

## **Executive Cabinet**

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

### **General Report of the Meeting Held on 16 September 2021**

#### **Revenue and Capital Budget Monitoring**

2. Councillor Peter Wilson, Executive Member (Resources), presented the reports of the Director of Finance which set out the revenue and reserves forecast for 2021/22 for the Council, based on the position as at 31 July 2021 and reports on the overall financial position of the Council in respect of the capital programme as at 31 July 2021, highlighting key issues and explaining key variances over the first four months of the year, and to provide an overview of various elements of the Council's Balance Sheet as at 31 July 2021.
3. In summary, there is a forecast underspend against the budget for 2021/22 of £126k. We noted that the Council's Medium-Term Financial Strategy reported that the minimum level of general fund reserves should be maintained at £4.0m to cushion against any potential, future financial risks that may face the Council. The forecast level of general fund balances as at 31 March 2022 will be £4.183m. Based on the position as at 31st July 2021, there is a forecast change to the Capital Programme of £350k in terms of slippage across years and £699k increase in programme budgets. We approved the recommendations within the report.

#### **Quarter 1 Performance Monitoring Report 2021-22**

4. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Deputy Chief Executive which sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the first quarter of 2021/22, covering the 1st April to the 30th June 2021.
5. The overall performance of key projects is good, with 92% of projects rated green and 8% rated amber. Action plans for those projects rated amber are contained within this report.
6. Performance of the Corporate Strategy indicators and key service delivery measures continue to be closely monitored, with 70% of Corporate Strategy measures and 67% of key service delivery measures performing on or above target, or within the 5% threshold. Performance against the agreed measures remains positive, with the Council continuing to work proactively to support local residents and communities. Where indicators are performing below target, action plans are in place to improve performance.

7. We discussed the reasons why the processing of major planning applications was below target as well as querying the current vacancies in the ICT Team in relation to the workplace strategy. We noted the report.

### **Shared Consultation Framework**

8. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Deputy Chief Executive which sets out the Shared Consultation framework for approval.
9. In November 2020, a review was launched to produce a shared consultation policy with South Ribble Borough Council, seeking to harmonise and strengthen the approach to consulting across Chorley Council. This forms part of the wider implementation of shared services Phase 1.
10. This resulted in the creation of the Consultation Framework, which is shared between Chorley and South Ribble Councils. The purpose of the framework is to ensure that the council has a clear statement of the approach it will take to consultation, supporting all officers to apply a consistent approach. The framework also provides staff with a straightforward guide on how to conduct consultations, outlining the overall approach and presenting a step-by-step toolkit on how to conduct consultation activities. We approved the recommendation within the report.

### **Workplace Strategy**

11. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Deputy Chief Executive which sets out the Workplace Strategy 2021-2024 for consideration and approval.
12. The Workplace Strategy is the beginning of an ambitious plan and programme of works to transform where and how the council will work over the next three years. The strategy has been developed based on the experience of working through the Covid- 19 pandemic, best practice, and feedback from staff. It aims to achieve flexibility and efficiency while maintaining productivity and performance. It sets out the vision, priorities, objectives, principles, and approach to developing our working places and practices for the future.
13. We welcomed the report and discussed the Workplace Strategy and flexible working, in particular the wellbeing of staff, Members interconnectivity with officers, the impact on the local economy and how to manage the impact on the Town Centre, as well as requesting a detailed cost-benefit analysis.
14. We recognised the possibility that more than 50% of office-based staff would need to be accommodated for at any one time and discussed how to overcome this. Utilising alternate council offices as part of the shared service and alternative town centre offices were suggested. We also focused on reaching

out to staff in the villages by creating offices in the community through partnership working and providing office drop-in centres, such as libraries in rural areas. We requested that the report be amended to make reference to consultation with Councillors and proposed that updates on the Workplace Strategy be regularly reported back to Members. We noted the recommendation in the report.

### **Museum, Culture and Tourism Team Review**

15. Councillor Peter Wilson, Executive Member (Resources), presented the confidential report of the Deputy Chief Executive which sets out the new structure for the shared museum, culture and tourism team following a period of formal consultation. We approved the recommendations within the report.

### **Procurement of Handyperson and Affordable Warmth Assistance Service**

16. Councillor Peter Gabbott, Executive Member (Homes and Housing) presented the confidential report of the Director of Communities which outlines the proposed arrangements for the procurement of the Handyperson and Affordable Warmth Assistance service, to ensure that a new contract to deliver the service commences on 1 April 2022, and seeks Executive Cabinet approval to delegate the decision to appoint a Service Provider, following a procurement exercise, to the Executive Member (Homes and Housing). We approved the recommendations within the report.

### **Recommendations**

17. To note the report.

Councillor Alistair Bradley  
Executive Leader

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