

EXECUTIVE CABINET - GENERAL REPORT

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

MEETING HELD ON 16 JANUARY 2014

Member Information Systems

2. The Executive Member for Resources, Policy and Performance presented a report seeking approval for the Members' IT desktop and associated home packages to be replaced entirely with data enabled tablet devices empowering Members to access information systems beyond home and office boundaries.
3. The drive for efficiencies has led to improvements in digital systems across the Council. The proposed roll out of tablet devices for Members and officers will improve access to these systems. Members will be empowered to access information on the move to support engagement with their communities.
4. Several Members volunteered to engage in a proof of concept exercise using tablet devices for a trial period. The project has been facilitated by Member Support Working Group. Two device types have been trialed and a third rejected on lack of operational merit. The iPad is the most favoured and will present the least user issues which has been the experience of other local Councils.
5. A number of criterions have been set and feedback gathered at the end of the trial period. Improvements suggested will contribute to the final configuration of devices before roll out.
6. We queried several points including the use of Office 365 and Lync in the future, wi-fi, 4 G connectivity, 1 GB data usage and the ability to print. Training and support will be available and the detailed roll out plan will be forwarded to Members for their information.
7. We granted approval to the proposals.

GIS Strategy 2014-2017

8. The Executive Member for Resources, Policy and Performance presented a report seeking approval of the GIS Strategy 2014-17 and providing information on the work completed since approval of the last strategy in 2008.
9. The strategy sets out how the Council will use GIS to enable digital access to information and data, and how it can be used to improve service productivity and performance, enabling staff to work efficiently through the use of desktop and mobile systems.
10. Business intelligence from the use of GIS will support day to day operational management of services and inform decisions on resource planning.

11. The strategy proposes development of applications to support ward/parish based information that will be available online through the Council website. It is particularly pertinent to provide geographical insight for Council Members about service requests such as Planning, Licensing applications and fly tipping.
12. The GIS Strategy will support the implementation of both the council's ICT Strategy 2014-17 and Digital Strategy 2014-17.
13. We noted that the Council are working with LCC to map their assets and that the function relating to "My Parish" will be operational by the end of the year.
14. We granted approval to the GIS Strategy 2014-17.

Digital Strategy 2014-2017

15. The Executive Member for Resources, Policy and Performance presented the Digital Strategy 2014 – 17 for consideration and agreement.
16. Reductions in local government financing mean that services need to be delivered in a more efficient way and working practices need to be streamlined in order to reduce costs. Much investment has been made in technology and the Council needs to make the most effective use of the digital opportunities available.
17. We noted that an integrated impact assessment will be undertaken on the strategy to assess its implications, particularly for different equality strands. The strategy's aim to make online the preferred channel for customers is not at odds with the council's Equality Scheme. The strategy will not preclude customers from using other channels to access services and alternative approaches such as face to face support can be made available for customers.
18. We granted approval to the Digital Strategy 2014 – 2017.

Approval for the Contract Award Procedure and Evaluation Criteria: Skate Park on Jubilee Recreation Ground, Adlington

19. The Executive Member for Resources, Policy and Performance presented a report seeking approval for the award procedure and evaluation criteria for the tender of design and installation of a concrete skate park on Jubilee Recreation Ground in Adlington.
20. The Council has obtained Section 106 monies from the Grove Farm development in Adlington which specifies that £ 103,000 be used to improve play facilities on Jubilee Recreation Ground in Adlington. In conjunction with Councillors from Adlington, an outline project plan has been written to scope out the delivery of this project.

21. Extensive consultation has been carried out with young people and residents from Adlington in three individual sessions throughout September and October 2013 and the results of this consultation analysed. 100% of those consulted agree that the play area needs to be improved, no one objected to the site being improved. Young people and surrounding residents were asked what they would like to see improved on site.
22. A skate park is the most popular option along with improved surfacing, next is dynamic play equipment and football along with more seating. A further consultation has been carried out with the young people to determine preference of the design of the skate park and to provide the brief that will be given to the tenderers.
23. We granted approval to the procurement approach.

Creating a Single Front Office: Staffing Review of Revenues, Benefits, Customer Services and Planning Business Support

24. The Executive Member for Resources, Policy and Performance presented a report seeking approval for the phased restructure of the Revenues and Benefits, Customer and Transactional, and the Planning Business Support teams within the Customer, ICT and Transactional Service.
25. The report sets out the principles that will inform the change, which includes developing a single front office where services are delivered as far as possible at the first point of contact.
26. Migrating processes to the front office will enable an immediate reduction in management costs, and in the longer term will enable significant reductions in the back office.
27. We granted approval to the principles for the long term organisational business model and the proposed structure detailed in the report, for consultation. We also granted approval to the remodelling and extension of the Customer Service Centre at Union Street to support capacity for increased front office space and digital inclusion initiatives.

Strategic Housing Restructure

28. The Executive Member for Homes and Business presented a report which provides details of a review of the Strategic Housing Team, including the outcome of an informal consultation exercise, and proposals for a new structure.
29. We granted approval to the establishment changes proposed, subject to the statutory staff and Union consultation period.

MEETING HELD ON 13 FEBRUARY 2014

Final Report - Health and Wellbeing Benefits of the Play, Open Spaces and Playing Pitch Strategy

30. Councillor Steve Holgate, Chair of the Overview and Scrutiny Committee, presented the report of the Overview and Scrutiny Task Group – Tourism and Promoting Chorley.
31. The purpose of the Inquiry was to review the Council's Integrated Impact Assessment, which is the tool used to ascertain whether the Council's policies and procedures are robust and fit for purpose. The Health Impact Section of the document is used to assess whether or not, health and wellbeing opportunities are being maximised.
32. The inquiry focused on the emerging Play, Open Spaces and Playing Pitch Strategy as a way of testing the current health impact arrangements contained within the Integrated Impact Assessment tool.
33. Councillor Berry, Chair of the Task Group, highlighted the need for training on the Council's Integrated Impact Assessment.
34. We agreed to receive the report of the Overview and Scrutiny Task Group and accept it for consideration, with a view to the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.

Chorley Council Performance Monitoring Quarter Three 2013/14

35. The Executive Member for Resources, Policy and Performance advised us that the report set out performance against the Corporate Strategy and key performance indicators for 1 October to 31 December 2013.
36. Overall performance of key projects is excellent, with the majority of the projects now complete. Of those that are yet to be completed, 100% are rated as green and scheduled for completion by the end of quarter four. Performance of projects from the new Corporate Strategy, approved in November 2013, will be reported formally from quarter four.
37. Overall performance of Corporate Strategy and key service measures remains strong. 72% of the Corporate Strategy measures and 71% of the key service measures are performing above target or within the 5% tolerance.

38. The Corporate Strategy measures performing below target are; the percentage of customers dissatisfied with the way they were treated by the council, the percentage of domestic violence detections and the number of affordable homes delivered. The key service delivery measures performing below target are; the time taken to process housing and council tax benefit new claims and change events and the percentage of major planning applications determined within 13 weeks. Action plans have been developed to outline what action will be taken to improve performance.
39. We discussed the detection rates for domestic violence and noted that a partnership approach is essential in tackling domestic violence. The Police are the lead agency on this indicator and further information has been requested on this complex problem. We noted that the way Lancashire County Council commissions services in this area will be changing over the coming months.
40. The indicator relating to customers dissatisfied with the way they were treated by the council was discussed. The key is to find the reasons why customers are dissatisfied and put solutions in place. These solutions will be outlined in the next performance report. There will be instances where the customer will not be happy with the outcome, but this might not be because they have received bad service, but because they aren't happy with a decision e.g. a planning decision.
41. We noted that future reports will show the trend and the change from the previous report. We noted the report.

Chorley Partnership Performance Monitoring Quarter Three 2013/14

42. The Executive Member for Resources, Policy and Performance presented a report setting out the priorities and performance of the Chorley Partnership for 1 October to 31 December 2013.
43. The report presents the priorities of the partnership groups and how successfully they have been delivering against those priorities. This is a move away from using performance indicators towards providing some contextual information regarding the work that had been delivered and what impact and outcomes this has achieved.
44. Overall progress against priorities is excellent, of the eighteen priorities identified across the partnership, seventeen are rated green and one amber.
45. We noted the Meals on Wheels pilot with volunteers from Runshaw College and Help Direct to support socially isolated older people. A model of 'community kitchens' has been developed and piloted in western parishes, whereby pubs and garden centres are turned into luncheon clubs, supported by Runshaw College and Help Direct volunteers.

46. We supported the establishment of a project group with health partners including Lancashire Care Foundation Trust and Chorley and South Ribble CCG, to progress the delivery of the Friday Street Health centre. Lancashire Care Foundation Trust is leading on the development and this group will hold partners to account to ensure that progress is being made.
47. In response to a query we noted that the Working Together With Families programme is currently working with 133 families across Chorley. This is ahead of programme target and the Chorley model has been recognised by the Government as good practice.
48. We noted the figures in relation to the reducing young people not in Education, Employment or Training (NEETs) target and that the Scheme with Runshaw College has had a positive impact on getting young people into apprenticeships.
49. We noted the report.

Astley Development Plan

50. The Executive Member for People presented the report providing an update on development work in Astley and seeking approval for the five year development plan - Astley 2020.
51. Consultation regarding the future development of the site has taken place during August 2013 together with discussion with key stakeholders. A five year development plan from 2014-19, known as Astley 2020, has been produced that detailed actions covering five key areas:
 - i. Astley Hall and Park conservation.
 - ii. Improving the visitor offer and experience.
 - iii. Business development to support a sustainable business model.
 - iv. Heritage partnership development.
 - v. World War I commemoration.
52. The consultation had received 176 responses from a diverse audience and key stakeholders including Astley Advisory Group, Friends of Astley Park, Chorley Natural Society and the Town Centre Forum. The results clearly demonstrate support for a number of the proposals with strong support for events infrastructure, destination play area, sensory garden, fountain feature and temporary events car parking.
53. Existing and proposed funding will support the delivery of some elements of the development. However, significant funding will be required to fully deliver Astley 2020. This will require external funding through a suitable source such as the Heritage Lottery Fund. Preliminary discussions have taken place and a joint HLF bid together with Chorley Remembers will provide the best option for a further funding submission.

54. We queried plans for WWI commemoration and noted these will be shared with Members when available.
55. It was confirmed that all of the items within the museum at Astley Hall have been catalogued electronically as part of the museum accreditation process.
56. A report will be presented to Executive Cabinet in the new municipal year updating us on the work being undertaken in those Parks and open spaces managed by the Council across the Borough.
57. We approved the five year development plan, Astley 2020, and the further development work, subject to funding. We also granted approval for an initial expression of interest including a first round Heritage Lottery Fund (HLF) bid with Chorley Remembers to support the delivery of Astley 2020.

Renewable and Low Carbon Energy Supplementary Planning Document

58. The Executive Member for LDF and Planning presented a report seeking endorsement of the draft Renewable and Low Carbon Energy Supplementary Planning Document (SPD) for consultation.
59. The SPD expands on Core Strategy Policy 28 and provides further guidance on the implementation of this policy. Details are provided on various renewable and low carbon energy technologies, their requirements and the planning issues associated with each technology that will need to be addressed as part of any planning application.
60. The technologies covered by the SPD are; wind turbines, solar power, hydropower, biomass, heat pumps and combined heat and power
61. Guidance on each of the technologies have been brought together from a variety of sources in accordance with the National Planning Policy Framework (NPPF) and the guidance set out in Planning Practice Guidance for Renewable and Low Carbon Energy, DCLG, July 2013.
62. In accordance with both of these documents, buffer zones or separation distances have not generally been applied as many factors need to be taken into consideration when determining whether the impact of a proposal is acceptable, not just distance. There are separation guidelines associated with the safety of wind turbines.
63. We noted that the SPD highlights supplementary information that will be necessary to submit with a planning application for any of the technologies covered within the SPD, such as an Environmental Impact Assessment.
64. We granted approval to the draft Renewable and Low Carbon Energy Supplementary Planning Document, for consultation.

Permission to Consult on the Refreshed Private Sector Housing Assistance Policy

65. The Executive Member for Homes and Business presented a report seeking to consult on the refreshed draft Private Sector Assistance Policy.
66. Disabled Facilities Grants (DFGs) remain a statutory duty to provide for qualifying customers to enable them to live independently in their current homes. The refreshed policy now also looks at how applications from all tenures are prioritised, the relationship with Registered Providers, and has more detail on the role of Lancashire County Council. Service standards, conditions and eligibility for DFGs are also covered.
67. Following the withdrawal of Regional Housing Pot money, the Council is no longer able to offer the Energy Efficiency Assistance scheme or the Minor Repairs Assistance grant. However, the Council carries out an enabling, assistance and signposting role to connect customers up to new and existing schemes both nationally and locally which could improve the energy efficiency or general condition of their homes.
68. The refreshed policy is planned to last for a year, April 2014 to March 2015, after which it will be reviewed. National and local policy and budgets are currently subject to change beyond March 2015. The Council are monitoring these impending changes, seeking to influence where possible, to ensure Chorley is not disadvantaged.
69. We noted that an Overview and Scrutiny inquiry is ongoing into the delivery of DFGs at Lancashire County Council.
70. Information in relation to housing standards and fuel poverty will be included within the Policy as context prior to publication. Information was sought on whether there are people in adapted social rented properties who will be affected by the Under Occupancy (Spare Room Subsidy) Regulations and if so how this is being addressed. It was confirmed that those tenants will be eligible to apply for Discretionary Housing Payments (DHP) if they are struggling to maintain the tenancy.
71. We granted approval to publish the draft Private Sector Housing Assistance Policy for consultation 28 February to 19 March 2014 so it may be adopted in time for the 2014/15 financial year.

Approval for the contract award for resurfacing of three town centre car parks

72. The Executive Member for Resources, Policy and Performance presented a confidential report seeking approval to award the contract for resurfacing and improvements to the Portland Street and Flat Iron car parks. The report seeks approval to award the contract for tarmac paving the Fleet Street "free" car park behind the former McDonald's site to become a pay and display car park (an additional 70 spaces) with a small number of free spaces.

73. Once the recommendations for contract award are approved discussions will start with the contractor to agree a suitable programme of work. Work will not take place on Portland Street and the Flat Iron at the same time and the Tuesday market will remain on the Flat Iron.
74. Once an initial programme has been agreed the Town team, which includes local businesses and traders, will be informed. Although there will be some disruption to the car parks whilst this work takes place it was necessary to improve standards and should result in a long term boost to the town centre.
75. We granted approval to the award of the contract for the resurfacing of Portland Street and Flat Iron car parks. We also granted approval to the award of the contract for the tarmacing of the Fleet Street "free" car park behind the former McDonald's site and improvements to the Fleet Street short stay car park.

Recommendation

76. That the report be noted.

COUNCILLOR ALISTAIR BRADLEY
Executive Leader

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