

## **EXECUTIVE CABINET**

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

## **GENERAL REPORT OF MEETING HELD ON 27 AUGUST 2015**

### **Report of Overview and Scrutiny Task Group - Public Transport Issues**

2. The Chair of the Overview and Scrutiny Committee, Councillor John Walker, presented the report. Councillor Walker thanked the Chair, members of the Task Group and officers involved with the inquiry.
3. We noted that Lancashire County Council have made a plea to the Government regarding funding for rural transport.
4. We received and accepted for consideration the report of the Overview and Scrutiny Task Group. Our response to the recommendations will be reported to a future meeting.

### **Chorley Council Performance Monitoring - First Quarter 2015/2016**

5. The Executive Member (Resources), Councillor Peter Wilson presented the report of the Chief Executive. The report sets out the performance against the delivery of the Corporate Strategy, and key performance indicators during the first quarter of 2015/16.
6. Overall performance of 2014/15 key projects is good, with 83% of the projects on track or complete. Three projects are rated amber; deliver improvements to Market Street, progress key employment sites, and develop and agree plans for delivery of the Friday Street Health Centre. These rating are due to issues relating to timescales, however, work is now underway to bring these projects back on track.
7. I explained that businesses relocating to Chorley have 18 months to create jobs which means there can be a time lag in realising the associated employment opportunities. When working with inward investors it can take a significant amount of time to reach the application stage and although work is ongoing to progress cases to this stage, by the end of quarter one 2015/16 there are no new Choose Chorley grant applications approved. There are currently two Choose Chorley grant applications ongoing and it is anticipated that these will create a significant number of employment opportunities during 2015/16.
8. We noted the report.

### **Houses in Multiple Occupation - Adoption of Standards**

9. The Executive Member (Public Protection), Councillor Paul Walmsley presented the report of the Director of Public Protection, Streetscene and Community.

10. The report seeks adoption of standards for the provision of accommodation in Houses in Multiple Occupation (HMO's). HMO are defined as premises where there are at least three tenants being accommodated who form more than one household and there is sharing of facilities such as toilet, bathroom or kitchen, across three floors. A household is defined as either a single person or members of the same family living together.
11. There are certain requirements over and above the general housing standards in the private rented sector that must be met for HMOs. In some cases, HMOs of a particular size can only be operated if licensed by the Council. Currently, there are estimated to be around 15 HMO's in Chorley, two of which are of a size requiring a licence to operate.
12. Historically, standards in HMO's have been maintained through periodic inspection by Council officers and liaison with landlords to ensure satisfactory standards in relation to property repair, provision of shared facilities and fire protection measures. However, this sector of the housing market is becoming increasingly popular and property developers are increasingly seeking to procure large premises for conversion to HMO type accommodation, as it fills a market gap between hostel/lodging type accommodation and fully self-contained housing accommodation.
13. In order to promote consistency of provision in this type of accommodation it is proposed that the Council should adopt a set of standards against which HMO landlords can be advised to provide, and, where the HMO is licensable the standards can be conditional on the HMO licence being granted.
14. We granted approval to adopt the standards for accommodation in HMO's as set out in Appendix A of the report.

### **Civics Review**

15. The Executive Member (Resources), Councillor Peter Wilson presented the confidential report of the Chief Executive.
16. The report updates on proposals for restructuring Civic Services and seeks authority to implement the changes.
17. We granted approval to the changes proposed to the structure of Civic Services (to include the Cleaners), outlined at paragraphs 20-26 for consultation and granted delegated authority to the Executive Member (Resources) to receive the consultation responses and subject to there being no opposition to agree to the implementation of the changes.

### **Information Security Framework**

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

19. The report presents the updated Information Security Framework (ISF) following consultation with all affected stakeholders, highlighting changes made to the ISF and the consolidation of a number of existing policies taking into account changes and advancements in technology. The report sets out the roll-out of the updated ISF for both staff and members.
20. We granted approval to the updated Information Security Framework for staff and councillors. We granted approval that any subsequent changes, that may be necessary, be approved by the Executive Member (Customer and Advice Services) under delegated powers, following consultation with interested parties.

### **Single Front Office midterm report**

21. The Executive Member (Customer and Advice Services), Councillor Graham Dunn presented the confidential report of the Director of Customer and Advice Services.
22. The report provides an update on progress made in the implementation of the Single Front Office (SFO) and proposes changes based on experience from the first year of operational delivery.
23. We granted approval to the following changes:
  - a. To continue with supporting and developing staff in generic skills, enable them to retain and/or develop one area of specialism plus one other service in line with service needs outlined in Appendix A.
  - b. Calls to be routed to staff within the SFO with appropriate skills to complete the service request at the first point of contact.
24. We granted approval to develop three further opportunities for staff to train in Council Tax and Housing Benefits and granted approval to create three apprenticeship posts in support roles for a fixed term period of two years.

### **Recommendation**

25. That the report be noted.

COUNCILLOR ALISTAIR BRADLEY  
Executive Leader

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