



<b>MINUTES OF</b>	<b>EXECUTIVE CABINET</b>
<b>MEETING DATE</b>	<b>Thursday, 26 March 2015</b>
<b>MEMBERS PRESENT:</b>	Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Graham Dunn, Adrian Lowe and Paul Walmsley
<b>MEMBER RESPONSIBLE:</b>	Councillors Steve Holgate and Danny Gee
<b>COUNCIL CHAMPIONS:</b>	Councillors June Molyneaux, Jean Cronshaw and Mark Jarnell
<b>OFFICERS:</b>	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), Susan Guinness (Head of Shared Financial Services), Simon Clark (Head of Health, Environment and Neighbourhoods), Martin Sample (Housing Team Leader (Private Sector)) and Ruth Rimmington (Democratic and Member Services Officer)
<b>APOLOGIES:</b>	Councillor Beverley Murray
<b>OTHER MEMBERS:</b>	Councillors Eric Bell, Charlie Bromilow, Henry Counce, Matthew Lynch, Mick Muncaster and John Walker

#### **15.EC.109 Minutes of meeting Thursday, 12 February 2015 of Executive Cabinet**

**Decision:** The minutes of the meeting of the Executive Cabinet held on 12 February 2015 be confirmed as a correct record and signed by the Executive Leader.

#### **15.EC.110 Declarations of Any Interests**

There were no declarations of any interests.

#### **15.EC.111 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.

## **15.EC.112 Revenue and Capital Budget Monitoring 2014/15 Report Three**

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

The report set out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2014/15. As the latest projected revenue outturn indicated an underspend against the approved budget for 2014/15, no action was required at this stage in the year.

The Council's Medium Term Financial Strategy proposed that working balances were to be maintained at a level no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of February showed that the General Fund balance could be around £2.295m.

### **Decision:**

- 1. The full year forecast position for the 2014/15 revenue budget and capital investment programme was noted.**
- 2. Request Council approve the set aside of around £100,000 of additional forecast revenue income from Council Tax Summons and Liability Order charges in 2014/15 to offset any future increased liability in bad debts as a result of these charges.**
- 3. Request Council approve the use of £40,000 from in-year revenue underspends to fund additional temporary staffing resources required in the Single Front Office.**
- 4. The forecast position on the Council's reserves was noted.**
- 5. Request Council approve the following additions to the capital budget all externally funded from Section 106 receipts:**
  - £35k for the improvement and equipping of the existing trim trail in Carr Brook;**
  - £9.6k play and open space contribution on the Union Street, Whittle-woods play area;**
  - £12.4k for play and open space provision at Coronation Recreation Ground.**
- 6. Approval granted that the addition to the capital budget of £8.5k subsidy to Adactus Housing to be funded from the Regional Housing Pot.**
- 7. Approval granted for the transfer of budgets within the capital programme to better reflect budget requirements.**
- 8. Approval granted for the transfer of budgets between the capital and revenue budgets to better reflect future delivery of schemes.**
- 9. Request Council approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2014/15.**
- 10. The addition to the capital programme of £3.365 million investment projects approved at Council on 3rd March 2015 was noted.**

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

To ensure the Council's budgetary targets are achieved.

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

None.

### **15.EC.113 Joint Procurement Strategy 2009 to 2014 Performance Report and Proposals for a new Joint Procurement Strategy 2015 to 2018**

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

The report sought approval for the Joint Procurement Strategy (JPS) with South Ribble Council to cover the period 2015/16 to 2018. The report provided a summary of progress and achievements achieved by the previous JPS and information on the National Procurement Strategy and Sustainable Procurement Policy.

The Policy incorporated changes required by new legislation. Significant savings had already been made by both authorities through the use of the Strategy and targets had been set for the future.

#### **Decision:**

- 1. Approval granted for the adoption of the Chorley and South Ribble Councils' 2015 to 2018 Joint Procurement Strategy.**
- 2. Approval granted that the current Sustainable Procurement Policy remain in force.**

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

To continue the successful delivery of a JPS with South Ribble Council via its Shared Financial Services arrangements.

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

Allow the previous JPS to expire.

### **15.EC.114 Neighbourhood Priorities**

The report of the Director of Public Protection Streetscene and Community was presented by the Executive Leader and Executive Member (Economic Development and Partnerships).

The report updated Members on the delivery of the 24 neighbourhood priorities in 2014/15 and sought approval for the new 24 neighbourhood priorities to be delivered in 2015/16.

There was a diverse range priorities and some would require further consultation to fully understand and determine community needs. Funding for the delivery of the priorities would be through existing budgets, business as usual resources, leveraging in partner resources and approaching Parish Councils to release a proportion of their precept.

The priorities covered a range of issues, however some priorities did have similarities across neighbourhoods and some also fell within programmes of work planned for 2015/16. Where this was the case the particular programmes of work would take into account the respective priorities and seek to deliver them in those terms.

The attendance at the meetings was noted as positive, across the Borough, Lancashire and Parish Councillors, and the housing providers.

**Decision:**

1. **Approval granted for the 24 priorities and actions identified through the recent round of Neighbourhood Area meetings and for delivery in 2015/16 as listed in Appendix 1 of the report.**
2. **Delegated responsibility was granted to the Executive Member for Community Services to approve details costs for each priority as they emerge.**
3. **The successful delivery of neighbourhood priorities in 2014/15 as listed in Appendix 2 to the report was noted.**

**Reasons for recommendation(s)**

To progress the priorities determined by the neighbourhood area representatives for the benefit of the communities within their respective neighbourhood areas during 2015/16.

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

None.

**15.EC.115 Home Energy Conservation Act (HECA) Report 2015**

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

The report explained the Council's requirements in respect of the Home Energy Conservation Act (HECA), advised on HECA-related activity carried out to date, and set out the proposed HECA-related activity for the future. The Council had a statutory obligation to publish a HECA report.

The Council had a corporate strategy target for its Fuel Poverty rates to be below the North West average and to date this target had been met. An excellent example of the work the Council was undertaking was the Energy Switching Support Service, which helped to make customers' energy bills to be more affordable and, by generating cost savings, provided more disposable income for the household.

**Decision: Approval granted to the proposals set out in Appendix 1 of the report.**

**Reasons for recommendation(s)**

By accepting the HECA report the Council has ensured that it is meeting its statutory obligations to publish such a report by 31 March 2015.

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

There were no alternative options to be considered in terms of providing a HECA report, because the Council has a statutory obligation to publish one.

**15.EC.116 Exclusion of the Public and Press**

**Decision: That press and public be excluded for the following items of business on the ground that it involves 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.**

## **15.EC.117 Key Partnerships Monitoring Report**

The confidential report of the Chief Executive was presented by the Deputy Executive Leader and Executive Member (Resources).

The report was produced in accordance with the requirements of the council's key partnerships framework. It detailed the performance of the council's key partnerships against targets set for the current year, any emerging issues including whether the contract was on budget or subject to any overspend or underspend of budget and an assessment of the key partner's financial strength and stability.

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

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

To ensure effective monitoring of the council's key partnerships.

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

No alternative options considered.

## **15.EC.118 Approval for Contract Procedure and Award for Waste Collection from Council Buildings and Market Walk Shopping Centre**

The confidential report of the Director of Public Protection, Streetscene and Community was presented by the Deputy Executive Leader and Executive Member (Resources).

The report sought approval for the award procedure and evaluation criteria for the two year contract to collect waste from Council owned buildings including the Market Walk shopping centre. The report also sought approval to award the contract described above.

### **Decision:**

- 1. Approval granted to the award procedure and evaluation criteria for collecting waste from Council buildings and premises.**
- 2. Approval granted to the award of the contract for collecting waste from Council buildings and premises as set out in the report.**

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

Under the Council's Contract Procedure Rules approval by the Executive Cabinet for contract award for tenders greater than £75,000 is required.

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

To not agree contract procedure and award would fail to comply with the Council's Procurement rules.

## **15.EC.119 Lancashire County Council: 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).

The report provided an update on the Council's negotiations with Lancashire County Council, with regards to a Collaboration Agreement between LCC and the Council which would result in the Council's Home Improvement Agency (HIA) delivering

Integrated Home Improvement Services (IHIS) on behalf of LCC in Chorley with effect from 1 May 2015.

The report sought approval, in the form of a waiver of contract procedure rules, for the Council to enter into a partnership arrangement with a contractor to deliver the Minor Adaptations element of IHIS, for a period of eleven months from 1 May 2015. This would also require a waiver of contract procedure rules on the basis that there were circumstances which were genuinely exceptional and not of the Council's making.

**Decision: Approval granted for the Council to use a contractor to deliver the Minor Adaptations element of IHIS for an eleven month period commencing 1 May 2015.**

**Reasons for recommendation(s)**

1. Appointing an experienced contractor to deliver the Minor Adaptations element of IHIS throughout Chorley will ensure that the service will be operational with effect from the launch date of 1 May 2015, in accordance with the timeframe set out in the 'Collaboration Agreement' between the Council and LCC.
2. Appointing such a contractor for an eleven month period will provide an opportunity to conduct a comprehensive options appraisal which will involve an analysis of various options including jointly tendering the handyperson and minor adaptations service as well as considering the possibility of directly employing operatives to deliver these services in-house.
3. The Handyperson contract ends on 31 March 2016 so it would be possible to carry out a joint tender during 2015/16 should this be considered the most effective approach.

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

An option of seeking Cabinet approval to go out to tender to appoint a contractor to deliver the Minor Adaptations service was considered but rejected on the basis that LCC have only recently (17 March) sent a draft Collaboration Agreement to the Council. Going out to tender without having first agreed the contents of the Collaboration Agreement would not have been appropriate.

**15.EC.120 Strategic Housing Structure**

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

The report sought approval to make permanent temporary staffing arrangements in Strategic Housing which had been in place since May 2014.

**Decision:**

1. **Approval granted to the structure for formal consultation.**
2. **Approval granted that following consultation the final decision on the staffing changes be delegated to the Executive Member for Customer and Advice Services, subject to there being no fundamental changes to the proposition.**

**Reasons for recommendation(s)**

To implement a permanent Strategic Housing staffing structure which will meet the needs of Chorley residents.

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

We could revert back to the structure approved in January 2014. However, given the temporary arrangements have worked well and we are likely to encounter the same issues with recruiting to the vacant Housing Support Services Manager post this option has been dismissed.

Chair

Date

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