

EXECUTIVE CABINET - GENERAL REPORT

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

MEETING HELD ON 18 OCTOBER 2012

Review of 3 Tier Forum

2. We heard from the Executive Member (Places) that when the decision had been taken to participate in the 3 Tier Forum it had been on the basis that there would be a review after 12 months. As there have only been three meetings we agreed to delay the review for six months.
3. We discussed the private nature and effectiveness of the Forum, but noted that the meetings are evolving. The Council needs to be a member of the Forum to influence Lancashire County Council on the way the Forum works going forward, both in terms of increasing the representation of Town and Parish Councils and for it to be a public meeting.
4. We noted that the Council is increasing communication with Town and Parish Councils through the monthly intheboro electronic magazine and the Borough/Parish Liaison meeting.

Consultation - Parks and Open Spaces Memorial Policy

5. The Executive Member (People) presented a report highlighting the variety of requests for memorials that are received by the Council. We considered and agreed a draft policy for consultation to guide future acceptance of memorial items across the Council's parks and open spaces.
6. We noted the sensitive nature of the policy, but agreed that the policy is needed to clarify the Council's position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage ongoing memorial maintenance. It is important that the policy had flexibility to deal with exceptional circumstances.
7. We discussed the key stake holders who would be consulted. Members will contact Councillor Murray with the details of any organisations who might wish to submit a consultation response. Any people who have submitted a request for a memorial will also have the opportunity to submit a consultation response.

West Lancashire Local Plan (Publication) and Draft Statement of Compliance with the Duty to Cooperate

8. I presented a report seeking approval to support the West Lancashire Local Plan and draft Statement of Compliance with the Duty to Cooperate.
9. The document provides robust evidence as to how West Lancashire Borough Council has successfully cooperated and worked with neighbouring authorities and other organisations in the preparation of their Local Plan in relation to issues with potential cross – boundary impacts.

10. We granted approval for the Executive Member (LDF and Planning) to respond on the Council's behalf to this and future consultations to Local Plans and compliance with the Duty to Cooperate from neighbouring local authorities.
11. We noted that the Duty to Cooperate is a requirement of planning regulations and will need to be prepared to catalogue the evidence of the wide range of collaborative work with neighbouring authorities and other bodies that Council's have undertaken in preparing their Local Plan.

Garage Sites Chorley

12. The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presented a confidential report outlining the disposal of four pieces of council owned land to Adactus Housing Group Ltd for the construction and letting of Affordable rented housing.
13. We noted that further work is ongoing in this area and another report will be brought to Executive Cabinet in the future. The transfer of land is subject to planning permission.
14. We granted approval to the transfer of the sites on the terms agreed and detailed in the report.

Policy and Performance Review

15. We considered a confidential report seeking approval for changes to the structure and budget of the Policy and Communications service.
16. The changes will provide savings and drive a change in the focus of the service, to work on identified priority projects that support greater community engagement.
17. We granted approval for consultation on the new structure, and granted delegated powers to the Executive Member for Resources, Policy and Performance to approve the final structure. We also granted approval to the changes to the budget for implementation in 2013/2014.

Changes to Structure for the Town Centre and Markets

18. The Executive Member (Homes and Business) presented a confidential report seeking approval to consult on a new staffing structure for the Chorley Markets team.
19. The proposed structure is designed to enable the better delivery of markets and town centre services due to increased operational scope, future service improvements and additional projects.
20. A number of changes including the creation of a new post and revised working patterns have been included.
21. We granted approval for consultation on the new structure, and granted delegated powers to the Executive Member for Homes and Business to approve the final structure.

MEETING HELD ON 22 NOVEMBER 2012

Trial Re-opening of Market St and New Parking Layout for St George's Street

22. I brought this item forward on the agenda as it related to the question raised by a member of the public.
23. The Executive Member (Homes and Business) updated us on proposals for the trial re-opening of Market Street and new parking layout for St George's Street. The report summarised the main points from the consultation process and sought approval to progress the schemes through to delivery.
24. The plans for re-opening Market Street have been prepared with the full involvement of highways practitioners at both Pendle Borough Council and Lancashire County Council. The proposal addresses the highway's requirements of Lancashire County Council, as the Highway Authority. With the use of signage, raised table crossings, bollards and planters traffic speeds will be at a minimum.
25. There will be periodic monitoring and evaluation with qualitative feedback from town centre stakeholders, and quantitative analysis of footfall surveys, pedestrian and vehicle flows (at Park Road, Junction of St George's St/Market St and other routes into Market St (namely St Thomas's Road)) and parking usage.
26. There will also be monitoring of pedestrian and vehicle flows for pre and post scheme analysis. Monitoring and evaluation will be made fully available to the public, including pollution monitoring which will be undertaken in a similar fashion.
27. There has been extensive consultation undertaken, including the Council's Equality Forum and Shop Mobility to ensure that there is adequate provision for wheel chair users. Once the work has been undertaken feedback from members of the public will also be monitored and the details of this are under consideration. The consultation has been targeted and extensive.
28. It is hoped that the area will be safer going forward than it is currently as cars currently aren't monitored, road safety is of paramount importance for this scheme.
29. We approved the proposals for the trial reopening of Market Street and new parking layout for St George's Street to be progressed through to delivery.

Refresh of Chorley's Economic Development Strategy

30. I presented a report which updated Members on the refresh of Chorley's Economic Development Strategy, summarised the main changes and sought adoption of the Strategy. We adopted the refreshed Economic Development Strategy and noted it will be updated to include the installation of rural broadband.
31. I advised that one of the motivations behind the Strategy is to encourage independent businesses and to expand the offer of shops. There are a lot of potential visitors who live within half an hour and Chorley needs to attract these people.

32. To monitor the progress in delivering against the priority areas, key long term outcomes and measures have been identified, which will be reported on an annual basis, at the same time as refreshing the strategy and actions. The base level for the measures will be set shortly and will take into account the kind of measures that businesses within Chorley will find useful.

98-102 Market Street - Former McDonalds Site: Proposed Refurbishment Works

33. I updated Members on the purchase of and proposals for the future use and occupation of the former McDonalds site. One of the key factors within the proposal is to retain influence over the type of shops within the town.
34. The development will be of an arcade style and the design of this will be considered carefully. The development of a car park will give the Council's options, both in terms of a potential commercial partner in the operation of the car park and potential to use current Council car parks for other purposes.
35. Members noted that the site will form a key part of the Town Centre Master Plan. A further report will be presented to Executive Cabinet with firm proposals for the redevelopment of the buildings and car park in the New Year.
36. We agreed, in principle, to refurbish 100-102 Market Street for retail units, to the demolition of 98 Market Street and the creation of a car park in the area between the Fleet Street Car Park and Gillibrand Street.

Refresh of the Key Partnerships Framework

37. The Executive Member for Resources, Policy and Performance presented the updated key partnerships framework for approval. The Council's key partnerships framework had been approved in 2007 in response to Audit Commission feedback. The framework identifies the extent of the Council's key partnerships and puts in place effective governance controls and monitoring arrangements to ensure the success of the partnerships and the achievement of the Council's priorities.
38. Responsibility for the key partnerships framework and its monitoring transferred from Procurement to Policy and Communications in late 2011 as part of the review of shared financial services. This was in order to free up some capacity in the procurement team and strengthen the performance and equality monitoring, whilst also reducing the duplication in reporting.
39. We approved the updated key partnerships framework and noted the review of the framework has included an update to the list of key partnerships.

Revenue Budget Monitoring 2012/13 Report 2 (End of September 2012)

40. The Executive Member for Resources, Policy and Performance presented a report which set out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2012/13.
41. The Council had expected to make overall target savings of £ 200,000 in 2012/13 from management of the establishment and the full savings target for 2012/13 has been achieved. The projected outturn currently shows a forecast underspend of around £ 312,000.

42. The Council's Medium Term Financial Strategy proposes that working balances be no lower than £ 2.0m due to the financial risks facing the Council. The current forecast to the end of September shows that the General Fund balance will be around £ 2.334m. This puts the Council in a strong position and should help to mitigate against future risks associated with the Local Business Rates Retention scheme from April 2013.
43. We noted that projects to improve Chorley Town Centre, to be funded from the £ 300,000 reserve created for that purpose, have commenced.

Chorley Partnership Performance Monitoring - Second quarter 2012/13

44. The Executive Member for Resources, Policy and Performance updated the meeting on the performance of the Chorley Partnership during the second quarter of 2012/2013, from 1 July to 30 September 2012.
45. Performance of the Chorley Partnership in achieving the key performance targets remains good, with latest figures available for alcohol related hospital admissions showing a year to date reduction of 11% at quarter four 2011/12 compared to quarter four 2010/11. Figures for primary fires in Chorley are lower than anticipated.
46. Crime overall has increased by 6.7% in quarter one and two compared to the same period last year, although there has however been a significant decrease in anti-social behaviour, and domestic abuse detections is performing above target.
47. Overall performance on the key projects / priorities in the Chorley Partnership delivery plan is good, with 74% rated green or completed.
48. We noted that discussions are ongoing with the Police regarding the crime figures. When the percentages are so low a slight change can have a distorted effect on the figures.

Chorley Council Performance Monitoring - Second quarter 2012/13

49. The Executive Member for Resources, Policy and Performance outlined the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2012/13, 1 July to 30 September 2012.
50. Overall performance of key projects remains excellent, with a majority of the projects on track or completed. Only two projects are rated 'amber', 'explore the development of a service package for accommodation for 16/17 year olds', and 'Implement the framework for strategic partnerships'. Explanation of the reasons and the actions being taken to bring the projects back on track were provided within the report.
51. Following the refresh of the Corporate Strategy, the report provides a progress update on all projects which have not yet been completed and identifies those that will be managed and monitored through service improvement plans from now on. The report includes details of the one project that has been carried over into the new corporate strategy; to implement the customer services migration plan.

Review of Neighbourhood Working

52. The Executive Member (Places) advised Members of the outcome of a review into neighbourhood working. The report requests approval to develop and improve service delivery and community engagement at a neighbourhood level.
53. The current neighbourhood working model has evolved since its launch in 2008. There are seven neighbourhood areas and each area has a Ward Member meeting twice a year which discusses issues arising in the particular area and receives retrospective reports on neighbourhood activities delivered by Council and partner services.
54. This review provides an opportunity to revise the delivery of neighbourhood working in Chorley. We discussed and welcomed the proposed arrangements, particularly the redrawn boundaries and extended membership. The Parish representative should not be the clerk, or someone who was not also a Borough Councillor. There is potential for areas, like the town centre and Buckshaw Village for a representative from the community to be involved.
55. Parishes will receive details of the new arrangements shortly and be invited to submit their Parish Plans to form part of the information basis for the Neighbourhood work plans. The proposals had been discussed at the Borough Parish Liaison meeting the previous evening and were well received.
56. We approved the six recommendations within the report.

Lancashire Fire and Rescue Service - Memorandum of Understanding relating to enforcement work

57. The Executive Member (Places) presented a report seeking authorisation for the sign up to two Memoranda of Understanding (MoU) between Lancashire Fire and Rescue Service and the Councils housing standards and workplace health and safety enforcement function. These related to the Councils enforcement work in these areas.
58. The MoU's seek to formalise an unwritten arrangement that has existed between the two organisations so that there is clarity in terms of where responsibility lies in relation to both enforcement of fire safety provision in domestic dwellings and enforcement of electrical safety in workplaces that fell within Chorley Council's enforcement responsibility.
59. We accepted the terms of the Electrical Safety in Workplaces Memorandum of Understanding (MoU) and the terms of the Housing Standards Memorandum of Understanding (MoU).

Low Cost Home Ownership (LCHO) Schemes - policy amendment to allow owners to rent out the property on a temporary basis

60. The Executive Member for Homes and Business presented a report requesting approval to allow owners of LCHO properties to be able to rent out the property with certain conditions attached. There are currently 11 LCHO schemes in the borough representing 120 properties.

61. The option of deed of release i.e. the owner is able to buy out the discount is available on two of the 11 schemes. Currently, there are no options for the owner to rent out the property on any of the 11 schemes.
62. Due to market conditions some owners are having difficulty selling their property and have asked if the Council would be willing to change the policy rules to allow them flexibility to either buy out of the scheme or rent out the property.
63. In reality it is unlikely that many owners will be able to afford to buy out the discount but a number will be able to rent out the property which will ease their hardship.
64. Members noted that the recommendations will enable properties to be rented out at affordable rates rather than being empty. It is not anticipated that there will be a great demand for this. Each case will be determined on its own merits and the policy will be kept under close review.
65. We agreed to grant delegated authority to the Executive Member for Homes and Business to consider each application on its merits.

Key Partnerships Monitoring Report

66. The Executive Member for Resources, Policy and Performance presented a confidential report which updated Members on the progress on the performance of the Council's key partnership arrangements.
67. The key partnerships performance report is produced in accordance with the requirements of the Council's key partnerships framework. It informs Members of the performance of the Council's key partnerships against targets set for the current year, any emerging issues including whether the contract is on budget or subject to any overspend or underspend of budget. It also provides an assessment of the key partner's financial strength and stability.
68. Overall performance of all of the key partnerships is good and the financial assessments of the partnerships are positive with the financial standing of all key partnerships either remaining the same or improving.

External Mail Handling - Creating a Virtual Postroom

69. The Executive Member for Resources, Policy and Performance advised Members of proposed changes to the way the council handles external mail requirements, as part of a wider programme of business transformation. The report, which was confidential, advises Members of the current costs associated with external mail handling and postage and suggests various options and recommendations on how these could be reduced.
70. We approved the six recommendations within the report.

Transactional Services Review

71. The Executive Member for Resources, Policy and Performance presented a confidential report which advises that the drivers for the proposals outlined are to achieve the Council's strategic ambition to migrate services in to the front office, increasing flexibility, productivity and customer satisfaction whilst reducing back office costs.

72. We approved the new structure for consultation, and granted delegated powers for the final approval of the structure following consultation to the Executive Member for Resources, Policy and Performance.

MEETING HELD ON 13 DECEMBER 2012

Business Rates Retention

73. I presented a report which updated Members on the new Business Rates Retention funding regime which will form a significant part of the Council's core funding total with effect from 1 April 2013. The changes are the main reason why the Local Government Finance Settlement will only be received just before Christmas.
74. This is another fundamental change to the way Local Authorities receive one of their main funding streams. It will have a significant impact on the Council's budget and Medium Term Financial Strategy (MTFS) going forward. The two key issues for Members to be aware of is the potential to significantly alter the monetary value of this major source of income, and that this transforms the Council's role in the collection process in terms of managing the local business tax base.
75. Currently all Business Rates in Chorley are collected by the Council and passed to Central Government who distribute it back out across the public sector via the Local Government Finance Settlement and a complex funding formulae, but will also have to pay a tariff to the Government if it thinks the Council is retaining more than it needs. The new regime means that the Council retains 50% of the income locally and distributes it to Lancashire County (18%) and Lancashire Fire Authority (2%). The remaining 50% will be paid to Central Government. In effect it transfers the risk of collection from Central Government to the local area.
76. The rationale for changing the current system is to incentivise councils to grow their business community, although the impact of decline is greater than the financial 'rewards' for growth. A tax base which remains the same is likely to also result in a reduction in funding and the level of tax base growth required to increase actual income will be substantial.
77. There will be a mechanism to provide additional income to local authorities who are adversely affected by the new regime by means of a safety net payment to top up the funding total. This only applies if there is a reduction of more than 7.5% which will be a significant amount.
78. It was positive for the Council that it was not one main employer, but a variety of employers within the Borough as this reduces the risk.

Healthy Cities (Towns) Network Application

79. I introduced a report seeking approval to proceed with an application to join the Healthy Cities Network with Chorley Council area being recognised as a Healthy Town.
80. The aims of the network are to enhance learning and build capacity through sharing ideas, experience, best practice and widen participation of the Healthy Cities movement. It also aims to support member towns to develop and test innovative approaches to emerging public health issues. In addition, the network aims to become

a strong collective voice for health, wellbeing, equity and sustainable development and to inform and influence local, regional, national and European policy on health matters.

81. Joining the Healthy Cities network will provide the Council with several benefits, including the opportunity to learn from others who may be ahead in implementing key policies that promote health and wellbeing and address inequalities and access to assistance at a World Health Organisation (WHO)/European level for policy development. The Council will also have access to toolkits and briefings on health issues which will help develop skills and capacity to address health inequalities and potential collaborative working opportunities with other towns and cities.
82. Membership of the network can be reviewed after a period of time. It is predominantly larger authorities that are joining the network, but there is a wish to embed health and well-being into all aspects of Council services.
83. We endorsed the Zagreb Declaration for Healthy Cities and approved an application to be made to the Healthy City Network.

Open Space and Playing Pitch Supplementary Planning Document

84. The Executive Member (LDF and Planning) presented the draft Open Space and Playing Pitch Supplementary Planning Document (SPD) for endorsement.
85. Five Supplementary Planning Documents have already been adopted in October for affordable housing, design, the re-use of employment premises, rural development and access to healthy food.
86. The guidance in the document expands on Policies which set out the minimum provision standards for different typologies of open space and playing pitches. The figures are based on the current standard and the aim is to maintain this standard. There is a wide variation between the three authorities covered by the document (Chorley, South Ribble and Preston).
87. The financial contributions for new provision/ improvements are noted as being in addition to the CIL charges and will be secured through section 106 agreements.
88. We endorsed the draft Open Space and Playing Pitch Supplementary Planning Document and approved the document for consultation.

Adoption of Chorley Council's Tenancy Strategy

89. The Executive Member (Homes and Business) presented the results of the consultation exercise on the draft Tenancy Strategy which we considered on 21 June and seeking adoption of the revised Tenancy Strategy.
90. The Localism Act 2011 requires each Local Authority to publish a Tenancy Strategy. Registered Providers of social housing must have regard to the strategy when developing their tenancy policies, but are not bound by it.
91. The report sets out the principles of the Strategy and the Council's expectations which seek to minimise any negative impact on affordability and homelessness in the borough by making clear the Council's position with regard to the tenure of Affordable rent.

92. The consultation period had been six weeks and all Registered Providers with stock in Chorley had been invited to comment, with comments received from Adactus/CCH, Places for People and New Progress. The agreed strategy will be issued to each Registered Provider and those who commented will be advised as to if and how the strategy has been amended.
93. It is anticipated that around 900 hundred properties, under the control of Registered Providers, are unoccupied. Work is being undertaken with Registered Providers to reduce this number.
94. We suggested that a briefing note on the Tenancy Strategy be circulated to all Members via intheknow and approved the Tenancy Strategy.

Approval for Contract Award for Duxbury Park Access Road

95. I introduced a confidential report seeking approval to award the contract for the resurfacing of the Duxbury Park access road.
96. Work on the access road will start in February 2013. The contractor will liaise with the golf course operators and tenants of Duxbury farmhouse to minimise disruption.
97. We approved the award of the contract for resurfacing the road to Lancashire County Council.

Update on the Indoor Leisure Contract

98. I presented a report providing an update on the performance of the indoor leisure contract and the savings negotiated for the duration of the contract. The report also informs Members of the changes to the existing contract which will be captured in a contract variation.
99. Active Nation are in year seven of a 15 year contract with the Council to manage the Council's indoor leisure facilities. The contract performance to date has been good and by working in partnership, the Council and Active Nation have identified a number of potential areas for savings whilst maintaining high service standards. The Council has an "open book accounting" arrangement with Active Nation.
100. We noted the good performance of the indoor leisure contract to date and approved the savings negotiated so far with Active Nation and for the agreed changes to be incorporated into the contract variation.

Update on the Waste Management Contract

101. The Executive Member (Places) introduced a report which provided an update on the performance of the waste contract and the savings negotiated for the duration of the contract. The report also advised that some of the savings identified were subject to extending the existing waste management collection contract by another two years.
102. Veolia Environmental Services were in year four of a ten year contract with the Council to provide a waste collection service to households. The contract performance to date had been good and by working in partnership the Council and Veolia had identified a number of savings.

103. There have been no deductions for poor performance over the past 12 months as 99.9% of collections had taken place on the right day based on reports of missed bins.
104. We noted the good performance of the waste contract and approved the savings negotiated so far with Veolia. We authorised officers to start negotiations on extending the existing waste management collection contract by another two years in order to realise some of these savings.

Procurement of the Night Caretaking and Concierge Service at Cotswold Supported Housing

105. The Executive Member (Homes and Business) presented a report which outlined the procurement process undertaken for the concierge service at Cotswold Supported Housing and sought approval to award the contract to the successful contractor.
106. A tender for the new contract had been advertised on the Council's e-procurement portal, The Chest, in October. A number of bids had been received and a subsequent evaluation process undertaken. A ranked list of bidders had been drawn up and a preferred contractor identified.
107. We approved the decision to award the contract for the Night Caretaking and Concierge Service at Cotswold Supported Housing, to the contractor who achieved the highest scoring tender, namely Profile Security Services for the period of 1 February 2013 to 31 January 2015.

Recommendation

108. To note the report.

COUNCILLOR ALISTAIR BRADLEY
Executive Leader

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