

Executive Cabinet – Report to Council

1. This report summarises the business considered at the meetings of the Executive Cabinet held on 10 October, 14 November, 12 December.
2. Please note that the report may not reflect the wording used in the minutes, as they have yet to be formally agreed. The You Tube stream and documents relating to the meeting can be found here: [Chorley Council - YouTube](#)

10 October 2024

2024/25 Corporate Budget Monitoring Report and Reserves for the 4 months to 31st July 2024

3. I presented the report of the Director of Finance. The forecast outturn is for an overspend of £0,215m. The most significant factor within this overspend is related to the ongoing income pressures at Market Walk. A cautious approach has been taken to income forecast and these will be revised in year as updates occurred.
4. The Council's Medium-Term Financial Strategy approved in February 2024, 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. Based on the above forecast outturn overspend, the level of General Fund balances as at 31 March 2025 is expected to be £3,877m, however officers will monitor the position during the year and report to members accordingly.

2024/25 Corporate Capital Programme and Balance Sheet Monitoring Report Outturn Position for the four months to the 31st July 2024

5. I presented the report of the Director of Finance. The total cost of the Council's capital investment programme for 2024/25 has increased since the 2023/24 outturn report approved by Executive Cabinet, from £15,253m to £16.152m as at 31 July 2024. The change reflects variations approved since the last report, along with those contained within the report under consideration.
6. We noted that business rate collection has seen an improvement on previous years with an increase in collection rates. This brings collection rates back in line with levels that would be anticipated at this stage of the year.

Chorley Quarter One Performance Monitoring Report 2024-25

7. I presented the report of the Director of Change and Delivery. Overall performance of the Corporate Strategy projects is good, with one project (5%) now complete and 15 projects (79%) rated green, meaning they are progressing according to schedule. Three projects (16%) have been rated amber, which provides an early warning sign of potential delays, and action plans for these projects are contained within the report.

8. Performance of the Corporate Strategy indicators and key service delivery measures continue to be closely monitored, with 71% of Corporate Strategy measures and 83% of key service delivery measures performing on or above target or within the 5% threshold.
9. We discussed the indicator for 'The percentage of 16-17 year olds who are not in education, employment, or training (NEET)' and noted a holistic approach would be helpful in supporting young people, and an aspiration to increase the offer of vocational skills.
10. The indicator for 'Average working days per employee (FTE) per year lost through sickness absence' was also discussed. No link has been noted between the length of contract and the level of sickness or if the place of work is remote or in the office.
11. The cases of retirement on medical capacity are few and dealt with on a case by case basis. Reasonable adjustments can be put in place to assist and the focus is to keep staff in work where possible.

Policy for managing unreasonable customer behaviour

12. The Executive Member (Customer, Streetscene and Environment), Councillor Adrian Lowe, presented the report. The council is committed to providing the highest level of service and strives to continue to develop and improve services. In a minority of cases customers pursue their requests or complaints in a way that is unreasonable.
13. By adopting a formal policy, the council sets out a clear process on how unreasonable behaviour will be managed. This will ensure a safe working environment for council employees and that the time spent with our other customers is open, fair, and proportionate.
14. The policy is relevant to all customers, both internal and external, and will be applied by all council employees and Members, including the Leisure Centres.

Procurement of Statutory Compliance, Maintenance and Minor Works Framework

15. I presented the confidential report. The report requests procurement strategy approval for a statutory compliance, maintenance and minor works framework shared with Chorley Leisure, South Ribble Borough Council and South Ribble Leisure covering the servicing, maintenance and minor works across Chorley and South Ribble's estates.
16. We confirmed that the Social Value portal favours local companies.

Approval for the contract award procedure and evaluation criteria for the procurement of: 1) Tipper vans and plant machinery for Streetscene 2) Trade waste services for council buildings 3) Depot waste services

17. The Executive Member (Customer, Streetscene and Environment), Councillor Adrian Lowe, presented the confidential report.
18. We noted that electric options for tipper vans have been investigated, including trials, but no suitable options were identified that meet the needs of the service. Compatibility with biodiesel/ HVO will be included in the specification as a greener alternative to regular diesel.

Supply of household wheeled bins

19. The Executive Member (Customer, Streetscene and Environment), Councillor Adrian Lowe, presented the confidential report. The report requested approval for the supply of household wheeled bins under an exclusive supply contract for a period of 3 years.

14 November 2024

2024/25 Corporate Budget Monitoring Report and Reserves for the 6 months to 30 September 2024

20. The Executive Member (Resources), Councillor Peter Wilson, presented the report of Director of Finance. The provisional outturn for revenue and reserves forecast is for an overspend of £209k. The most significant factor within this overspend is related to the ongoing pressures at Market Walk which will be monitored throughout the year.
21. The Council's Medium-Term Financial Strategy approved in February 2024, 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. Based on the above forecast outturn overspend, the level of General Fund balances as at 31 March 2025 is expected to be £3.883m, however Officers will monitor the position during the year and report to Members accordingly.

2024/25 Corporate Capital Programme and Balance Sheet Monitoring Report Outturn Position as at 30th September 2024

22. The Executive Member (Resources), Councillor Peter Wilson, presented the report of Director of Finance. The Capital Programme for 2024/25 is set at £19.448m in February 2024. This has decreased to £15.253m following approval of the 2024/25 outturn position, and then increased to £16.152m following Executive Cabinet approval in October 2024. Following the changes, we noted that the total programme for 2024/25 is £13.3443m.
23. We noted the breakdown of the net decrease in the programme of £2.809m. Budget variations approved since the last Capital Monitoring report resulted in a total increase of £0.754m in the programme. These were in relation to the

Refugee Resettlement Programme and Astley Hall but were countered by Asset Improvements and Levelling up.

Chorley Quarter Two Performance Monitoring Report 2024-25

24. The Executive Member (Resources), Councillor Peter Wilson, presented the report of Director of Change and Delivery. Overall performance of the Corporate Strategy projects is very good, with three projects (15%) complete and 14 projects (74%) rated green, meaning they are progressing according to schedule. Two projects (11%) have been rated amber which provides an early warning sign of potential delays, and action plans for these projects are detailed in the report.
25. We noted that performance of the Corporate Strategy indicators and key service delivery measures continues to be closely monitored, with 92% of Corporate Strategy measures and 100% of key service delivery measures performing on or above target or within the 5% threshold.

External Funding Strategy

26. The Executive Member (Resources), Councillor Peter Wilson, presented the report of Director of Change and Delivery. We noted the shared External Funding Strategy which will support officers in leveraging additional revenue into the council to help deliver priorities, by setting out a consistent approach to planning and approval of external fundings applications.
27. The strategy will support a two-pronged approach where the council will identify priorities and projects alongside any external funding opportunities available that will support these priorities. The strategy aims to provide a framework for good governance and will support the priorities set by each Council.

Charging a S106 Monitoring Fee

28. The Executive Member for Planning and Development, Councillor Alistair Morwood, presented the report of the Director of Property and Planning. We considered the addition of a monitoring fee for Section 106 planning obligations agreements into the Council's upcoming Fees and Charges schedule.
29. We noted that many local planning authorities charge a fee to cover the cost of the monitoring and reporting on delivery of S106 obligations, but Chorley Council does not. Given the amount of staff time required, it is proposed that monitoring fees be added to new S106 agreements associated with planning applications in Chorley. We considered the fees to be proportionate and in line with other Lancashire authorities. Monitoring fees will not be sought retrospectively for historic agreements.

Disposal Strategy for Council Land at Shady Lane, Clayton-le-Woods

30. I presented the confidential report of the Director of Property and Planning which seeks approval of the disposal strategy for land at Shady Lane for housing development via an informal tender process.

Chorley Bus Station

31. I presented the confidential report of the Director of Property and Planning which, following the approval of the procurement strategy to undertake the Chorley Bus Station improvements, seeks approval to award the contracts for the living wall and external cladding at the bus station.

12 December 2024

Adult Social Care Transformation Fund

32. The Executive Member for Early Intervention, Councillor Bev Murray, presented the report of the Director of Communities and Leisure. We noted the purpose of the Adult Social Care (ASC) Transformation Fund to support residents to increase their independence, social inclusion, connection to their communities and improve wellbeing as well as reducing pressure on the existing model of social care provision.
33. Following queries, we were advised that the fund will target the top three wards with the highest count of contacts to Adult Social Care. The wards identified are Chorley North West, Chorley North and Astley and Clayton East, Brindle and Houghton

Christmas Lights Procurement Strategy and Contract Award Delegation

34. I presented the confidential report of the Director of Property and Planning which seeks approval of the procurement strategy and contract award for the Town Centre Christmas lights.
35. Following queries, we were advised that the location of the lights in the town centre could be reconsidered, but there will be limitations based on the tender criteria.

Finance System Contract Award

36. The Executive Member (Resources), Councillor Peter Wilson, presented the confidential report of Director of Finance which provides details and seeks approval of the procurement exercise undertaken to appoint a supplier to provide

a new Finance System to Chorley Council for a period of 10 years with an option to extend for a further 5 years.

Food Waste Caddies Joint Procurement

37. The Executive Member for Customer, Streetscene and Environment, Councillor Adrian Lowe, presented the confidential report of the Director of Customer and Digital which seeks approval to jointly procure food waste caddies, distribution services to households, and caddy liners.
38. We noted the proposed change to tender evaluation criteria to 60% price and 40% quality ratio, including 5% for Social Value. We also recognised the importance of circulating information with residents at the early stages of the process.

Councillor Alistair Bradley

Chair, Executive Cabinet

RR & NN