



**MINUTES OF**

**EXECUTIVE CABINET**

**MEETING DATE**

**Thursday, 20 November 2014**

**MEMBERS PRESENT:**

Councillor Peter Wilson (Chair) and Councillors Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley

**MEMBER RESPONSIBLE:**

Councillors Steve Holgate and Danny Gee

**COUNCIL CHAMPIONS:**

Councillors June Molyneaux and Julia Berry

**OFFICERS:**

Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Customer and Advice Services), Jamie Carson (Director of Public Protection, Streetscene and Community), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment and Neighbourhoods), Asim Khan (Head of Customer, ICT and Transactional Services), Sarah James (Head of Policy (Public Service Reform)), Hayley Hughes (Public Service Reform Programme Officer) and Ruth Rimmington (Democratic and Member Services Officer)

**APOLOGIES:**

Councillors Alistair Bradley

**OTHER MEMBERS:**

Councillors Eric Bell, Mike Handley, Paul Leadbetter, Roy Lees, Marion Lowe, Matthew Lynch, Mick Muncaster and John Walker

**14.EC.77 Minutes of meeting Thursday, 23 October 2014 of Executive Cabinet**

**Decision: The minutes of the meeting of the Executive Cabinet held on 23 October 2014 be confirmed as a correct record and signed by the Executive Leader.**

**14.EC.78 Declarations of Any Interests**

There were no declarations of any interests.

**14.EC.79 Public Questions**

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

#### **14.EC.80 Chorley Council Performance Monitoring Second Quarter 2014/2015**

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

The report set out the performance against the delivery of the Corporate Strategy, and key performance indicators during the second quarter of 2014/15.

Overall performance of key projects was excellent, with the majority of projects either complete or on track. Two projects; deliver the Chorley youth zone, and Friday Street health centre had been rated amber due to issues relating to timescales in delivering initial actions, however work was now underway to bring these projects back on track. The youth zone would be the subject of a report at the next Council meeting and the health centre had progressed significantly since the Council had begun co-ordinating the project.

Overall performance on the Corporate Strategy indicators and key service delivery measures was excellent. 71% of the Corporate Strategy indicators and 90% of the key service measures were performing above target or within the 5% tolerance.

The Corporate Strategy measures performing below target were; the number of long term empty properties in the borough, and the percentage of customers dissatisfied with the way they were treated by the Council. Action plans had been developed to outline what action would be taken to improve performance. In fact, in month for September 2014 the overall dissatisfaction was 17.7%, against the target of 20%.

The key service delivery measure performing below target was; the time taken to process all new claims and change events for Housing and Council Tax benefit. Again, action plans were included within the report which outline what actions were being taken to improve performance.

**Decision: That the report be noted.**

#### **Reasons for recommendation(s)**

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

#### **Alternative options considered and rejected**

None.

#### **14.EC.81 Revenue and Capital Budget Monitoring 2014/15 Report 2**

The report of the Chief Executive was presented by the Deputy Leader and Executive Member (Resources), Councillor Peter Wilson.

Members discussed the recommendations in turn and raised several queries.

Members highlighted the fantastic work which had been undertaken by the Council, partners, schools and the community for "in bloom" and the success achieved at the North West in Bloom and Britain in Bloom awards.

**Decision:**

1. That the full year forecast position for the 2014/15 revenue budget and capital investment programme be noted.
2. Following the success of the Chorley in Bloom and buy-in from the community, Council be requested to approve the setting aside of £40,000 from in-year underspend to develop proposals surrounding the in bloom concept.
3. Approval granted to the use of £30,000 from budget savings in 2014/15 to fund the additional cost of borough-wide campaigns and events.
4. Council be requested to approve the use of £112,000 from budget savings achieved on the Property Services contract in 2014/15 to contribute a sum of £65,000 towards the Town Hall refurbishment works and £47,000 towards the capital cost of Christmas attractions and events. It is further proposed that any additional saving achieved in 2014/15 against this budget be transferred to the Buildings Maintenance Reserve to fund future asset improvement works.
5. That the transfer of a sum of £30,000 received from Chorley Community Housing to an Earmarked Reserve to fund continuation of the Employability Officer post in 2015/16 be noted.
6. That the forecast position on the Council's reserves be noted.
7. Council be requested to approve the following additions to the capital budget all externally funded from Section 106 receipts: £120k for the programme of improvement works at Ranglett's Recreation Ground; £63k for the improvement of the boroughs playing fields; and £2k from three small contributions to the Eaves Green development.
8. That the addition of a £10k contribution received from Lancashire County Council to the Buttermere Play and Recreation budget be noted.
9. Council be requested to approve the transfer of budgets between the capital and revenue budgets to better reflect future delivery of schemes – for further information see paragraph 59.
10. Council be requested to approve the removal of an £80k budget in the capital programme originally earmarked to fund the Council's contribution to a future highway improvement scheme which is no longer going ahead.
11. Council be requested to approve the removal from the capital programme of £25k for IT Projects. This element of the project will be funded from in-year revenue savings rather than borrowing, which will save the Council the cost of repayment in future years.
12. That the addition to the capital programme of £1.1m to fund the agreed Council contribution to the Croston Flood Prevention Scheme approved at Council on 23rd September 2014 be noted.
13. Council be requested to approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2014/15.

**Reasons for recommendation(s)**

To ensure the Council's budgetary targets are achieved.

**Alternative options considered and rejected**

None.

**14.EC.82 Fleet Street Master Plan - Extra Care Scheme**

The report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

Nationally and locally there were significant challenges in meeting the needs of a changing demographic profile, with increasing life expectancy and demands for housing which balance independence with varying levels of care and support.

Lancashire County Council published an Extra Care and Specialist Housing Strategy in May 2014 and this document provided strategic context for this emerging issue, as well as a compelling argument for significant volume of new provision of older person's accommodation across Lancashire, to meet both need but also deliver efficiency savings from the use of residential care and also hospital admissions.

Fleet Street was identified as a potential parcel of land suitable for housing development as part of the Town Centre Masterplan. A detailed consultation exercise was undertaken with local residents. The outcome of the consultation was positive and demonstrated a support locally for older person's accommodation.

Extra care in particular was identified as a suitable option as it was more than simply accommodation only for older persons, enabling care and support to be provided as part of an independent living environment, for those whose only other option was residential care.

Several site visits had been undertaken, at Wigan, Salford and Ormskirk. The project would require thorough planning and the support of relevant stakeholders including LCC, the CCG and the HCA. Initial discussions with these partners had been positive.

Members noted that a balance of tenure would be required.

#### **Decision:**

- 1. Council be requested to proceed with developing the business case and design for an extra care scheme on Fleet Street.**
- 2. Approval granted that an options appraisal is incorporated into the project which includes exploring the option for a council owned and managed Extra Care Scheme.**
- 3. Council be requested to proceed with site accumulation works and associated consultation.**
- 4. Council be requested to allocate sufficient resources in order to proceed with the project, which will enable the commission of an architect and if necessary professional fees to assist in the modelling of the scheme finances, including capital costs and income and expenditure.**
- 5. That subject to the findings of the business case, a future report is submitted to Executive Cabinet which will seek permission to allocate the land, any capital funding and to progress the scheme.**

#### **Reasons for recommendation(s)**

To deliver appropriate housing for older persons and develop a scheme which will become a long-term council asset which will generate a revenue income stream.

#### **Alternative options considered and rejected**

An alternative option is to transfer the site to an RP for use for general needs housing however this was rejected because there is a compelling case for new older persons accommodation and the Council needs to explore ways of combining the delivery strategic objectives with generating income.

#### **14.EC.83 Digital Changes to Business Processes**

The report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

The Councils Digital Strategy aimed to help residents/customers with digital access to services and information. Significant progress continued with the digital agenda and work was underway to promote digital inclusion for customers to access services online.

Changes to services would be made aimed at speeding up digital access and digital inclusion which otherwise would require an increase in resources. The changes were in line with the aims and objectives of the council in adopting a 'digital first' approach helping to improve services, achieve further efficiencies and improvements in both business and management information.

Members noted that the Councils customer service centre would continue to support in person access to services and through its digital access points.

In response to a query it was noted that savings based on staffing resources were not cashable, at this stage, but intended to be used to enhance both single front office and planning services to the customer throughout the changes.

Members noted that Universal Credit would be launched the following week, which would be resource intensive for staff.

**Decision: That the changes outlined in the report be noted.**

#### **Reasons for recommendation(s)**

Changes to how customers access services are necessary:

- a. The changes improve access to services for customers whilst promoting digital access.
- b. There has been an increase in customer contact over the last 18 months due to a number of initiatives and external changes:  
There has been a high demand for waste collection services such as the free waste electrical and electronic equipment and recycling waste container service  
There have also been external factors such as the welfare reform changes, including the Council Tax Support Scheme and the expansion of Buckshaw Village that have led to an increase in the demand for services and information from the council
- c. Balancing resources without compromising services is at the forefront of these change proposals.

#### **Alternative options considered and rejected**

No viable alternative options have been identified at this stage.

#### **14.EC.84 Exclusion of the Public and Press**

**Decision: To exclude the press and public for the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

#### **14.EC.85 Lancashire County Council Recommissioning of Integrated Home Improvement Services (IHIS)**

The confidential report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

##### **Decision:**

- 1. Approval granted to accept LCC's offer of a partnership arrangement to deliver the IHIS service in Chorley (contract area 3) from April 2015, on an initial 3 year term to 31 March 2018, with an option to extend for an additional 2 years to 31 March 2020.**
- 2. Approval granted for Officers to investigate the feasibility of the Council tendering for the IHIS service in contract area 4, which comprises West Lancashire, South Ribble and Preston. Exploring the potential for such an opportunity would include dialogue with Preston Care & Repair (with whom we already work closely as our existing Handyperson provider) as potential partners in a joint bid for this contract.**

##### **Reasons for recommendation(s)**

Accepting the IHIS contract will enable the Council – through the HIA - to continue to directly deliver a holistic service to some of the most vulnerable members of the community.

##### **Alternative options considered and rejected**

An option of declining LCC's offer to enter into a partnership agreement to deliver the IHIS service was considered and rejected. To decline LCC's offer would have meant loss of funding to the HIA. It could have also compromised the Council's position in the sense that its ability to influence and direct the activities of the delivery agent would be reduced if that role was not performed by the HIA.

Chair

Date