

# Executive Cabinet

## Minutes of meeting held on Thursday, 21 February 2013

**Present:** Councillor Alistair Bradley (Executive Leader in the Chair), Councillor Peter Wilson (Deputy Leader of the Council) and Councillors Terry Brown, Dennis Edgerley and Adrian Lowe

### **Also in attendance**

**Lead Members:** Councillors Matthew Crow and Marion Lowe

**Other Members:** Councillors Eric Bell, Henry Counce, John Dalton, David Dickinson, Anthony Gee, Alison Hansford, Harold Heaton, Steve Holgate, Paul Leadbetter, June Molyneaux, Greg Morgan, Mick Muncaster, Geoffrey Russell and John Walker

**Officers:** Gary Hall (Chief Executive), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment & Neighbourhoods), Chris Sinnott (Head of Policy and Communications), Jennifer Moore (Head of Planning), Asim Khan (Head of Customer, ICT and Transactional Services), Andrew Daniels (Communications Manager), Kath Knowles (Housing Manager (Strategy)), Michael Coogan (Strategic Housing Officer), Alison Marland (Principal Planning Officer), Victoria Willett (Partnership Officer) and Ruth Rimmington (Democratic and Member Services Officer)

**Members of the public:** Two.

### **13.EC.12 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Beverley Murray.

### **13.EC.13 MINUTES**

**RESOLVED - The minutes of the meeting of the Executive Cabinet held on 17 January 2013 be confirmed as a correct record and signed by the Executive Leader.**

### **13.EC.14 DECLARATIONS OF ANY INTERESTS**

No Members declared an interest in respect of items on the agenda.

### **13.EC.15 PUBLIC QUESTIONS**

The Executive Leader reported that there had been no requests from members of the public to speak on any of the meeting's agenda items.

### **13.EC.16 NEIGHBOURHOOD WORKING - PRIVATE PROPERTY IMPROVEMENT SCHEME**

The Executive Leader presented a report which sought approval to recommend to Council the adoption of a scheme and supporting policy to address issues of privately owned accommodation in a poor state of repair but where the threshold for statutory nuisance enforcement or planning enforcement was not met.

The first stage would be about the resident "self-helping". Should they fail to demonstrate that they had properly engaged with these services they would not be permitted to progress on the scheme. If the Council was satisfied that the resident had properly taken all the steps to resolve the issue through engagement with other support agencies the Council would assess the need for the work.

However, the scheme was not to resolve neighbour disputes or to simply improve someone's home but to provide support to neighbourhoods as a whole. The subject issue must have an impact on not just the bounding properties but the street scene as

a whole. A recommendation would be made by a Council Officer on the appropriateness of intervention but ultimately the decision would lie with the Executive Cabinet.

The purpose of the scheme was not to provide an avenue for residents to improve their home. They would be expected to repay to the Council the financial value of the works undertaken. A repayment scheme would be arranged with the Council. In exceptional cases, the debt could be secured as a charge against the property, to be discharged on any sale or transfer.

A report would be presented to Council in April to set out the detailed policy. It was noted that a separate piece of work was being undertaken in relation to empty properties.

#### **Decision made**

**Executive Cabinet recommend to Full Council the adoption of a trial scheme and supporting policy, based on the principles outlined in this report, to address amenity issues that arise as a result of privately owned properties that are in poor repair.**

#### **Reason(s) for decision**

The proposed scheme ties into the Neighbourhood Working agenda. It has some links to ensuring that properties remain in occupation to provide continuation of housing provision in the borough.

#### **Alternative option(s) considered and rejected**

Do nothing to address this issue. For the reasons within this report it is felt appropriate to take this action.

### **13.EC.17 CHORLEY COUNCIL PERFORMANCE MONITORING - THIRD QUARTER 2012/13**

The Executive Member for Resources, Policy and Performance presented a monitoring report which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2012/13.

Although the report related to the third quarter this was the first report on the new Corporate Strategy. Performance of new key projects was excellent, with all of the projects on track or scheduled to start later in the year. Performance on the Corporate Strategy measures and key service delivery indicators was good with 88% of the Corporate Strategy measures performing above target or within the 5% tolerance, and 80% of the key service measures are performing above target or within the 5% tolerance.

The Corporate Strategy measure performing below target was the percentage of customers dissatisfied with the way they were treated by the Council. This was a new target and the new questions provided a greater opportunity for users to express dissatisfaction. An email survey had also replaced the previous face to face or telephone survey.

The key service delivery measure performing below target was the processing of minor planning applications. The issues which affected performance, as reported in quarter one, continued to impact on the performance of this indicator, which was likely to remain below target for the rest of the financial year. The issues included a significant increase in the volume of minor applications and problems with printing and indexing.

In both cases an action plan had been developed to outline what action would be taken to improve performance.

**Decision made**

**To note the report.**

**Reason(s) for decision**

To facilitate the on-going analysis and management of the Council's performance in delivering the Corporate Strategy.

**Alternative option(s) considered and rejected**

None.

**13.EC.18 CHORLEY PARTNERSHIP PERFORMANCE MONITORING - THIRD QUARTER 2012/13**

The Executive Member for Resources, Policy and Performance presented a report updating Executive Cabinet on the performance of the Chorley Partnership during the third quarter of 2012/2013.

Performance in achieving the key performance targets remained good. Latest figures available for alcohol related hospital admissions showed a reduction of 5.4% at quarter one 2012/13 compared to quarter one 2011/12. Primary fires in Chorley were lower than anticipated and although crime overall had increased by 3.0% in quarter three compared to the same period last year, there had however been a significant decrease in anti-social behaviour and robbery. Domestic abuse detections were performing above target.

Members noted that several figures were missing within the All Crime table on paragraph 11 of the report. This was due to the way the figures had been provided by the Police, although the Police had since committed to provide the information as requested by the Council to enable effective reporting. There was a geographical spike in crime which the Police were investigating.

Discussions were ongoing with the Police in relation to cross border crime. There was a need for agencies to work together to tackle this.

**Decision made**

**To note the report.**

**Reason(s) for decision**

To facilitate the on-going analysis and management of the Chorley Partnership's performance and delivery of funded projects.

**Alternative option(s) considered and rejected**

None.

**13.EC.19 GENERAL FUND REVENUE AND CAPITAL BUDGET AND COUNCIL TAX 2013/14**

The Executive Member for Resources, Policy and Performance presented a report which sought approval of the Executive's budget proposal including the Council Tax yield to be received in 2013/14. The proposals would be presented to Council on 28 February 2013. An investment package was proposed alongside a 0% increase in Council Tax and a balanced budget.

There had been an excellent response to the consultation on the proposed budget. Residents had been asked to provide their opinions on the specific key investment areas aligned with the Council's corporate strategy priorities and the future level of Council Tax given the impact of a reduction in Council funds. The consultation ranked

the first priority as “Supporting businesses”, followed by “Improving the Town Centre” and thirdly “Neighbourhood working”.

The Capital Programme continued to progress the Medium Term Financial Strategy (MTFS) objective of setting aside monies to restructure the Council’s debt position. This enabled the budget gap to be reduced without an impact on service provision.

The new budget investment package was focussed on the new corporate strategy and priorities. It was consistent with the findings of the budget consultation process, including Neighbourhood working, supporting the expansion of local businesses and improving the health of residents.

It was clarified that New Homes Bonus (NHB) due to be received post 2012/13 had not been built into the base budget as recurring funding to retain flexibility as the grant was temporary in nature.

#### **Decision made**

**The Executive recommends that Council approves the budget and proposals set out in the report including:**

- 1. The Council’s Pay Policy (at Appendix A2) and publication on the Council’s website from April subject to the changes proposed in the Medium Term Financial Strategy attached to this report (at Appendix F).**
- 2. Maintain fees and charges at current 2012/13 levels (at Appendix A3).**
- 3. Approve the Capital Programme to 2015/16 (Appendices B1, B2, B3 and B4).**
- 4. Approve the Budget Investment Package Report (Appendix C and C1).**
- 5. Approve the Treasury Management Strategy and its core principles set out in Appendix D.**
- 6. Note the advice of the Statutory Finance Officer in relation to the robustness of the budget and the risks contained in the budget set out in the Statutory Report at Appendix E.**
- 7. Approve the Council’s Medium Term Financial Strategy (MTFS) (at Appendix F and F1).**
- 8. Note Significant Budget Movements from the 2012/13 budget (at Appendix G).**
- 9. Note the Budget Consultation 2013/14 report (at Appendix I).**
- 10. Note the Assessing the Impact of Budget Proposals 2013/14 report (at Appendix J).**

**Please note the Council Tax set out in the resolutions (Appendix A1) and Special Expenses and Parish Precepts (at Appendix H) was not before Executive Cabinet but would be considered by Council.**

#### **Reason(s) for decision**

To ensure that the Council complies with the requirement to set the budget for 2013/14.

#### **Alternative option(s) considered and rejected**

None.

### **13.EC.20 REVENUE BUDGET MONITORING 2012/13 REPORT 3 (END OF DECEMBER 2012)**

The Executive Member for Resources, Policy and Performance outlined 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.

The Council expected to make overall target savings of £ 200,000 in 2012/13 from management of the establishment. Excellent progress had been made in this area

and the full savings target for 2012/13 had been achieved. The projected revenue outturn showed a forecast underspend of around £ 564,000 against the budget.

In response to a query Members discussed the different mechanisms to measure the impact of the schemes introduced to increase the number of people in the Town Centre, including numbers of people parking and for how long, and footfall surveys as part of a wider piece of work in this area.

**Decision made**

**To note the report.**

**Reason(s) for decision**

To ensure the Council's budgetary targets are achieved.

**Alternative option(s) considered and rejected**

None.

**13.EC.21 CAPITAL PROGRAMME MONITORING 2012/13 AND CAPITAL PROGRAMME 2013/14 TO 2015/16**

The Executive Member for Resources, Policy and Performance updated Executive Cabinet on updates to the Capital Programme for 2012/13 to take account of proposed budget changes and the rephrasing of expenditure between years.

The report updated capital budgets for 2013/14 to take account of rephrasing of expenditure and other changes.

**Decision made**

- 1. Executive Cabinet recommend to Full Council to approve the proposed amendments to the Capital Programme for 2012/13, as presented in columns (2) and (3) of Appendix 1.**
- 2. Executive Cabinet recommend to Full Council to approve the proposed amendments to the Capital Programme for 2013/14, as presented in columns (2) and (3) of Appendix 2.**

**Reason(s) for decision**

1. The 2012/13 and 2013/14 Capital Programmes should be amended to reflect the rephrasing of expenditure between years.
2. An increase in the budget for play facilities by £11,000 needs to be reversed, because the funding would not be received by the Council, but the scheme would still receive the benefit.
3. Recharges from revenue in 2012/13 should be reduced by £56,440 to reflect the reduced value of the programme. A 2013/14 play facilities budget should be reduced by £7,300 because it would be used to finance appropriate expenditure charged to the revenue budget in 2012/13.

**Alternative option(s) considered and rejected**

None.

**13.EC.22 LANCASHIRE SINGLE HOMELESSNESS INITIATIVE**

The Executive Member for Homes and Business presented a report which updated Executive Cabinet on the Lancashire Single Homelessness Initiative, including the funding methodology to be applied, and the measures to be funded using the grant.

In 2012, £20 million funding was made available by the DCLG to be targeted for services for single homeless people and intended to mitigate the impact of a series of welfare reform measures, including the extension of the single room rent to those aged 25 to 35 years of age.

The DCLG selected lead authorities to act as coordinators within specific regions and Chorley Council has been selected to coordinate the Lancashire programme, with grant allocation of £504,000. This would cover the 14 authorities across Lancashire.

The funding methodology used population to determine how the main pot of funding would be distributed. The key purpose of the grant was to ensure single people (to whom the Council did not owe a statutory duty to) were provided with a service to enable them to access accommodation either in the private rented sector or the social sector, which was affordable to them and therefore prevented the need to sleep rough.

**Decision made**

- 1. Approval granted to the proposals for the programme and the funding methodology.**
- 2. Approval granted to the procurement approach proposed for the three measures.**

**Reason(s) for decision**

This programme will provide services specifically for single people and will mitigate the impact of welfare reform.

**Alternative option(s) considered and rejected**

No other options have been considered.

**13.EC.23 DRAFT CENTRAL LANCASHIRE HIGHWAYS AND TRANSPORT MASTERPLAN JANUARY 2013**

The Executive Member for LDF and Planning introduced a report which informed Executive Cabinet about the content of the draft Central Lancashire Highways and Transport Masterplan. The report also sought approval for the Council's consultation response.

The Council supported Option 3, improve and extend Central Lancashire's highway and transport network. However, concerns were expressed about the limited schemes identified for Chorley, the funding expectations through CIL and omission of proposals from the masterplan.

Members supported the draft response and echoed concerns raised, particularly relating to the lack of proposals to deal with areas on congestion, parking at Chorley railway station, infrastructure to support employment centres or to re-open Coppull railway station.

**Decision made**

**To note the report and the consultation response to be sent to Lancashire County Council.**

**Reason(s) for decision**

So that members are fully aware of the work in relation to the Local Transport Plan; Local Plan Review and Community Infrastructure Levy preparation.

**Alternative option(s) considered and rejected**

None.

**13.EC.24 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED - To exclude the press and public for the following items of business on the ground that it involved the likely disclosure of exempt**

information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

### **13.EC.25 OUTCOME FOR PROCUREMENT OF HYBRID MAIL**

The Executive Member for Resources, Policy and Performance presented a confidential report which updated Executive Cabinet with the outcome of the Councils procurement of the hybrid mail service. The report also sought approval to award the contract.

#### **Decision made**

- 1. Approval to appoint UK Mail who achieved the highest scoring tender as the preferred supplier of the Councils outbound mail service for a term of three years subject to completion of contract terms (i.e. trial period) being met satisfactorily.**
- 2. Approval that UK Mail initially undertakes the printing, packaging and posting of the annual council tax bills for 2013/14 before extending to incorporate other Council services.**

#### **Reason(s) for decision**

1. To enable the Council to secure a competitive mail handling service to help drive efficiency savings.
2. That the Council is confident in its appointment of UK Mail as the supplier of these services by ensuring the successful completion of a trial period as part of its contract terms.
3. To help support the already approved changes to the organisational structure and those required in the future.
4. To help support improvements in the Councils disaster recovery and business continuity arrangements.

#### **Alternative option(s) considered and rejected**

Executive Cabinet approval was given to this approach on 22 November 2012.

### **13.EC.26 PROPOSED DISPOSAL OF COUNCIL LAND AT HODDER AVENUE, CHORLEY**

The Executive Member for Resources, Policy and Performance presented a confidential report which sought approval to the disposal of the above council owned land to an approved Registered Provider for the construction and letting of affordable rented housing.

#### **Decision made**

**Approval granted to the transfer of the above site on the terms proposed and detailed in the Executive Summary for the provision of affordable rented homes, subject to the addition of “and 50% on lets thereafter” to the end of the Nominations paragraph.**

**The paragraph to read The Council’s preference is 100% nomination rights on the first lets and 100% on all subsequent lets of the properties in perpetuity. However 100% nomination rights on the first lets and 100% on all subsequent lets for 20 years would be acceptable and 50% on lets thereafter.**

#### **Reason(s) for decision**

The transfer of the sites will result in the construction of 24 new Affordable rented residential properties to be advertised and let through the Select Move choice based lettings system.

**Alternative option(s) considered and rejected**

If the site is not transferred to a Registered Provider the council may fall short of its own targets for the delivery of affordable homes within the Borough.

**13.EC.27 RESTRUCTURING OF SHARED ASSURANCE SERVICES**

The Executive Member for Resources, Policy and Performance presented a confidential report which sought approval for proposed staffing changes in Shared Assurance Services (SAS).

The proposals had been considered by the Shared Services Joint Committee on 24 January 2013 and were now recommended for approval by both host authorities.

**Decision made**

**Approval granted to the staffing changes proposed within the report.**

**Reason(s) for decision**

To present a quality, sustainable and cost effective service delivery model for members' approval.

**Alternative option(s) considered and rejected**

The proposals contained within this report were subject to detailed examination and consultation at officer level and incorporate the requirements of both authorities' Chief Executives / S151 Officers.

Executive Leader