictions for 14 Wood Beech Gardens, Clayton-le-Woods	Executive Member (Homes and Housing)	Executive Member (Homes and Housing)		7 Dec 2022	Open		Report of the Director (Communities)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member (Planning and Development)							
Wigan Lane Sports Facility Development Contract Award	Executive Member (Planning and Development)	Executive Member (Planning and Development)	A contract worth £100,000 or more		Fully exempt	Wigan Lane Sports Facility Development Contract Award	Report of the Director (Planning and Development)
Milestone Meadow Play Area budget approval and tender process	Executive Member (Planning and Development)	Executive Member (Planning and Development)			Open	Open Space, Sport & Recreation Strategy Summary and Action Plan - https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=71337&PlanId=909&RPID=7050336	Report of the Director (Planning and Development)

Health and Adult Services Scrutiny Committee

Work Programme 2022-23

The Health and Adult Services Scrutiny Committee Work Programme details the planned activity to be undertaken over the forthcoming municipal year.

The Health and Adult Services Scrutiny Committee has the responsibility to review and scrutinise any matter relating to the planning, provision and operation of the health service in the area, and to review and scrutinise county council Adult Services and Public Health. In addition, the Committee has statutory responsibility for the scrutiny of NHS proposals for a substantial development or variation relating to both adults and children's health in Lancashire. Accordingly, the work of the Health and Adult Services Scrutiny Committee will focus on the following areas:

- Adult Services
- Public Health
- Functions in relation to the Scrutiny of NHS services as set out in the NHS Act 2012

The programme is determined by the Committee following a planning session at the start of the municipal year. This includes provision for the rights of county councillors to ask for any matter to be considered by the committee.

Coordination of the Overview and Scrutiny Committee programmes is undertaken by the Scrutiny Management Board. This is in line with the Overview and Scrutiny Committees' Terms of Reference, as set out in the county council's [Constitution](#) (Part 2 Article 5).

Cabinet Members

The Cabinet Member portfolios aligned to the Health and Adult Services Scrutiny Committee's responsibilities are:

[County Councillor Graham Gooch](#) – Cabinet Member for Adult Social Care

[County Councillor Michael Green](#) – Cabinet Member for Health and Wellbeing

The areas of responsibility for each Cabinet Member are set out at [Appendix A – Scheme of Delegation to Cabinet Members](#) to the county council's constitution.

Health and Adult Services Scrutiny Committee Programme 2022-23

Committee Meeting Schedule							
Scrutiny Activity	13/7/22 (informal session)	21/9/22	2/11/22	14/12/22	1/2/23	22/3/23	3/5/23
LCC Service Area Report to Committee			Adult Services – Social Care Reforms and impact on demand and market		Public Health - Happier Minds – challenges, step up, step down services, aftercare	Staffing resource challenges & new ways of working across ASC and NHS	Public Health – wider determinants (housing, climate change, pollution etc
NHS Report to Committee		New Hospitals Programme Update Report		Strengthening community services - VCFS confidence in supporting services. Expanding virtual wards.	Community Mental Health Transformation Programme Update Report – to include maternal and perinatal MH	HEE – workforce challenges and opportunities	Health and Care Act – integration of services with the ICS. Measurement of quality and VFM on service provision contracts.
Other Scrutiny Review Update	Service Area Update				Social Care Reforms update (briefing note)		New Hospitals Programme Update from 21/9/22
Cabinet Member	Portfolio Update		Adult Services Portfolio		Health and Wellbeing Portfolio	Adult Services Portfolio	Health and Wellbeing Portfolio

Health and Adult Services Scrutiny Committee Recommendations Progress

Meeting Date	Report Title	Corporate Priority	Recommendation	Progress Detail
21/9/22	New Hospitals Programme	NA	The Lancashire and South Cumbria New Hospitals Programme be asked to return to the Health and Adult Services Scrutiny Committee at the earliest suitable meeting date in 2023 to provide more detailed information on site options.	Further information to inform future meeting date awaited
21/9/22	Public Health Transformation Health Protection Post Covid	Caring for the Vulnerable	Report to be provided to the committee by June 2023	To be included on the 2023/24 work programme
2/11/22	Social Care Reforms	Caring for the Vulnerable	Information on the Fair Cost of Care exercise to be provided at the March meeting of the committee	To be included on the 2022/23 work programme – briefing note update to be provided
2/11/22	Social Care Reforms	Caring for the Vulnerable	Further detail on the online assessment form to be provided at the March meeting of the committee	**Jan 2023 update – as the reforms implementation date has been put back to 2025, a briefing note will be provided to the committee to advise on next steps following this announcement
2/11/22	Report of the Health Scrutiny Steering Group	NA	Briefing note to be requested on the 111 and 999 resource	Information to be requested as part of the 'lessons learnt from winter planning' item of the steering group in April 2023
14/12/22	Virtual Wards	NA	Written updates be provided to the committee on the virtual ward progress across the county	
14/12/22	Virtual Wards	NA	A further update be provided to a future meeting of the full committee to review the integration of virtual wards alongside integrated neighbourhood working (with representation from NHS colleagues,	To be included as part of the 2023/24 work programme of the committee

Meeting Date	Report Title	Corporate Priority	Recommendation	Progress Detail
14/12/22	Virtual Wards	NA	adult services colleagues, VCSF and Age UK). Consideration be given to involve the Lancashire Fire and Rescue service with regard to patient home assessments.	
14/12/22	Virtual Wards	NA	Consideration be given to further 'comms' work across Lancashire specific to virtual wards (to health providers as well as residents).	
14/12/22	Virtual Wards	NA	Further information be provided on the potential costs of social care (non-medical care) for patients being cared for under the virtual wards programme.	

Items to be included for 2023/24 work programme:

- Integrated Neighbourhood Working – Public Health (*July)
- Public Health Transformation update (*July)

Health and Adult Services Scrutiny Steering Group Work Programme 2022/23

Meeting Schedule								
Scrutiny Activity	29/6/22	6/9/22	12/10/22	23/11/22	18/1/23	1/3/23	19/4/23	24/5/23
LCC Service Area Reports	Disabled Facilities Grants	Public Health – mental health key challenges and opportunities Continuing Healthcare update	ASC Winter Plan 2022/23	Public Health – Healthier Hearts (health checks)	Liberty Protection Safeguards – latest developments	Oral Health	*Health and Care Act – scrutiny process changes update	Lesson learnt from winter planning
Annual Reports (Quality reports etc)						Quality Accounts	Quality Accounts	Quality Accounts
NHS New Service Briefings	LSC Pathology Collaboration Update		LSC Pathology Collaboration Update			*Shaping Care Together Update	LSC Pathology Collaboration Update	
NHS Existing Service Area Updates	North Mersey Hyper Acute Stroke Services		Healthcare Flow– wait list, intermediate care, ambulance service, virtual wards (respiratory)	Do Not Resuscitate Orders and People with Learning Disabilities	Update from Chris Oliver, Interim Chief Executive Lancs and South Cumbria FT	GP and dentist appointment challenges		Lessons learnt from winter planning
Other	ToR update	Champion for Mental Health – update from CC Morris	Blackpool Victoria Hospital – CQC inspection				*CQC framework and readiness for inspection (tbc)	

* Provisional dates

Health Scrutiny Steering Group Actions Progress

Meeting Date	Report Title	Corporate Priority	Actions	Progress Detail
29/6/22	Pathology Collaboration update	NA	Further update to be provided in Autumn 2022	Update to the 12/10 meeting of the steering group
29/6/22	Disabled Facilities Grants	Caring for the Vulnerable	A further report to come back to the Group in the Autumn to include outcomes from the review.	Briefing note requested
6/9/22	Public Health – Mental Health Update	Caring for the Vulnerable	Key areas for discussion at the February meeting of the Health and Adult Services Scrutiny Committee be identified.	Identified areas fed into planning for the February 2023 meeting of the committee
12/10/22	Blackpool Victoria Hospital CQC Inspection	NA	CQC response to the maternity services enhanced plan be circulated to group members on publication. Any further challenges/issues identified could be considered at a future meeting of the full committee.	Awaiting response to be published on the CQC website
12/10/22	Pathology Collaboration update	NA	Further update to be provided at an appropriate time	Added to the work programme for 19/4/23
23/11/22	DNACPR orders for people with learning disabilities and/or autism	NA	Future updates to be provided to the steering group	To be added to the work programme at an appropriate date
23/11/22	Update on the Lancashire NHS Health Check Programme 2022-23	Caring for the Vulnerable	Further information be provided on C-First for all councillors to support promotion of health checks in their areas which would include graphics and information/timetables of any specific health check clinics. Further update reports to future meetings of the steering group be provided.	Information has been provided for all councillors and included on C-First councillor news webpage on 20/12/22 To be added to the work programme at an appropriate date

Meeting Date	Report Title	Corporate Priority	Recommendation	Progress Detail
18/1/23	Liberty Protection Safeguards	Caring for the Vulnerable	Further update to be provided to the steering group in 12 months	To be added to the work programme at an appropriate date

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Report of	Meeting	Date
Director (Governance)	Overview and Scrutiny Committee	Thursday, 16 March 2023

Chorley Leisure Company - Update

Is this report confidential?	No
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Is this decision key?	Not applicable
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Purpose of the Report

- To inform members of the Overview and Scrutiny Committee of the progress of the implementation and performance of the wholly owned Leisure Company.

Recommendations

- That members note the report.

Reasons for recommendations

- Chorley Leisure Company, whilst wholly owned by the Council, is an independent legal entity. It is a key partner of the Council and it is appropriate for the Council to scrutinise how the performance of the Company contributes to the priorities of the Council.

Corporate priorities

- The report relates to the following corporate priorities: (Please bold one)

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	Healthy, safe and engaged communities

Background to the report

- Following an abortive procurement exercise in 2019, the Council initially took on the direct management of the leisure centres and then in April 2021 resolved to establish a wholly owned company to deliver the service on behalf of the council.

5. Pursuant to that decision, Chorley Leisure Limited was established and commenced operation on 1 August 2021.

Governance and Reporting Arrangements - Roles

6. The governance arrangements were developed to mirror those of the Council. The Company has a Board of Directors drawn from Directors of the Council being
 - a. Director of Commercial Services – Managing Director*
 - b. Director of Finance
 - c. Director of Governance.

*at present the Director of Commercial Services post is vacant and the Managing Director role is being fulfilled by the Director of Governance.
7. The sole shareholder of the company is the Council and this role is fulfilled by the Executive Cabinet.
8. The company standing orders document Appendix 1 confirms the split in responsibilities and delegated authority. Members of the committee will note these broadly follow an executive/ council split with the board fulfilling the executive role and the shareholders the council.
9. The Director of Communities fulfils the client role supporting the Cabinet Member for Health and Wellbeing.

Governance and Reporting Arrangements – Meetings

10. The day to day management of the Leisure Service sits with the Managing Director and the delegated authority from the Company reflects that held with other services within council directorates.
11. Matters without delegation are presented by the MD to the board for decision, with the board scheduled to meet every 2 months. A template agenda is attached Appendix 2, which is modified to reflect the business to be considered.
12. Accounts for the first trading year will be produced and will be presented for the Shareholder AGM for approval.
13. The Client meetings are organised by the Director of Communities and take place monthly. These are effectively a contract monitoring meeting where company performance against council priorities is measured and reported and serves as an information exchange mechanism. Contact here is a 2 way process with the company having the opportunity to raise issues which are the responsibility of the Council. A copy of a typical monitoring report is attached at Appendix 3.

Delivery of Council Objectives

14. Based upon instructions received from the client Council, the company adopted a single year business plan Appendix 4 which reflected the imminent priorities of the Council for the Company. The focus of the business plan was set out in the table commencing at page 10 of the plan and were the following objectives
 - a. Growth of Membership Base
 - b. Establishing the Branding and Company Identity
 - c. Junior and 60+ and Community Programming
 - d. Recruitment and Staff Development
 - e. Capital Investment
15. The remaining priorities of the business plan were to ensure continued delivery and re-establish the leisure centre use after the covid pandemic and associated lock-downs.

Performance

16. The performance monitoring report for quarter 3 2022/23 is attached at Appendix 3 previously referenced. Members will note the reporting undertaken addresses the following:-
 - Public Participation
 - Membership/ Customer Data
 - User Satisfaction
 - Asset and maintenance update
 - Service Delivery
 - Health and Safety Reporting
 - Staffing updates
17. The report provides the current position (circa January this year) and addresses specifically the performance indicators sought by Council, and the activities undertaken to support the councils priorities and objectives as well as providing detail on future opportunities to contribute to the council delivery.
18. These reports are prepared quarterly and delivered to the Leisure Strategic Partnership Board.

Financial Position

19. The company budget was established based on information provided from the previous contract and estimates made by the Council. It was intended that the company will not require financial support from the Council by the commencement of financial year 2024/25.
20. This forecast will need revision however, whilst the company would have operated within the proposed budget matters outside company control will have a significant financial impact. Firstly, the cost of utilities has increased significantly; secondly, staffing cost increased (budgeted at 2%) have come in significant higher; finally the cost of living crisis is likely to hit public spending and there is a significant risk of a reduced income.
21. The Council's finance team provide budget monitoring support to the Company, this ensures that the Council remains informed at an early stage of any unexpected changes to the company's budget position.

Business Planning

22. Moving forward, the Company are going to produce a rolling 5 year Business Development Strategy. This will be prepared by reference to the council objective to make the company financially self-sustaining, and the priorities within the Council Corporate Strategy. The Strategy will identify to larger schemes proposed by the company and confirm the benefits that will arise and how the relate to council priorities.
23. Each year the company will review the Strategy and produce an annual delivery plan, phasing the delivery of the bigger scheme proposals, but also introducing new projects which will deliver improvements tied to the council priorities.

24. The annual plan will outline the benefits of the actions and activities, indicators which will measure improvements and timetables for delivery. Where appropriate activities and or projects will be supported by the necessary project initiation and management documentation.
25. The process for development will be supported by the Council's Policy and Performance Team and will involve the Director of Communities to ensure the council priorities are met. This will ensure consistency in form and presentation which will assist both the directors of the company who monitor the company on a day to day basis and the council.
26. There has been an initiation meeting between the Managing Director of the Company and Director of Communities and the Contracts Manager of the Company. This will properly identify at the outset the priorities the Council are looking for the Company to support.
27. The Company will then work with the Policy and Performance Team to prepare the strategy and plan documents, consulting regularly with the Council.
28. The adoption of the documents will be done by the Board recommending the adoption to the Shareholders (the Executive Cabinet) this recommendation will be supported by a statement from both the Client Liaison and Policy and Performance confirming the suitability of the documents.
29. Members will be aware that it is intended by the Council to undertake investment in the Leisure Centres both in terms of works to reduce their carbon footprint and improve the user experience. It will be necessary to work closely with the Council who retain ownership and responsibility of the centres to develop the decarbonisation and improvement proposals. This will be addressed in the Strategy and Business Plan documents.
The challenge for both organisations will be to ensure that the investment provides best value for residents, ensuring a full range of activities and uses that support the Council's healthy living and integrated community priorities but that these are cost effective. For the Company we will have to manage closures whilst maintaining service provision, particularly to support swimming lessons.

Climate change and air quality

30. There are no direct implications for the council's green agenda within this report.

Equality and diversity

31. This is an update report and there are no equality and diversity implications.

Risk

32. This is an update report and advises members of governance structures and performance monitoring arrangements.

Comments of the Statutory Finance Officer

33. No comments

Comments of the Monitoring Officer

34. No comments.

Background documents

There are no background papers to this report

Appendices

Appendix 1 – Company Standing Orders Document

Appendix 2 – Template Board Agenda

Appendix 3 – Performance Monitoring Report – Quarter 3 2022

Appendix 4 – Business Plan 2022/23

Report Author:	Email:	Telephone:	Date:
Chris Moister (Director of Governance/Monitoring Officer)	chris.moister@southribble.gov.uk		8 March 2023

This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council's Constitution.

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CHORLEY LEISURE LIMITED

(“the Company”)

STANDING ORDERS

1. INTRODUCTION

- (a) These standing orders (“Standing Orders”) are not intended to replace or alter the Articles of Association of the Company (“Articles”); rather they are intended to:
- (i) amplify those parts of the Articles relating to the proper conduct and management of the Company by its directors;
 - (ii) outline the responsibilities and level of authority of the Company’s Board;
 - (iii) provide a sound and clear basis for the conduct of the Company’s business.
- (b) The Standing Orders of the Company may only be changed or rescinded with the approval of the Board members and with the prior written consent of the Company’s largest shareholder (“Shareholder”).
- (c) The Shareholder may, by ordinary resolution, alter, rescind or add to any part or element of these Standing Orders.
- (d) A copy of these Standing Orders is to be available to all directors.
- (e) Interpretation of terms in these Standing Orders that are defined in the Articles shall be as provided in the Articles.
- (f) In the event of any doubt as to the meaning or application of the Standing Orders, the matter shall, in the first instance, be referred to the chairman of the Board of the Company, who shall report his decision to the next directors’ meeting. In the event that the chairman considers a decision not to be urgent, the matter will be resolved by the directors. In the event that the directors determine that the Standing Orders require clarification or amendment, the directors shall refer the matter to the Shareholder.

2. INCORPORATION AND INTERPRETATION

- (a) The following standing orders (“Standing Orders”) have been made by the directors of the Company pursuant to Article 16 of the Articles of Association of the Company (“Articles”).
- (b) Terms defined in the Articles shall have the same meaning in these Standing Orders.

3. PROCEDURE

(a) Membership

- (i) The Articles set out the admission and removal of Board Members for the Company. In addition, all appointments must receive prior approval of the Shareholder before they become effective.

(b) Board and Committee Meetings

- (i) It is the duty of the Chief Executive, Directors and employees of the Shareholder to ensure the Board of are properly informed to enable them to carry out their responsibilities. When providing information to the Board, employees must provide useable, clear and concise information and not overwhelm agenda items and meetings with data from which it is difficult to extract the key points.

4. DECISION MAKING

Corporate Matters

	Matter	Functions Shareholder/Company Board
1	Amendments to these Standing Orders or any delegation policy adopted by the Company from time to time	Shareholder - Executive Cabinet Decision Company Board - Recommendation
2	Approval and adoption of the Company Business Plan or Investment Strategy initially and then annually and amendments as defined under the Business Plan	Shareholder – Executive Cabinet Decision Company Board – Recommendation
3	All decisions made in accordance with the approved Business Plan or Investment Strategy unless otherwise specified in this matrix	Company Board – Company Board Decision
4	Material alteration as defined in the Business Plan of the nature/scope of the Company's Business, closing down/commencing any new business which is not in accordance with the Business Plan of the Company and/or the articles of association	Shareholder – Full Council Decision Company Board – Recommendation
5	Acquiring, disposing or agreeing to acquire or dispose of any tangible, physical asset of the business that is not land or buildings, any interest in any asset of the Business (including the exercise of an option)	Shareholder – Executive Cabinet Decision above Key Decision Company Board – Decision below Key Decision

	Matter	Functions Shareholder/Company Board
6	Declaring or paying any distribution in respect of surpluses, assets or reserves of the Company or changing any policy relating thereto	Shareholder – Executive Cabinet Decision Company Board - Recommendation
7	Altering the head office location	Shareholder – Executive Cabinet decision Company Board – Recommendation
8	Changing the name of the Company	Shareholder – Executive Cabinet Decision Company Board – Recommendation
9	Forming any subsidiary or acquiring shares in any other company or participating in any partnership or joint venture (incorporated or not)	Shareholder – Full Council Decision Company Board – Recommendation
10	Amalgamating or merging with any other company or business undertaking	Shareholder – Full Council decision Company Board – Recommendation
11	Acquiring shares in any other company (subscription or transfer) or any other similar interest in another entity including a limited liability partnership or limited partnership, entering into joint ventures or partnerships or profit sharing	Shareholder – Executive Cabinet decision when not ancillary to the Business Plan Company Board – Recommendation or decision where ancillary to the delivery of the Business Plan
12	Alteration of issued share capital (including creating new classes of shares or varying rights of existing classes), or classification thereof, allotment of share capital or securities, granting options or rights to subscribe to the issuing of share capital, of the Company	Shareholder – Full Council Decision Company Board – Recommendation

	Matter	Functions Shareholder/Company Board
13	Making any petition or passing any resolution to wind up the Company or making any application for an administration or winding up order or any order having similar effect in relation to the Company or giving notice of intention to appoint an administrator or file a notice of appointment of an administrator	Shareholder – Full Council Decision Company Board – Recommendation or decision if not to do so would place the directors in breach of their duties under the Companies Act 2006 (or common law duties) or risk the Company wrongfully trading

Operational, procurement and contractual

	Matter	Functions Shareholder/Company Board
14	Acceptance or termination of or variation to secondment arrangements	Company Board – Decision Matter delegated for Director approval – Recommendation
15	The authority for procurement and engagement of (and terms of engagement) for services, goods and works of engagement) of contractors	Shareholder – Executive Cabinet Decision if Key Decision where in accordance with the Business Plan or not Key Decision and not in accordance with the Business Plan Full Council Decision if outside of the Business Plan Company Board – Decision if not a Key Decision and in accordance with the Business Plan
16	Entry into confidentiality, exclusivity and non-disclosure agreements	Company Board – Decision Matter delegated for Director approval – Recommendation

	Matter	Functions Shareholder/Company Board
17	Commencing any claim, proceedings or other litigation brought by or settling or defending any claim, proceedings or other litigation brought against the Company, except in relation to debt collection, anti-social behaviour orders, damage to property by tenants and other matters that may require litigation in the ordinary course of business (where the claim, proceedings or other litigation has a potentially material impact on the reputation of the Council or the Company or has a potential material cost implication for the Council or the Company)	<p>Shareholder – Executive Cabinet decision where the claim, proceedings or other litigation has, in the reasonable opinion of the Company’s Board may have a potentially material impact on the reputation of the Company or has a potential material cost implication for the Company</p> <p>Company Board – Decision for all other claims not to shareholders</p> <p>Matter delegated for Director approval – Recommendation</p>
18	Termination by the Company of any of its contracts where this will have a material impact on the delivery of services or financial	Shareholder – executive Cabinet Decision
19	Termination by the Company of any of its contracts not covered by item 18	<p>Company Board – Decision</p> <p>Matter delegated for Director approval – recommendation</p>
20	Entering into material contracts (being those contracts that are in value anticipated to exceed 10% of the Company’s annual turnover) not contemplated by the Business Plan	<p>Shareholder – Full Council Decision</p> <p>Company Board – Recommendation</p>

	Matter	Functions Shareholder/Company Board
21	Disposing of a substantial part of the business and/or assets (not including property interests) outside of the Business Plan	Shareholder – Full Council Decision Company Board – Recommendation

Finance and borrowing

	Matter	Functions Shareholder/Company Board
22	Approval of statutory accounts	Company Board - Recommendation
23	Making or permitting to be made any change in the accounting policies and principles adopted by the Company in the preparation of its audited accounts as may be required to ensure compliance with relevant accounting standards under the Act or any other generally accepted accounting principles in the United Kingdom	Shareholder – Executive Cabinet Decision Company Board – Recommendation
24	Approving the repayment of any external loans	Company Board – Decision
25	Entering into (or agreeing to enter into) any borrowing or leasing arrangement in relation to working capital, granting any security in respect of any such borrowing or leasing including creating any encumbrance over the whole or any part of the undertaking or assets of the Company or any group Company	Shareholder – Chief Finance Officer where borrowing is secured on Company assets Company Board – Decision where borrowing is not secured on Company assets
26	Appointment of auditors (subject to company law)	Company Board – Decision Matter delegated for Director approval – Recommendation

	Matter	Functions Shareholder/Company Board
27	Giving a guarantee, suretyship, bond or indemnity to secure the liabilities of any person or assume the obligations of any person	Shareholder – Decision outside adopted financial policy Company Board – Decision with adopted financial policy Matter delegated for Director approval – Recommendation
28	Write down the Company’s asset value, or writing off Debts	Shareholder – Decision above £100,000.00 Company Board – Decision up to £99,999.99
29	Making any agreement with any revenue authorities or any other taxing authority or making a claim, disclaimer, election or consent in relation to the Company, its/their business or assets or undertakings	Company Board – Decision Matter delegated for Director approval – Recommendation

Staffing and employment

	Matter	Functions Shareholder/Company Board
30	Establishment of an initial staffing structure or employment of individuals not contained within the business plan	Shareholder – Decision Company Board – Recommendation
31	Recruitment and selection of individuals	Shareholder – Full Council decision on advice of appointments panel for Managing Director and officers of the council as directors of the company Company Board – All none board appointments Matter delegated for Director approval – subject to any delegation by the Board
32	Dismissal of employees	Shareholder – Director Posts Company Board – all none directors
33	Alterations to no-director employee terms and conditions	Company Board – Decision
34	Adopting or changing remuneration policies set out in the Business Plan including the award of pay increases to employees	Shareholder – Decision

	Matter	Functions Shareholder/Company Board
35	Making changes to pension arrangements for staff on the Local Government Pension Scheme which do not arise out of amendments to that Scheme itself	Shareholder – Full Council decision Company Board – Recommendation

Decision relating to land or assets

	Matter	Functions Shareholder/Company Board
38	The acquisition or disposal of any land or interest in land or buildings or the entering into of any option (put or call) in respect of any land or buildings or the acquisition or disposal of any other asset (whether in the case of purchase by outright purchase or lease) in accordance with any investment strategy	<p>Shareholder – decision if valuation Key Decision and in accordance with the Business Plan or Investment Strategy or not Key Decision and not in accordance with the Business Plan or Investment Strategy</p> <p>Full Council Decision if Key Decision and not in accordance with the Business Plan or Investment Strategy</p> <p>Company Board – Decision if valuation is not a Key Decision and in accordance with the Business Plan or Investment Strategy</p> <p>Matter delegated for Director approval – Recommendation</p>
39	Submission of any planning application (or planning appeals) and approval of scheme designs	<p>Company Board – Decision where in accordance with the business plan</p> <p>Matter delegated for Director approval – Recommendation</p>

	Matter	Functions Shareholder/Company Board
40	Agreeing any ancillary legal documents necessary for the implementation of the Business Plan that are not land transfer or lease instruments of the like envisaged by item 38 including, by way of example, easements, building licences and wayleave agreements	Company Board – Matter delegated for Director approval - Decision

5. REPORTING AND OVERSIGHT

- (a) The directors of the Company shall hold a meeting to discuss the finances and management of the Company as required from time to time and at least once every month
- (b) The directors of the Company shall report to the shareholders as required from time to time and at least once every quarter in such format and including such information as the Shareholder shall require.
- (c) It shall not be a breach of any duty owed by a director to the Company for a director to provide to a shareholder any information relating to the Company requested by that shareholder

6. INTERPRETATION

- (a) Nothing in these Standing Orders removes any requirement in the Companies Act 2006 or the Articles of Association requiring a formal resolution of Shareholders. Where a formal resolution is not required, a decision for the purposes of these Standing Orders may be taken in any way permitted by the constitutional documents of the entity making the decision and any applicable law. Decisions taken without a formal resolution must be communicated to the Company in writing.
- (b) For the purpose of these Standing Orders:
 - (i) a **Key Decision** is a decision the value of which exceeds £100,000 (one hundred thousand pounds) in any case;
 - (ii) for the purpose of assessing whether a decision is a **Key Decision** the appropriate value to assess is the combined value of connected transactions;
 - (iii) the **Business Plan** for the Company sets out the activities planned to be undertaken by the Company in the period of not less than twelve months to which the Business Plan refers;
 - (iv) the **Investment Strategy** of the Company sets out the basis on which the Company will assess potential investments having regard to the objects and interests of the Company.

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Chorley Leisure Company Board meeting

Monday, 20th March 2023, 2.00 pm

Microsoft Teams

Agenda

- 1 **Apologies**
- 2 **Declarations of Interest**
- 3 **Minutes**
- 4 **Finance Report**
- 5 **Performance Monitoring Report**
- 6 **Project Update**
- 7 **Staffing Update**
- 8 **Audit**
- 9 **Business Plan**
- 10 **Financial Plan**
- 11 **Annual Audit Report**
- 12 **Urgent Items**

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Chorley Leisure Company Board meeting Councillor Chris Moister (Director of Governance) (Chair), Councillor (Vice-Chair) and Councillors Louise Mattinson (Director of Finance).

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

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QUARTERLY MONITORING REPORT – JANUARY 2023

Performance Indicators

Participation

<i>Number of visits from residents participating at leisure centres in the last quarter</i>	<i>72,237 visits</i>	+8% YoY
<i>Number of visits from residents aged 65+ participating at leisure centres in the last quarter</i>	<i>9,310 visits</i>	+19% YoY
<i>Number of visits from residents aged below 16 participating at leisure centres in the last quarter</i>	<i>33,640 visits</i>	+12% YoY

Customer Retention Data

Direct Debit line has grown by £2676 in quarter three. Assuming an average yield of £23 per membership per month, this is a net gain of approx. **116 members** in Q3.

- 3007 total members inc lessons
- 2442 on Direct Debit, 565 paid in full
- 1238 swimming lesson memberships; 1005 at ASLC and 233 at BSP (mship includes free junior swim outside of lessons)
- Non swim lesson members: 1437 at ASLC, 238 at CGSC and 94 at BSP
- Most popular membership is Home Centre (all facilities at one centre) – 852 members
- 331 on swim only, 196 on gym only, 72 on multi use memberships
- 172 on Passport to Leisure
- 105 junior memberships (non-swim lessons)

Customer and Partner Satisfaction Indicators

Site	Item	Who	What	Action Needed
All Seasons	Studio Space	Members, Instructors	Same as previous complaints – members and instructors are not happy with the current space available for yoga and pilates classes.	Refurb of studio spaces
All Seasons	Pool	Member	Unhappy with NPLQ taking up a lane (other lanes open for public), lane speeds not being enforced	Request sent to IT to add booking tile to app in April but not yet actioned
All Seasons	Out of Action Areas	Members	As previously – café, bubble pool, water features	Café and bubble pool need refurbishment. Water features being dealt with by property, in process of confirming date for works
All Seasons	Memberships	Members	Very happy with new 12 month memberships – think they represent good value and are happy to see their price come down instead of up	Continue
All Seasons	Members	General	Positive comments re staff behaviour, cleanliness and helpfulness of Duty Managers	Continue

All	Staff	Printers and Scanners	Staff frustrated that still out of action at all sites – around 6 months	Resolve issues or replace with hardware that works
Clayton Green	Members	General	New gym kit, good group ex instructor, enjoyed Clayton Cup	
Clayton Green	Members	General	Would like to have punchbag	

Assets and Maintenance

- Julian is doing a good job of supporting leisure with preventative and reactive maintenance since he has joined the CBC Property team
- CLL now have access to service records. There are some gaps and some concerns around failed inspections where remedial works completed, and so the asset has continued to fail year after year compromising safety and insurance
- PPM schedule provided but requires asset review to take place in order to ensure it meets requirements – with Chris G to action
- Still no PPM schedule in place for West Way
- No SLA in place between CLL and CBC
- Still awaiting Fire Risk Assessment remedials from the 2021 and 2022 inspections
- Height barriers have been damaged three times by lorries attending Home Bargains since the store opened in Nov, each time rendering them unusable and needing costly repairs. On this occasion (9th Jan) travellers have been able to set up on the overflow carpark due to the barrier being open because it is damaged and unable to be closed

SERVICE DELIVERY & OPERATIONS

Service Closure or Limitations

- Reduction in service at Brinscall Pool which CBC are aware of following discussions. Operating for swim lessons only and hire only, all public swim has been moved to All Seasons. Successful so far, members have been understanding
- West Way pitches closed for a week in December during the period of extreme cold due to pitches being frozen making play impossible. No negative feedback but resulted in lost income
- All Seasons had short closure due to power cut during the period of extreme cold, same fault that closed centre in July 2022 during the heatwave. Fault is with Electricity North West
- Increase in cancelled group exercise classes, particularly at Clayton Green. Struggling to recruit new freelance instructors – same issues in industry as ongoing swim teacher

challenge. Have been working with comms and Les Mills but not making much progress so far

Health and Safety

Health and Safety audits carried out by Right Directions at All Seasons, Clayton Green and Brinscall Pool. Last year achieved 64% on the same audit.

- All Seasons - 80%
- Clayton Green – 80%
- Brinscall Pool - 82%

Venue	Accidents	RIDDORs	Near Misses	Changes Made Due to Repeat Accidents	Accident Rate Per Visit
All Seasons	12	0	1	None required	0.0002
Clayton Green	3	0	0	None Required	0.0005
Brinscall	3	0	0	None Required	0.0001

One safeguarding incident occurred at All Seasons Leisure Centre, this has been reported to the Corporate Safeguarding Lead (Jennifer) and company MD (Chris M).

AOB

1. **** Redacted - Confidential Staffing information ****
2. Would like the opportunity to review the requirements for the Quarterly Monitoring Meeting with CBC and Company – it is incredibly lengthy, particularly for a meeting that is only 90 mins long. Some of the items listed are not relevant to Quarterly Monitoring and are annual requirement. Some points appear to be duplicate of others already in there.

The agenda published on ModGov is for the Strategic Partnership Board meeting which doesn't follow the agenda set out in the Service Spec, need some clarity and consistency.

No. Item

- 1 *Minutes from Previous Meeting 28 November 2022 (attached)*
- 2 *Quarterly Monitoring Report - to follow*
- 3 *Progress on Annual Service Plan*
- 4 *Progress against Strategic Priorities and contribution towards wider local Strategic Outcomes*
- 5 *Financial performance*
- 6 *Communications, Branding and Marketing*
- 7 *Service improvement opportunities*
- 8 *Variations to contract and commissioning opportunities*
- 9 *Other matters of a strategic nature considered appropriate for discussion by the Board.*
- 10 **AOB**
- 11 *Date of Next Meeting - 11 April 2023*

Can we review and streamline based on balancing what CBC would like to gain from the reports and what is feasible for Gemma to be able to put together in a reasonable time frame 4 x a year. The current description from the Service Spec is detailed on the page below as 'Appendix One'

APPENDIX ONE – QUARTERLY MONITORING REQUIREMENTS AS SET OUT IN SERVICE SPECIFICATION

Quarterly meetings: Within two weeks of the end of the quarter. 1 ½ hours

Purpose: Review quarterly performance monitoring report.

Present: As above

This report should include:

1. The performance indicators in Table 3 of the service specification which are designed to help measure the CLL's performance against the Council's Strategic Priorities. This requires quantitative evidence of how the CLL is delivering the Council's Strategic Priorities for the service and contributing to wider local Strategic Outcomes.
2. The CLL shall include its response to Quest assessments via an improvement plan within the appropriate Quarterly Performance Monitoring Report.
3. The CLL shall maintain a daily log of hours that the relevant Facility or area within it is not open and submit details of any performance failures, closures or service limitations during the Minimum Opening Hours, setting out the details of the closure, the reasons for such closure and any remedial action taken by the CLL as part of the Quarterly Performance Monitoring Report.
4. The CLL shall carry out a range of innovative and robust monitoring evaluation and reporting activities to demonstrate:
 - Customer satisfaction from a representative sample covering all aspects of the service
 - Comparative performance through a recognised benchmarking approach
 - An understanding of changes to the communities' needs reflected in the programming of facilities and services.
5. The CLL shall provide a report to the Council on a quarterly basis detailing all complaints and action taken. The CLL shall ensure that a summary of this report and details of any failure to maintain the required Overall Requirement set out above are included within the Quarterly Performance Monitoring Report.
6. The CLL shall submit details of any failure to implement the required website and booking system as part of the Quarterly Performance Monitoring Report.
7. The CLL shall provide monitoring data on sources of bookings (e.g. in person, online, via a smart app etc) as part of the Quarterly Performance Monitoring Report.
8. A Programme of Use Progress Update must be supplied to the Council as part of the Quarterly Performance Monitoring Report.
9. The CLL shall submit details of any failure to honour any events, functions and hire arrangements that are pre-booked at the commencement of this Contract as part of the Quarterly Performance Monitoring Report.
10. The CLL shall maintain a record concerning actual use of all of the Facilities and activities and shall submit details of the outcome of programming reviews, activity usage, and of any

failure to meet the specified Performance Standards, as part of the Quarterly Performance Monitoring Report.

11. The CLL must provide proposals for pricing as listed in Appendix 2 Current Pricing/Fees & Charges annually to the Council no later than three months prior to the start of each financial year and such increases are not to be implemented without the written consent of the Council, such consent not to be unreasonably withheld. Additional variations can be made with written agreement between both parties.
12. The CLL shall provide an annual Workforce Monitoring report to the Council designed to demonstrate the extent to which the workforce is representative of the local demographic profile.
13. The CLL shall submit details of any failure to maintain the required Performance Standards set out above and any safeguarding incidents as part of the Quarterly Performance Monitoring Report.
14. The CLL shall submit an annual Equalities Monitoring Report to the Council providing a breakdown of equalities information relating to staff employed and users of the services.
15. The CLL shall ensure that as a minimum, the existing catering and vending areas provided at each Facility continue to be provided, unless otherwise agreed with the Council.
16. The CLL shall ensure that a report on progress against the Marketing Plan and any failure to deliver the Overall Requirement set out above is submitted as part of the Quarterly Performance Monitoring Report.
17. The CLL is required to commission at its own cost, an annual independent health and safety review and audit of each Facility for submission to the Council and must submit this report to the Council's Authorised Officer. The CLL shall submit details of any failures to maintain the required Performance Standards as set out above as part of the Quarterly Performance Monitoring Report.
18. As part of the Quarterly Performance Monitoring Report and incident reporting, The CLL shall provide a summary of:
 - all RIDDOR notifications along with investigation findings and preventative actions taken
 - incident and accident trends and statistics including near misses (non-injurious incidents), incidents resulting in damage or injury, and a summary of action taken to address any trends
 - health and safety inspections and monitoring activities, including non-compliances, best practice, remedial actions and demonstrable improvements in health and safety performance
 - regulatory visits and interventions
19. The CLL shall devise and provide a Maintenance Programme Progress Update as part of the Quarterly Performance Monitoring Report.

- 20. The CLL shall submit details of any failures to follow the Schedule of Programmed Maintenance or achieve the required Overall Requirement as part of the Quarterly Performance Monitoring Report. The CLL shall submit the Schedule of Programme Maintenance to the Council two months prior to the start of each year.
- 21. The CLL will record and report on all energy consumption (electricity, gas and water) and the amount of non-recyclable waste collected from the Facilities on a monthly basis included total metered consumption and cost. Details of energy consumption shall be provided to the Council as part of the Quarterly Performance Monitoring Report.
- 22. The CLL shall report inspections and results of all non-compliant measurements on the ICT Asset Management system. The CLL shall ensure that non-conformance is reported to the Council.
- 23. The CLL shall ensure that an Annual Service Plan Progress Update is provided to the Council on a quarterly basis as part of the Quarterly Performance Monitoring Report.

Consolidated Customer Complaints and Feedback Summary
Consolidated Major Accidents, Incidents, Insurance Claims and near misses Report
KPIs - performance against targets
Energy consumption data
Membership numbers broken down by type including concessionary fee categories
Income and Expenditure accounts broken down by budget headings and for each facility
Maintenance Programme Progress Update
Service Plan Progress Report
Marketing Plan Progress Report
Service Review Summary Report
Sport England Quest and National Benchmarking Service outputs and subsequent improvement plans.

CHORLEY LEISURE LTD

Business Plan 2022/23

Chorley
Leisure.

A company owned by Chorley Council

Introduction

About Us

Review of 2021/22

2022/23 including Strategic Priorities

Finance

Company Operations

Capital Investment

Risk Factors

Welcome to the Chorley Leisure Ltd Business Plan, setting out our vision and key aims for the year 2022/23.

Currently in our fledgling year, the business plan will take a brief look at the period leading up to the formation of the Company and set out our plans for future growth.

The team at Chorley Leisure have faced and overcome unprecedented challenges in the last 18 months, and it is from these achievements and successes that we take confidence in our ability to grow Chorley Leisure and increase it's positive impact on the health and wellness of Chorley residents in the years to come.

Chorley Leisure Ltd was formed and began operating on the 1st August 2021. The company is owned by Chorley Council who have appointed a Board of Directors:

- Director of Commercial Services – Mark Lester
- Director of Governance – Chris Moister
- Director of Finance – Louise Mattinson

The Company and Chorley Council have established a partnership based on the partnership principles of:

- Mutual respect
- A shared vision and operational philosophy
- A shared commitment to increasing participation in sport and physical activity and championing inclusivity in Chorley, particularly amongst identified under-represented groups including disabled people
- Proactive collaboration and cooperation
- Partnership working with key public, private and third sector organisations involved with enabling and delivering opportunities for sport and physical activity participation
- Effective and regular communication and transparent financial and non-financial reporting
- A proactive approach to identifying new opportunities to develop or enhance the services.

The Strategic Partnership Board

The Board has ultimate responsibility for the governance of the company and, alongside other members of the Strategic Partnership Board, support Chorley Leisure to deliver the company's Strategic Priorities. The Strategic Partnership Board, made up of key representatives from the Company and the Council, meet quarterly to discuss progress on Annual Service Plans, progress against Strategic Priorities and contributions towards wider local Strategic Outcomes, financial performance, communications, branding and marketing, service improvement opportunities, variations to contract and commissioning opportunities and any other matters of a strategic nature considered appropriate for discussion by the Board.

Portfolio Holder	Council
Director of Communities	Council
Service Lead - Communities	Council
Representative - Communications	Council
Director of Commercial Services	Company
Director of Governance	Company
Director of Finance	Company
Leisure Contract Manager	Company

ABOUT US

3 x leisure facilities located in the Chorley Borough

All Seasons Leisure Centre, Clayton Green Sports Centre and Brinscall Swimming Pool

Responsible for the operational and commercial running of the new West Way Sports Hub

A team of 60 staff, including permanent and casual team members

Deliver curriculum led school swimming to 32 schools, with 1267 pupils learning to swim at a Chorley Leisure pool in 2021

1182 children on Learn to Swim Program

2517 current membership holders

17,527 ad-hoc 'casual' account users

Supporting 5 local schools in their delivery of additional PE activities to pupils

Supporting 8 groups in their delivery of physical activity to children and adults with additional needs

Royal Life Saving Society delivery partner, coaching 19 Chorley residents to gain a National Pool Lifeguard Qualification in 2021

Proud supporters of Heartbeat, Better Health Better Self, Chorley Buddies, the MS Society, Walking Football, Chorley Marlins, Withnell

Amateur Swim Club, School Sports Partnership, Chorley Athletics and more

REVIEW OF 2021/22

The leisure industry, like many other sectors, has been irrevocably changed by the pandemic and we as Operators are still learning how best to adapt our businesses for recovery. To understand operations and performance for the year 2021/22 for Chorley Leisure Ltd it is necessary to give a brief background of the previous year, namely Oct 2019 to December 2020. It is difficult to overstate not just the turbulence and disruption experienced by the contract, staff and centre users – both pre, during and in future months post pandemic – but also the lasting impact of the events of the last 18 months.

In October 2019 Active Nation learnt that the Chorley Leisure contract would be awarded to new operators; upon receiving the news they made the decision to run the sites on an ‘efficiencies’ model for the remainder of the contract. ‘Efficiencies’ meant mass redundancies, a zero spend policy with regards to repairs and maintenance and a reduction in the offering of activities and facilities to members of the Chorley community. This ultimately led to declines in participation, membership numbers and staffing levels, and the refusal to fund any repairs or maintenance caused the centres to fall into a state of disrepair.

February and March 2020 saw a steep decline in usage and the mass freezing and cancellation of memberships as the concerns around COVID-19 escalated. The public were advised to avoid any and all unnecessary interaction with non-family members, culminating in the government announcing all gyms and leisure centres must legally close their doors on the 20th March 2020. This temporary closure initially predicted to last weeks ended up lasting for 4 months.

The tentative reopening of the sites in July 2020 was met with a positive but very cautious reaction from residents, and whilst some returned most stayed away and chose to exercise at home or outside. Swimming lessons were still not allowed to take place and the normally packed summer holiday fun swim sessions were heavily restricted and subdued.

In an additional blow the agreement to install Life Leisure as the new leisure operator for the Chorley sites then collapsed in September 2021, 4 weeks before their intended start date, leaving the contract and staff facing a very uncertain future. Emergency provisions were put in place by Chorley Council to step in to ensure continuity of service for residents and employment for staff, but the withdrawal of Life Leisure left the contract with no equipment, no IT infrastructure and no membership system, amongst other things. The lack of a membership system caused all existing memberships that should have been transferred from Active Nation to lapse, meaning Chorley Leisure - as of the 1st October 2020 - had exactly 0 members.

The leisure centres faced a further 5 months of closure under national lockdowns followed by another 3 months of operation under heavy restrictions, with restrictions beginning to be relaxed in July 2021. In August 2021 the contract faced another hurdle when BT removed internet access at all sites, cutting access to card machines, phonelines, email accounts and the booking system completely for 3 weeks. This threw the normal operation of the centres into disarray and left the team unable to take any bookings or payments.

In reality, Chorley Leisure began moving towards some normality of operations (a heavily caveated version at least) in September 2021, and this is reflected in the usage and income figures for the year 21/22.

Fast forward to January 2022 and it is clear to see the work that has been done. A full leisure staffing review has been completed, with all new roles now in place. New and improved T&Cs have been introduced for all CLL employees, with pay grades now reflective of the roles and responsibilities undertaken by staff. 70% of activities available pre-COVID have been reintroduced across the contract in some way, shape or form, with robust and sustainable plans being drafted for the return of others such as a hot food and beverage offering and children parties. Membership recovery is underway, with 2517 residents now on monthly memberships with Chorley Leisure.

There has been an enormous amount of work and effort from the Leisure team and the team at Chorley Council, and the commitment from both companies has been outstanding.

SUCCESSES

- All staff TUPE'd from Active Nation to Chorley Council
- Purchase, set up and installation of leisure specific equipment and software – Legend, CoursePro, app, IT infrastructure, gym equipment
- Leisure staffing review – new structure created, consultation process completed, new T&Cs, staff in new positions prior to 1st August 2021
- All staff TUPE'd from CBC to Chorley Leisure Ltd on 1st August 2021
- 12 existing leisure staff applied for and achieved promotions since July 2021
- Assumed operational and commercial responsibility for West Way Sports Hub in July 2021
- £450,000 of outstanding maintenance works carried out, including upgrades to the BMS, car park and pool plant at All Seasons and boiler replacement at Clayton Green
- Initiated project with Right Directions to review and update all Health and Safety for Chorley Leisure Ltd
- Installation of software to support all aspects of H&S, accident and incident reporting and maintenance in collaboration with Right Directions
- 2517 new members since April 2021
- 32 schools returned to swimming from April 2021
- 1182 children rejoined the swim program since April 2021

- 15 staff supported to achieve external leisure specific qualifications through funding provided by Chorley Leisure Ltd since July 2021
- Full replacement of gym equipment at All Seasons and Clayton Green in December 2021

CHALLENGES

- Staffing resources – reduced openings hours, inability to grow swim program, waiting lists for swim enrolment (national problem), customer service offering
- External recruitment – in all areas, but swim teachers in particular
- Restrictions on occupancy due to distancing and ventilation – many spaces are now not fit for their original purpose post lockdown due to new H&S guidance
- Challenges with software and IT infrastructure
- Reduced service offering due to Active Nation legacy eg café, gym instruction, group exercise offering, bubble pool

FOCUS FOR 2022/23

<p>Growth of Membership Base</p>	<ul style="list-style-type: none"> • Focus is a return to pre-Active Nation exit membership numbers (pre-Oct 2019) • Net gain of 870 members across pay monthly memberships, annual members and swimming lesson direct debits • Introduction of new 12-month memberships to improve retention • Introduction of new 'contract swim' membership to replace swim only memberships at All Seasons and Brinscall, to increase both yield and participation • Growth supported by the procurement of new gym equipment at All Seasons and Clayton (completed Dec 2021) and planned increases to the programs of activity • Membership growth will be accelerated if/when capital works commence 	<p>Strategic Priority Two: Deliver a sustainable community leisure offer which complements local partnership development</p> <p>Strategic Priority Four: Increase participation across a wide demographic through the greater use of inspirational and engaging activities delivered within facilities and in the community</p> <p>Strategic Priority Five: Align and support the priorities for prevention and early interventions and the public service reform agenda.</p>
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<p>Branding & Company Identity</p>	<ul style="list-style-type: none"> • Exercise needed in creating brand and company identity • Company mission statement, values and standards • Customer journey and experience • Branding and aesthetics – uniform, logo, ambient media etc • Build Chorley Leisure Ltd website • Combination of external procurement and collaboration with CBC departments eg comms, marketing, IT 	<p>Strategic Priority One: High quality facilities with a reputation for excellent customer service.</p>
<p>Junior, 60+ and Community Programming</p>	<ul style="list-style-type: none"> • Spearheaded by the team at Clayton Green • Clayton Green to become to contract hub for community health and wellness programming, with a focus on increasing junior and 60+ participation • Supporting and supported by local partners such as: Heartbeat, School Sports Partnership, Lancs FA, Inspire, the Chorley SEND network and more • CLL will offer a minimum of 15 hours hire per week FoC t local community groups 	<p>Strategic Priority Two: Deliver a sustainable community leisure offer which complements local partnership development</p> <p>Strategic Priority Four: Increase participation across a wide demographic through the greater use of inspirational and engaging activities delivered within facilities and in the community</p> <p>Strategic Priority Five: Align and support the priorities for prevention and early interventions and the public service reform agenda.</p>

<p>Recruitment and Staff Development</p>	<ul style="list-style-type: none"> • Recruitment of swim teachers is highest priority moving into 2022/23 • Every additional hour of teaching provides 24 children the opportunity to participate in swim lessons • CLL will continue to offer trainee swim teacher opportunities, funding qualifications that lead to employment • Existing staff will have opportunities for funded training, including NEBOSH and IOSH H&S qualifications 	<p>Strategic Priority One: High quality facilities with a reputation for excellent customer service.</p> <p>Strategic Priority Two: Deliver a sustainable community leisure offer which complements local partnership development</p> <p>Strategic Priority Four: Increase participation across a wide demographic through the greater use of inspirational and engaging activities delivered within facilities and in the community</p>
<p>Capital Investment</p>	<ul style="list-style-type: none"> • Future growth reliant on refurbishment works commencing across the contract, starting with dryside works at All Seasons • Access control are essential at All Seasons and Clayton, and will form part of phase one of refurbishment • Further detail of proposed capital investment can be found in section 7 of the Business Plan 	<p>Strategic Priority One: High quality facilities with a reputation for excellent customer service.</p> <p>Strategic Priority Three: Ensure assets meet the current and future physical activity and leisure needs of Chorley residents</p>

FINANCE

Chorley Leisure Limited was set a three year initial financial plan by the Council detailing the expectation across various budget lines over the period 21/22 – 23/24. Set at a period of significant uncertainty it is acknowledged there is variation from these plans on individual lines but overall the expectation of this Business Plan is that the bottom line targets set are achievable.

Over the next two years we will be working to reduce the Council's revenue contributions, moving to a position of financial independence. This will be facilitated by the capital investment project, with the initial increase in income being driven by the dryside refurbishment project at All Seasons Leisure Centre.

There are a number of factors both external and internal to the Company which could impact the ability to reach these targets, these are detailed in the Risk section of the Business Plan.

Fees and Charges

The majority of income is generated from monthly membership fees alongside casual and fun swims, school swimming income and Council support. These fees were last revised in the approved Service Specification, however these charges do not represent an increase in charges and have not yet been implemented; this plan assumes the introduction of them from 1st April 2022. It is felt that currently, due to the turbulence of the last 18 months at the leisure centres, the best way to return income to pre-COVID levels is through growth in memberships ahead of inflationary rises.

The core membership fees set by the company are detailed below:

MEMBERSHIP PRICING	ALL SEASONS LEISURE CENTRE	CLAYTON GREEN SPORTS CENTRE	BRINSCALL SWIMMING POOL
Premium (all centres, all activities)			
Flexi (3 month then rolling)	£36 per month	£36 per month	£36 per month
12 Month	£32 per month	£32 per month	£32 per month
Annual	£320 per year	£320 per year	£320 per year
Home Centre (one centre, all activities)			
Flexi (3 month then rolling)	£30 per month	£23 per month	
12 Month	£27 per month	£21 per month	
Annual	£270 per year	£210 per year	
Swim Only (access to both pools)			
Flexi (3 month then rolling)	£25 per month		£25 per month
12 Month	£23 per month		£23 per month
Annual	£230 per year		£230 per year

Medium Term Budgets

The budgets set by the Council prior to the Company coming into existence covered the period 21/22-23/24. The uncertainty of growth during COVID lockdowns and other restrictions means there was difficulty in predicting future income streams, but while there are still a number of factors which make budget setting hard to predict the company have set budgets to reflect its expectations over the coming years.

It should be noted the budgets set by Council for 21/22 and beyond were based an expectation of a reduction of COVID income using assumptions from available information at the time, which was unfortunately very limited. This is also reflected in the forecasting of costs associated with services provided to CLL by the Council - such as HR support, IT management and Property Management – for which CLL may be presented with higher costs SLAs than anticipated for the year 22/23, due to the hindsight of 12 months of services now provided. This is highlighted in the Risk section of the Business Plan, alongside a potential high rise in utility costs, the extent of which will not be known until after 1st April 2022.

The 22/23 and 23/24 figures are informed by the most recent information of the Company's finances, but there is still significant uncertainty and it is too early to draw trends from this in complete confidence. The 22/23 income budget includes an assumption of a 15% increase in Group Exercise and Membership income streams following capital works to All Seasons, and it is hoped that these works will promote an overall increase in membership beyond the assumptions of membership rises already built in to the figures. The 23/24 budget includes assumptions of a 3% fees rises, a 10% general growth in membership and increased income due to sales within the shop/café (offset but cost of sales cost increases).

Currently the business plan shows a variance from the agreed Council set budget of £115k. It is believed that given the capital works and increase in memberships that this gap can be bridged, but it important to clarify at this stage that there are risk factors that could create significant challenges to reach this figure should everything else not go as expected; issues such as further COVID restrictions affecting occupancy, increase to running costs, delays to capital works, significant staffing changes etc – these are detailed in the Risk section of the Business Plan.

The Company will conduct a budget review 6 months into the 22/23 financial year when hopefully there should be more data to allow for greater accuracy and also to extend the financial business plan into 25/26 to correlate with the Council's budget setting in 23/24.

Detail Name	Council Set			Revised Business Plan		
	21/22	22/23	23/24	21/22	22/23	23/24
Total Income	-1,787,161	-2,102,536	-2,426,388	-1,787,161	-1,936,359	-2,243,894
Council Support	-614,000	-331,000	5,000	-614,000	-331,000	5,000
TOTAL INCOME	-2,401,160	-2,433,536	-2,421,388	-2,401,160	-2,267,359	-2,238,894
Staff Costs	1,318,536	1,317,767	1,277,480	1,318,536	1,319,921	1,346,319
Training and Qualifications	0	0	0	0	5,000	5,000
Cost of Sales	50,000	50,000	50,000	50,000	0	50,000
Repairs & Maintenance	159,492	159,492	159,492	159,492	140,000	140,000
Furniture & Fittings	516	516	516	516	0	0
Utility Costs	296,760	296,760	296,760	296,760	264,146	264,146
Cleaning	12,000	12,000	12,000	12,000	12,000	12,000
NNDR Charges	33,700	33,700	33,700	33,700	0	0
Equipment (inc Leased)	12,000	12,000	12,000	12,000	48,000	48,000
Advertising & Marketing	20,000	20,000	20,000	20,000	20,000	20,000
Supplies & Services	81,921	81,921	81,921	81,921	70,000	70,000
Insurances	30,900	30,900	30,900	30,900	30,900	30,900
Professional Fees & External Support	16,056	16,056	16,056	16,056	15,000	15,000
Printing & Stationery & Postages	10,404	10,404	10,404	10,404	10,404	10,404
Telephone	11,988	11,988	11,988	11,988	11,988	11,988
Transport	36,300	36,300	36,300	36,300	80,000	80,000
Equipment Purchase	50,000	50,000	50,000	50,000	12,000	12,000
Central Support / Profit	150,000	150,000	150,000	150,000	128,000	128,000
Irrecoverable VAT	110,588	143,732	171,871	110,588	100,000	110,000
Total Expenditure	2,401,160	2,433,536	2,421,388	2,401,160	2,267,359	2,353,757
Budgeted Reserve Transfer	0	0	0	0	0	114,863

The Company are confident that that – provided there are no further government imposed COVID restrictions that impact occupancy - these targets are

achievable based on our current financial data. The table below provides an overview of the headline income lines, their contribution to the overall financial forecast and how the commitment to year on year growth is to be achieved.

Income Line	% of Overall Forecast	Vs 2021/22 Forecast	
Monthly Memberships	32%	+57%	<ul style="list-style-type: none"> • 32% of overall forecast income for year • Forecast net gain of 870 DD members (gym and swim memberships) • No net gain forecast for swimming lessons as will be reliant on ability to recruit additional swim teachers • Instead focus is returning membership numbers to pre-Oct 2019 levels • Ambitious forecast but achievable as long as phase one of capital works takes place • Jan 2023 numbers and onwards are reliant on capital works progressing • Collaboration with marketing to generate new membership leads
Casual and Family Swim	16%	+67%	<ul style="list-style-type: none"> • The most ambitious area of growth in the 2022/23 forecast • Aiming to return to 94% of pre-COVID income • Current monthly average income re casual and family swim accounts for 66% of the 2022/23 income forecast • Additional 34% will come from growth attributed to: reintroduction of inflatable, slide and beach area swim sessions, weekend opening hours extended at All Seasons, improvements to booking system to allow for hassle free bookings • Not necessary to offer unlimited 'free' swims to all swim program children in Aug 2022 which had an impact on the 2021 income
Annual Memberships	14%	+125%	<ul style="list-style-type: none"> • Growth is not as ambitious as first appears • Minimal renewals in 2021 due to 9-month membership extensions to memberships after multiple lockdowns – meant all memberships ran for almost two years before needing to be renewed • 0 net gain forecast for 2022/23: any annuals lost will be replaced with new members • Focus on retention and returning annual members to agreed headline rates after Active Nation halved annual income per member

School Swimming	14%	0%	<ul style="list-style-type: none"> • Current income is inflated as schools are bringing larger groups than is normal – this is due to impact of school closures on schools achieving their national curriculum swimming criteria • This will continue April – July in 2022, with numbers expected to return to 'normal' from Sept 2022 • This has been factored into figure, as has the low levels of school swim uptake in April – July 2021 as the UK came out of lockdown • As such the expectation is to generate same level of income in 2022/23
Venue Hire	12%	+48%	<ul style="list-style-type: none"> • Current monthly average income re hire accounts for 79% of the 2022/23 forecasted income • Additional 23% will be made up from growth that will come from additional opening for hire (evenings on weekends at All Seasons, daytime at Clayton Green) and the return of other hire activities such as parties

<p>Other (Group Ex, retail, racquets etc)</p>	<p>12%</p>	<p>+57%</p>	<ul style="list-style-type: none"> • DRYSIDE ACTIVITIES +74% YoY: current monthly average income re dryside activities accounts for 84% of 2022/23 forecasted income. Additional 16% growth will come from seasonal peaks that were not seen in 2021/22 (closed due to lockdowns) • MEMBERSHIP PRO RATA +34% YoY: current monthly average income re membership pro rata accounts for 79% of 2022/23 forecasted income. Additional 21% will be made up from seasonal increases (Jan, Feb, Sept). Will increase if capital works take place in 2022/23. Focusing on small and sustainable growth and retention post takeover/COVID • GROUP EXERCISE +106% YoY: 2021/22 income affected by no group exercise permitted legally until May 21 and distancing restrictions affecting available occupancy. Current monthly average income re group exercise accounts for 66% of 2022/23 forecast. Additional 33% will come from seasonal peak (Jan, Feb, Sept) and growth from expanded timetable. Capital works needed on studios to enhance income due to new ventilation rules post COVID. • RETAIL +72% YoY: increase will come from full year of offering retail (only part year in 21/22), increase in supplier stock levels, return to accepting cash • PRE SCHOOL SWIM LESSONS +21% YoY: 2021/22 numbers are distorted, as ALL swim lessons came via direct income in April and May 2021 before moving to direct debit line. Growth is hampered by inability to recruit new swim teachers (national shortage). If unable to recruit income will remain stable but minimal growth. 21% growth forecast is filling remaining capacity and small number of additional lessons added. If recruitment can be achieved, significant opportunities for growth – ROI for 1 hour of swim teacher salary is x 5.6 return • RACQUETS +77% YoY: current monthly average income re racquets accounts for 91% of 2022/23 forecasted income. Additional 9% will come from YoY growth
<p>TOTAL</p>	<p>-</p>	<p>150%</p>	

Capital Investment

While not within the remit of the company directly it is clear the impact of the proposed capital spend will have implications for company revenues. The company will work with the Council to develop the proposals in a way that causes the least disruption to customers and income streams. The Company will also work to ensure the capital monies are spent in a way that improves the customer experience and has the potential to increase revenue.

The current capital schemes proposed by the Council are as follows:

Scheme	Budget
Leisure Centre – improvements	300,000
Leisure Centre – new contract	2,000,000
Leisure Centres – Transfer Related	244,000
	2,544,000

The anticipated impact of these will be to reduce ongoing repairs and maintenance as facilities are upgraded, and to stabilize costs around utility bills by maximizing renewable resources.

While there are three schemes listed above the specifics of the capital programme spend are yet to be defined, and while this is not yet allocated to specific element of the schemes it is proposed the bulk of the funds be spent on increasing the offering across the contract so as to maximise the return on investment.

More detail on the proposed capital works can be found in section 7 of the Business Plan.

Reserves

The Company began operation in August 2021 without any financial reserves, and as such it is felt that the Company should have an ambition to maintain a small surplus to generate enough reserves to provide financial resilience during periods where income may reduce or exceptional expenditure should be incurred. It is felt a sensible level of reserves would be around 20% of turnover, which, based on anticipated turnover, would equate to around £500k

COMPANY OPERATIONS

As part of the leisure review undertaken prior to the formation of the Company, a new staffing structure was proposed, approved and implemented across the Chorley Leisure contract.

Key changes included:

- Creation of Operations Manager post, responsible for H&S, repairs and maintenance and supporting the teams in the day to day operations of the leisure centres
- Creation of Commercial Manager post, responsible for programming, memberships and all commercially driven aspects of the leisure contract including Aquatics

- Creation of Group Exercise Co-ordinator and Aquatic Co-ordinator posts to support the Commercial team in the delivery of programming and income
- Creation of Senior Duty Manager posts at all three sites
- Creation of Leisure Attendant posts, a new role blending all aspects of front-line leisure duties to create an engaged and multiskilled workforce, replacing Receptionist and Lifeguard as individual roles

All of these roles were applied for and successfully awarded to existing members of the leisure team, and constituted promotions from their previous positions.

In 2022 there will be a continuation of the review and improvement of all aspects of H&S across the contract, work that initially began in December 2021 in collaboration with Right Directions. This work is led by the Leisure Contract Manager and the Operations Manager, supported by the Senior Duty Managers at each venue. This project will culminate in Chorley Leisure re-establishing their QUEST accreditation, meeting the criteria of Strategic Priority One as detailed in the Service Specification.

Both the Leisure Contract Manager and Operations Manager are undertaking work towards a NEBOSH qualification and all Senior and Duty Managers have been offered the opportunity to complete an IOSH certificate. This training and development has been funded by the Company as an investment in safety and standards, and as part of our commitment to staff development and engagement.

CAPITAL INVESTMENT

Overview of Proposed Capital Works

Phase	Proposed Date	Proposed Works	Expected Cost

Phase One	2022 – date TBC	<ul style="list-style-type: none"> • Group Exercise Studios at All Seasons • Gym at All Seasons • Reception spaces at All Seasons and Clayton Green • Installation of access controls at all sites 	£1,085,000
Phase Two	2023 – date TBC	<ul style="list-style-type: none"> • Updates to pool facilities at All Seasons – fun pool space and adult only relaxation spaces (steam room and sauna) • Wetside Changing Rooms at All Seasons • Clayton Green gym refurbishment • Creation of bespoke gymnastics space at Clayton Green • Installation of climbing facilities at Clayton Green 	£924,000

Phase One

All Seasons Leisure Centre

Growth in health and fitness memberships is currently hampered by the facilities available – the gym and studio spaces need expansion and refurbishment in order to improve the offering and compete with other local providers who are offering superior dryside offerings at a much lower cost. With investment, All Seasons can move into a position to be a viable competitor to David Lloyd and other gyms in the local area, with return on investment coming from the subsequent increase in membership and participation numbers.

Low usage areas such as the squash courts and the old nursery space can be repurposed into modern group exercise and meeting/party spaces, increasing the offering and participation which will in turn increase income. The current studios are no longer fit for purpose – due to new ventilation requirements all classes are being taught in the halls, and as a result the class occupancies we can currently offer are much larger than can be accommodated if they return to the studios. This is resulting in a reduced service offering to users of the centre.

The gym offering at All Seasons is small and outdated and needs to be scaled up to match the significant wetside offering at the site. The infrequently used practice hall offers an opportunity to triple the size of the gym which will make a significant, positive impact to H&F membership numbers and will drastically improve income and participation.

The large reception and foyer represent an opportunity to transform the atmosphere of the centre from empty and unwelcoming to warm and inviting by creating social spaces for hot drinks, informal dining and even remote working.

Access controls are urgently needed through the centre and will form part of the reception and studio refurbishment.

Clayton Green Sports Centre

Clayton Green is a challenging venue if run in a traditional leisure centre format. The appetite for gym and group exercise activities is small and growing the membership base has historically been difficult. Clayton will move to become the community hub of the Chorley contract, taking primary responsibility for the delivery of health and wellness initiatives, 65+ programs, junior programs community outreach programs and dryside SEN programs.

The sports hall at Clayton is large and has potential to be the home to a significant and varied program of activities for the Clayton Green community, but use is hampered by the current hire agreement with the private gymnastics club - Chorley Gymnastics. Whilst not wanting to remove gymnastics from the area, there is a need to look at an alternative set up for the club in order to return the centre to meeting it's wider community obligations. Creating a bespoke area within the existing fabric of the sports centre would allow children's activities such as gymnastics, trampolining dance, cheerleading etc to continue whilst freeing the sports hall to be used in it's intended manner. The low usage of the large changing facilities in the sports centre presents an opportunity for internal expansion and could be located to a more suitable area of the building.

Phase Two

All Seasons Leisure Centre

All Seasons wetside area and it's offerings (lessons, public swimming, family swim, pool hire) is by far the most profitable aspect of the leisure centre collective. Investment is necessary but wetside income will not decline if it is not immediate, and so it is reasonable to include this in phase two of the capital

works.

The wetside changing village is in need of a cosmetic refresh; the facilities are tired and dated, and a more conscientious showering setup is required.

There is opportunity to make significant improvements to the poolside area to attract new members, by adding both family friendly play elements to the pool, and adult friendly spa facilities such as a sauna, steam room and a relaxation deck.

Clayton Green

The gym needs refurbishment to bring it up to standard, and although this is unlikely to make a huge difference in membership numbers it is necessary to retain existing memberships and sustain participation. There is an opportunity to collaborate with the HeartBeat program to expand their existing Clayton program to become the home for the Chorley branch. This would require some expansion to the gym and the introduction of further equipment.

The main halls lends itself to being an ideal home for climbing facilities, further increasing the contract offering and expanding activities for community involvement. This present an opportunity to increase revenue at Clayton Green through pay as you go sessions, increasing the attractiveness of memberships and through children's parties.

RISK FACTORS

Risk	Category	Potential Impact	Likelihood	Impact	Rating	Existing Control Measures
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Further COVID restriction introduced relation to operation of gyms and leisure centres	Financial	Decrease in participation Negative impact on income Potential failure to meet financial forecasts that assumed operation without restriction	Likely	Serious	9	None. Out of the control of CLL and CBC. Reactive measures only
Increase in operating costs due to inflation, in particular utility costs	Financial	Increased running costs for each leisure centre Reduce financial surplus Barrier to cost neutral operation Increased or prolonged surplus required from CBC Forced to increase usage costs for Chorley residents to offset operating cost increase	Highly Likely	Serious	12	None. Out of the control of CLL and CBC. Reactive measures only
Actual operating costs greater than original forecast	Financial	Increased running costs for each leisure centre Reduce financial surplus Barrier to cost neutral operation Increased or prolonged surplus required from CBC Forced to increase usage costs for Chorley residents to offset operating cost increase	Likely	Serious	9	Collaborative and frequent monitoring by CBC and CLL Flexibility and adaptability in operating model, with the ability to deviate from CBC standard operation where necessary and appropriate - with support from Board and CBC Pro-active, preventative actions where overspend is predicted

H&S incident associated to lack of 'responsible person' within CLL, able to take full ownership of H&S and associated policies	Legal/regulatory	Failure to meet statutory H&S requirements	Unlikely	Serious	6	<p>CLL to fund NEBOSH training for LCL and OM</p> <p>CLL continue work with Right Directons</p> <p>CBC assign a responsible person in the meantime</p>
Depletion of staffing resource to an unsustainable level – natural churn offset by an inability to recruit	Operational	<p>Reduction in services across the leisure contract</p> <p>Reduction in customer service</p> <p>Risk to H&S</p> <p>Could ultimately lead to closure of centres in extreme circumstances</p>	Unlikely	Serious	6	<p>Proactive, forward planning with recruitment whilst placing a focus on the retention of existing staff through engagement and staff development</p>
Resignations or prolonged absence within the Swim Team	Operational	<p>Inability to sustain current level of swim lesson offering, affecting school swimming and Learn to Swim lessons.</p> <p>Negative effect on income</p>	Likely	Serious	9	<p>Continue to engage with Swim England and other agencies to bolster efforts to recruit.</p> <p>Focus on engagement and retention of existing staff. Continue to upskill staff from other leisure departments to create options for temporary cover</p>
Inability to recruit additional Swim Teachers	Human Resources	<p>Inability to grow swim program.</p> <p>Prevent income growth</p>	Unlikely	Minor	4	<p>Continue to engage with Swim England and other agencies to bolster efforts to recruit.</p>
Delay to Capital works	Strategic	<p>Prevent income growth</p> <p>Negative effect on membership base</p> <p>Decrease in participation and</p>	Likely	Serious	9	<p>Continue to work with Property Services to progress works in a timely and efficient manner</p> <p>Support needed from CLL Board to ensure works are progressed to appropriate timescales</p>

		overall negative impact on health and wellness in the Borough				
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Report of	Meeting	Date
Director (Communities)	Overview and Scrutiny Committee	Thursday, 16 March 2023

Quality of Social Housing - March 2023 update on O&S recommendations

Is this report confidential?	No Delete as applicable. If confidential please give a short explanation as to why.
Is this decision key?	No delete as applicable and bold the reason below if key
Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards

Purpose of the Report

1. To provide an update on the recommendations provided by the O&S Task Group review of the Standards of Social Housing.

Recommendations

2. To assess the recommendations in the governments white paper on social housing standards.
3. To take forward any gaps in recommendations via the Select Move partnership group.

Reasons for recommendations

3. To allow for the publication of the paper to be used as a mechanism to cross reference the areas of improvement recommended by the task group.

Other options considered and rejected

4. To not allow for the publication of the paper to be considered could result in gaps and create duplication.

Corporate priorities

5. The report relates to the following corporate priorities: (Please bold one)

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	Healthy, safe and engaged communities

Background to the report

6. This report is a further update on the recommendations provided by the O&S task group set up in 2018 to look at the quality of social housing.

Climate change and air quality

7. The work noted in this report has does not directly contribute to the Council’s Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.

Equality and diversity

8. An equality impact assessment has not been carried out at this stage but would be carried out in the development of the Charter to ensure full consideration has been given.

Risk

9. There is a risk that the quality of housing does not improve for residents if the white paper on standards is not implemented.

Comments of the Statutory Finance Officer

10. The report is for noting and there are no financial implications arising from this.

Comments of the Monitoring Officer

11. This report is for noting and discussion. Any identified gaps in recommendations are to be referred to the Select Move partnership. There are no concerns from a legal perspective with this report.

Background documents

There are no background papers to this report.

Appendices

There are no appendices to this report.

Report Author:	Email:	Telephone:	Date:
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This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council's Constitution.

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O&S task group – Quality of Social Housing - Update report March 23

Task / Activity	Previous update	March 23 Update
<p>1.1 To run a Members Learning Session on housing issues at the beginning of each Municipal Year</p>	<p>Members learning sessions have taken place (last one November 2021 which was also recorded for distribution) and the next is scheduled for 12th September 2022. This covers the Housing Solutions service broadly. Now Select Move Co-Ordinator is in post we also propose a detailed session solely on social housing allocations, though this will be of benefit once Select Move Scrutiny and the allocations policy review has been concluded (Autumn of 2022).</p>	<p>Members learning sessions have taken place with the most recent one being in January 2023 by the Select Move Co-Ordinator. The session was to update members on the new Select Move policy and recommended changes along with a demonstration of the system from a customer perspective. There will be further follow up sessions throughout the year.</p>
<p>1.2 To promote the take up of Disabled Facilities Grants with RP's</p>	<p>The private sector team work co-operatively with the main RPs operating within the borough of Chorley and there has been a recently renewed Service Level Agreement in place with the largest RP in the borough – Jigsaw Homes. We also have cost share arrangements in place with Accent, Progress, Onward Homes, Your Housing Group and Anchor Hanover. In the last 3 or 4 years significantly more RP referrals for DFG and most years now it is almost 50% of cases that are for RP tenants</p>	<p>Partnership working via the Private Sector team continue to be positive with no major changes to the previous update. A further development is that we are now in talks with Places for People to develop a joint working arrangement to speed up the process of providing adaptations in their properties. This will in addition create some capacity in the private sector team to concentrate on the continual demand for adaptations.</p>
<p>1.3 To lobby the Government for greater regulation of RP's</p>	<p>There is legislative reform on the horizon regarding the regulation of Registered Provider landlords. The Green paper referenced in the final report from Scrutiny has subsequently led to a White paper (The Charter for Social Housing Tenants 2020) and on 8 June 2022, the Social Housing Regulation Bill was introduced to Parliament. The Bill aims to deliver the proposals set out in the Social Housing White Paper by introducing a number of measures to give tenants greater powers, improve access</p>	<p>The implementation of the Social Housing White Paper is still making its way through parliament and has been delayed due to the sad death of Awaab Ishak in Rochdale. There is a diagram at the end of this report to show the journey the White Paper needs to take to become active.</p> <p>The Regulator of Social Housing has implemented the need for registered providers to provide quarterly customer satisfaction feedback to them which has commenced in March 2023.</p>

	<p>to swift and fair redress, and enhance the powers of the Regulator of Social Housing (RSH).</p>	<p>The charter for social housing residents: social housing white paper - GOV.UK (www.gov.uk)</p>
<p>1.5 Introduction of a Chorley Good Homes Charter - a charter that RPs are encouraged to sign up to. The charter could include Customer Service, Property Maintenance and Standards Engagement and Communication, and Neighbourhood.</p>	<p>An individual Charter for Chorley has not been designed or implemented having been delayed by the challenge of responding to the Covid-19 pandemic. While the anticipated implantation of the legislation is welcomed, Chorley Council will look to take this action forward via the Select Move Steering Group withing the partnership of RPs in the locality and across central Lancashire.</p> <p>The council (Communities Director and Council Leader) meets with Jigsaw Homes quarterly as they are the largest provider (being the LSVT previously Chorley Community Homes) and when asked about their approach at the meeting June 2022 they responded by saying;</p> <p><i>We welcome the proposals and have already begun to prepare for their introduction.</i></p> <p><i>To date we have:</i></p> <ul style="list-style-type: none"> • <i>Reviewed and simplified our Complaints Policy.</i> • <i>Reviewed our Resident Engagement Strategy.</i> • <i>Introduced a new reporting dashboard so that board can easily monitor complaints, customer feedback and disrepair cases.</i> • <i>Reflected on whether the board was adequately sighted on the themes of “repairs, redress,</i> 	<p>An individual Charter for Chorley was drafted following O&S recommendation containing the list of recommendations. This was provided to Jigsaw Homes and Places for People at the Registered Provider review meeting that is in place between the Council and both RP’s. These meetings are attended by the Leader of the Council and the Director for Communities. At the meeting where the Charter was discussed the RP’s acknowledged the report but requested that the Council waited for the publication of the white paper which was anticipated to contain measures that aligned with the recommendations.</p> <p>It is still proposed to take the action of implementing a Charter for Chorley forward via the Select Move Steering Group partnership of RPs. At this point any gaps from the recommendations made by the O&S task group that are not covered by the legislation, other legislation, or other work underway by the Council or it’s partners, will be proposed in the local Charter.</p> <p>The list of recommendations made by O&S are listed at 1.6 of this update.</p> <p>Since the last update, the Council’s has increased capacity in the Public Protection team to recruit a dedicated Housing Environmental Health Officer. This post will focus on pro-active inspection and investigation into environmental health related housing standards.</p>

	<p><i>respect and transparency”.</i></p> <ul style="list-style-type: none"> • <i>Improved our transparency to tenants with respect to the trade offs the board considered in agreeing the 2022/23 rent increase.</i> • <i>Revised our KPIs as part of this year’s Corporate Plan to align our satisfaction measure with that proposed by the Regulator and to also introduce a new measure which highlights customers who are dissatisfied due to a lack of politeness from our employees.</i> • <i>Consulted with residents on their priorities for transparency and discussed these at the board strategy event of 8 June.</i> <p><i>We already plan to:</i></p> <ul style="list-style-type: none"> • <i>Publish to the general public our performance dashboards for overall Corporate Plan KPIs, Complaints and Customer Feedback and Corporate Plan Projects.</i> • <i>Undertake wide-ranging Customer Care training.</i> • <i>Implement a Data Quality Strategy to ensure that data to help us identify the diverse needs of residents is more accurate.</i> • <i>Test the collection of the perception Tenant Satisfaction Measures in 2022/23.</i> • <i>Align our KPI reporting to board during 2022/23 with the new Tenant Satisfaction Measures.</i> 	<p>Update from Jigsaw</p> <p>Jigsaw had already implemented changes in June 2022 and have also now implemented the following:</p> <ul style="list-style-type: none"> • Publish performance dashboards - We had progressed this to a late stage of development with our website designers at end of Q3 but have just reported to board that replicating our existing performance dashboard as a customer facing dashboard has created significant challenges to us. Therefore, we have decided to undertake a Jigsaw Rewards consultation (this is our resident consultation tool) to establish the KPI’s that are of most importance/interest to our residents. The intention will then be that our Comms team will create content on the website each quarter on this performance/feedback. • Undertake Customer Care training - In Q4 we have undertaken 2 pilot sessions (managers and staff) to refine this course content and the sessions will roll out to all frontline staff from end of April 23. • Implement a data Quality Strategy - We have a data quality strategy in place that will help us identify the diverse needs of our residents. • Test the collection of tenant satisfaction Measures - We have completed a pilot of for the collection of the draft TSM’s. The outcomes have been reported to board and a summary and full report published on our website - https://www.jigsawhomes.org.uk/wp-content/uploads/sites/2/2022/12/Tenant-Satisfaction-Survey-2022-summary.pdf https://www.jigsawhomes.org.uk/wp-content/uploads/sites/2/2022/12/Tenant-Satisfaction-Survey-full-report.pdf Residents who participated in the pilot were advised of this at the time of publication. • Align KPI reporting to board during 2022/23 with the new Tenant Satisfaction Measures – This has been done so that the
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		<p>alignment begins from Q1 23/24</p> <p>We are awaiting an update from Places for People however an update on their general performance is available via their 2022 Annual Report https://www.placesforpeople.co.uk/customer-annual-report</p>
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<p>1.6 O&S task group suggestions for the charter to include;</p> <p>Customer Service</p> <ul style="list-style-type: none"> • Customer representation should be involved in the complaints process. • To provide a VIP mail service or a point of contact at a senior level to enable Councillors to represent their constituents on housing issues. <p>Dealing with complaints</p> <p>Residents must be able to obtain high quality, timely and local responses to complaints that they raise.</p> <ul style="list-style-type: none"> • To acknowledge letters within 5 working days and respond fully within 7 working days. If this is not possible to write to tell residents why and to let them know how long it is expected to take to respond fully. • To answer the phone within 20 seconds. • To respond within 1 working day to emails (this may be an automated acknowledgement). • There should be a clear, concise and user-friendly complaints procedure which is advertised on the website and available to all tenants. • Residents should have a nominated person to deal with an official complaint. • To undertake and publish annual satisfaction surveys from local residents and use this information to improve services. • The Council to be proactive in supporting residents in dealing with RP's. <p>Communication and engagement</p> <ul style="list-style-type: none"> • To use all forms of communication, e.g. emails, website, apps, texts, newsletters, noticeboards and face to face.

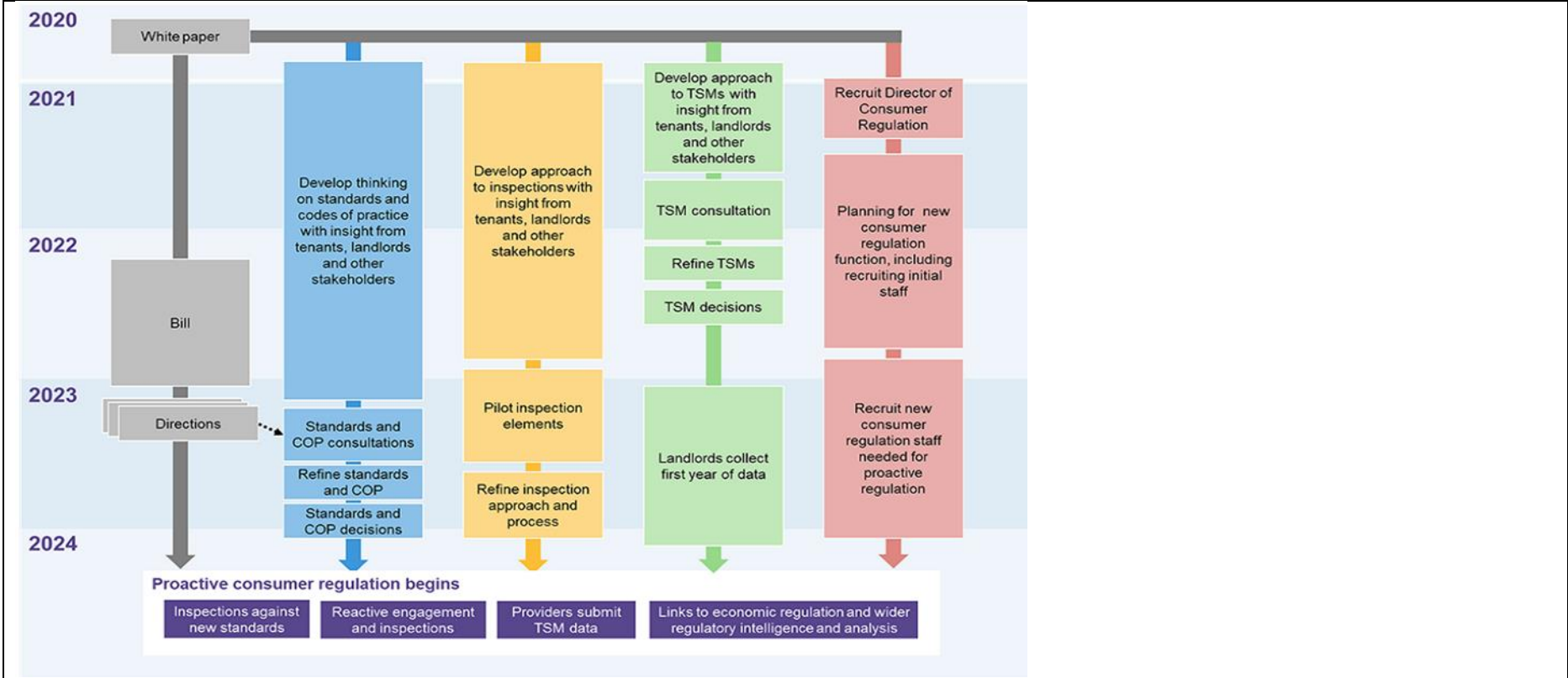
- Following consultation with residents for large- and small-scale investment information should be provided about planned maintenance 14 days in advance.
 - To create a resident's association for Chorley Borough and invite all Chorley RP's.
 - To establish a social sector housing forum for Chorley Borough and invite all Chorley RP's and Chorley Borough Councillors.
 - To provide a quarterly update to Members, including planned maintenance, updates and events etc.
 - To undertake walks of RP managed areas with ward Councillors, annually as a minimum.
 - To have available and promote to residents a Local Residents Engagement Strategy.
- Property maintenance and standards
- Properties should meet the Decent Homes Standard (or equivalent), which requires social properties to be free of hazards that pose a risk to residents, to be in a reasonable state of repair, to have reasonably modern facilities and services such as kitchens and bathrooms and efficient heating effective insulation and damp proofing. This should be monitored.
 - To have 60% of properties energy efficient in two years.
 - For non-emergency repairs a visit should be undertaken in 2 working days and completed within five working days and guaranteed for a year. This will be measured by a key performance indicator.
 - There should be a standard for emergency repairs, from point of report to fully completed repair should be completed within 2 days and guaranteed for a year.
 - To install smoke alarms on every storey, and carbon monoxide alarms in every room containing solid fuel burning and gas appliances.
 - The exterior of the properties should be included when considering health and safety responsibilities of RP's.
 - To decorate and undertake large scale maintenance when a property is void where possible, when a new kitchen, bathroom or boiler is required in the next year.
 - To endeavour to use locally based and appropriately qualified tradespeople where possible.
- Neighbourhood issues
- To demonstrate value for money and full transparency in relation to service charges, their administration and show how residents can be involved in what

the service charge is spent on.

- To be proactive in organising community sessions (these could include litter picks and community events) and encourage residents to take ownership of their properties and their community environment locally.
- To increase parking provision for tenants where there is the greatest need, following consultation with residents.
- To engage in a proactive and preventative approach to resolve issues and work with residents, partners and neighbourhoods to show the safety of the community is paramount.
- To assist and support tenants to fulfil the obligations of their tenancy agreements, and where appropriate enforce tenancy agreements as a last resort.

For Registered Providers

- To adopt the Chorley Good Homes Charter, following its creation by Chorley Council, to ensure consistency of housing services across the Borough.
- To support the Youth Zone with the aim of reducing anti-social behaviour.



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Report of	Meeting	Date
Director (Communities)	Overview and Scrutiny Committee	Thursday, 26 January 2023

Period Poverty Update

Is this report confidential?	Yes/Partly/ No Delete as applicable. If confidential please give a short explanation as to why.
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Is this decision key?	Yes/ No delete as applicable and bold the reason below if key
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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Purpose of the Report

1. To provide an update of existing support for Period Poverty in Chorley and highlight any gaps in provision, or opportunities to enhance support.

Recommendations

2. To consider any gaps and to continue to align relevant grants to supporting partners to provide period related essentials to those who are struggling to afford them, particularly during this time of increased pressure on household budgets.
3. Update information channels so that staff, residents and partners know where to access support for this essential item.

Reasons for recommendations

4. Provision appears to be well covered in communities and there is currently funding available to support the voluntary sector to provide essential items. Mechanisms are in place with community support organisations to be able to react to any changes and the relevant teams can monitor this feedback on an ongoing basis.

Other options considered and rejected

5. No other options have been considered at this stage as access to this support appears to be being met currently.

Corporate priorities

6. The report relates to the following corporate priorities: (Please bold one)

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	Healthy, safe and engaged communities

Background to the report

7. Period poverty pertains to a lack of availability of sanitary products, and understanding of menstruation, with key risk indicators being economic status, housing status and students. 1 in 10 women and girls are affected by period poverty in the UK, with a YouGov poll forecasting 1 in 8 women facing affordability issues with sanitary products in the coming 12 months [[Period poverty: one in eight likely to struggle to afford sanitary products they need in next year | YouGov](#)].

Existing Support

8. Consultation with community groups, organisations and schools has highlighted the following existing support.

Community

Community Group / Organisation	Available Support	Uptake	Gaps
Living Waters	Ample supply of sanitary products available to service users, as well as individuals signposted by other services. Have a sanitary product sharing understanding with local schools.	There is more than enough supply to meet demand	Other hygiene products such as shampoo, body wash and deodorant.
Chorley Help the Homeless	Ample stock of sanitary products and for service users and other individuals signposted by other services.	Main uptake amongst women in 20s and 30s.	
Chorley Women’s Centre	Ample stock of products available to those seeking support.	Supply meets demand	
Chorley URC	Ample stock of products made readily available for people to take as needed.	Products are in greater demand recently. Refugees and Asylum seekers attending the ESOL classes have access to these sanitary products.	
Homestart	Able to provide products as a need is presented.	Not a significant uptake, however many individuals make use of provision at Morrisons	

Emerging Futures	Sanitary products are made available in the toilets	Supply meets demand	
Emergency Chorley Together Food Group	Ensure the availability of products to share between groups	Supply meets demand	Other hygiene products such as shampoo, body wash and deodorant.
Morrisons	Run a scheme where customers can use a code word to access free products at checkout. The code word is available in the supermarket's toilets.		Not widely advertised, and relies on prior knowledge

Schools

9. All schools have access to free sanitary products for students via the Department of Education, which many reports making good use of. Schools also report that they make sanitary products freely and readily available for their students at various points around school, to avoid the need for pupils to have to ask for support. These supplies may also be used to supplement a lack of availability at home.

Further Opportunities to Support

10. Period poverty also relates to education and understanding around menstruation, and as such more information could be gathered about the availability of this information for individuals living in Chorley.
11. There is an opportunity for all Council managed buildings, offices, and venues to evaluate the cost of making available free sanitary products for visitors and staff, enhancing the current availability of sanitary products.
12. As highlighted by Living Waters and the Chorley Together Food Group, there is a frequent deficit of other hygiene products available for individuals accessing these services, which will have a detrimental impact on their ability to care for themselves and their family properly. Avenues of support to help meet this need could be investigated further.

Climate change and air quality

13. The work noted in this report has some impact on wider Climate related concerns.
14. In particular the report impacts on the following activities:
 - a. waste and the use of single use plastics
 - b. green areas and biodiversity.
15. Any relevant opportunities to highlight the process for of proper disposal of period products, and the impact of not disposing correctly, can be taken to mitigate impacts.

Equality and diversity

16. There is a broad offer in a variety of community settings, who work with a diverse mix of the population and the ability to translate and provide supported communication methods to people who may need it, to communicate the provision available, is available.

Risk

17. There would be financial impacts of introducing any free provision within Council managed buildings.

Comments of the Statutory Finance Officer

18. There are no direct financial implications of this report.

Comments of the Monitoring Officer

19. Any purchase of products by the Council would need to comply the best value duty and with the Council's Contract Procedure Rules.

Background documents (There are no background papers to this report)

Report Author:	Email:	Telephone:	Date:
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OVERVIEW AND SCUTINY COMMITTEE WORK PROGRAMME 2022/23

To be considered:	7 July	27 July	22 Sep	6 Oct	24 Nov	12 Jan	26 Jan	9 Mar	16 Mar
	O+S	PP	PP	O+S	PP	PP	O+S	PP	O+S
Panel Meeting (OSPP) to consider Council and related performance in addition to scrutiny of key service areas		Customer and Digital	Commercial and Property		Policy and Governance	Communities		Planning and Development	
Performance Report / Business Plans		Quarter 4	Business Plans		Quarter 2			Business Plans	
Overview and Scrutiny Performance Panel minutes				*			*		*
Executive Cabinet Minutes	*			*			*		*
Notice of Executive Decisions	*			*			*		*
Health Scrutiny	*			*			*		*
Overview and Scrutiny Work Programme	*			*			*		*
Annual Reporting Back	*								
Budget Scrutiny							*		
Open Space, Sports and Recreation Strategy							*		
Leisure Services									*
Period Poverty									*
Scrutiny Reviews									
Sustainable Public Transport				M3					
Quality of housing provided by social landlords	M2								M3
Select Move									
Empty Properties							V		
Crime and Disorder Scrutiny									
Community Safety Partnership update							*		
Task Group –									
Select Move	V			FR					
Empty Properties							V		V
Potential topics for future reviews									

Task Group Reviews:

- S Scoping of the review
- C Collecting and considering the evidence
- FR Final report of the review

- R Feedback/response from the Exec Cab
- M Monitoring Reports, 1 2 and 3 (if required)
- V Verbal update from the Chair

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