



**MINUTES OF**

**EXECUTIVE CABINET**

**MEETING DATE**

**Thursday, 27 August 2015**

**MEMBERS PRESENT:**

Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Graham Dunn, Adrian Lowe and Paul Walmsley

**MEMBER RESPONSIBLE:**

Councillors Hasina Khan and Matthew Lynch

**COUNCIL CHAMPIONS:**

Councillors Julia Berry, Jean Cronshaw and Gordon France

**OFFICERS:**

Lesley-Ann Fenton (Director of Customer and Advice Services), Jamie Carson (Director of Public Protection, Streetscene and Community), Alex Jackson (Legal Services Team Leader), Carol Russell (Democratic Services Manager), Susan Guinness (Head of Shared Financial Services), Simon Clark (Head of Health, Environment and Neighbourhoods), Asim Khan (Head of Customer, ICT and Transactional Services) and Ruth Rimmington (Democratic and Member Services Officer)

**APOLOGIES:**

Councillor Beverley Murray

**OTHER MEMBERS:**

Councillors Charlie Bromilow, Henry Counce, Margaret France, Greg Morgan, Mick Muncaster and John Walker

**15.EC.137 Minutes of meeting Thursday, 25 June 2015 of Executive Cabinet**

**Decision: The minutes of the meeting of the Executive Cabinet held on 25 June 2015 be confirmed as a correct record and signed by the Executive Leader.**

**15.EC.138 Declarations of Any Interests**

There were no declarations of any interests.

**15.EC.139 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.140 Report of Overview and Scrutiny Task Group - Public Transport Issues**

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.

Members noted that Lancashire County Council had made a plea to the Government regarding funding for rural transport.

**Decision: Approval granted that the report of the Overview and Scrutiny Task Group be received and accepted for consideration. The Executive Cabinet's response to the recommendations would be reported to a future meeting.**

## **15.EC.141 Revenue and Capital Budget Monitoring 2015/16 Report 1 (End of June 2015)**

The report of the Chief Executive was presented by the Executive Member (Resources), Councillor Peter Wilson. 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 2015/16.

The projected revenue outturn currently showed a forecast underspend of £444,000 against budget (including savings made in Market Walk financing costs). The report proposed that Council should approve the use of most of the forecast overspend for the funding of service improvements, £106,000 would be added to General Balances if all proposals were approved.

The Council's Medium Term Financial Strategy proposed that working balances should reach £3.0m over the 3 year lifespan of the MTFS to 2017/18 due to the financial risks facing the Council. This was an increase from previous years' strategies and had been set to match the total budget deficit currently forecast for 2017/18. A budgeted contribution into General Balances of £350k was contained within the new investment package for 2015/16. The current forecast to the end of June showed that the General Fund balance could be around £2.744m by the end of the financial year, after adding the £106,000 underspend.

### **Decision:**

- 1. Approval granted that the full year forecast position for the 2015/16 revenue budget and capital investment programme be noted.**
- 2. Approval granted that the forecast position on the Council's reserves be noted.**
- 3. Request Council approve the set aside of £100,000 from in-year revenue underspends to fund one-off capital payments to secure recurrent revenue savings on ICT contracts.**
- 4. Request Council approve the use of £39,000 held in reserves for the former NEETs programme to invest in the Town Centre Grants Programme and a further sum of £61,000 be funded from in-year savings.**
- 5. Request Council approve the use of £36,000 from in-year revenue underspends for capital investment in Christmas lighting for the town centre and Market Walk.**

6. Request Council approve the Single Front Office Apprenticeships at an estimated cost of £56,000 for two years, and that the unspent budget at 2015/16 year-end be carried forward in an earmarked reserve.
7. Request Council approve the proposed additions and re-profiling of the Capital Programme to better reflect delivery in 2015/16. This requires £166,000 revenue financing of the CCTV Programme to be brought forward from 2016/17 and 2017/18, which would be financed from a reserve earmarked for capital financing. In addition it is recommended that the budget for revenue financing of CCTV should be increased by £85,000, to be met from the forecast underspend.

**Reasons for recommendation(s)**

To ensure the Council's budgetary targets are achieved.

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

None.

**15.EC.142 Chorley Council Performance Monitoring - First Quarter 2015/2016**

The report of the Chief Executive was presented by the 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 first quarter of 2015/16.

Overall performance of 2014/15 key projects was good, with 83% of the projects on track or complete. Three projects were 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 were due to issues relating to timescales, however, work was now underway to bring these projects back on track.

Councillor Bradley explained that businesses relocating to Chorley had 18 months to create jobs which means there could be a time lag in realising the associated employment opportunities. When working with inward investors it could take a significant amount of time to reach the application stage and although work was ongoing to progress cases to this stage, by the end of quarter one 2015/16 there were no new Choose Chorley grant applications approved. There were currently two Choose Chorley grant applications ongoing and it was anticipated that these would create a significant number of employment opportunities during 2015/16.

**Decision: Approval granted 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 option(s) considered and rejected**

None.

**15.EC.143 Houses in Multiple Occupation - Adoption of Standards**

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

The report sought adoption of standards for the provision of accommodation in Houses in Multiple Occupation (HMO's).

Houses in Multiple Occupation (HMO) were defined as premises where there were at least three tenants being accommodated who formed more than one household and there was sharing of facilities such as toilet, bathroom or kitchen. A household was defined as either a single person or members of the same family living together.

There were certain requirements over and above the general housing standards in the private rented sector that must be met for HMOs, and in some cases, HMOs of a particular size could only be operated if licensed by the Council. Currently there were estimated to be around 15 HMO's in Chorley, two of which were of a size requiring a licence to operate.

Historically, standards in HMO's had 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 was becoming increasingly popular and property developers were increasingly seeking to procure large premises for conversion to HMO type accommodation, as it filled a market gap between hostel/lodging type accommodation and fully self-contained housing accommodation.

In order to promote consistency of provision in this type of accommodation it was proposed that the Council should adopt a set of standards against which HMO landlords could be advised to provide and where the HMO was licensable the standards could be conditional on the HMO licence being granted.

**Decision: Approval granted to adopt the standards for accommodation in HMO's as set out in Appendix A of the report.**

**Reasons for recommendation(s)**

1. To ensure the Council has appropriate and consistent standards against which providers of houses in multiple occupation can be assessed.
2. The adoption of these standards will provide useful guidance to landlords who provide HMO accommodation that does not require a licence to operate and clear licence conditions applicable to HMO's that do require a licence.

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

Having no adopted standards is rejected on the basis that these standards provide a useful benchmark against which this HMO type of accommodation can be measured.

**15.EC.144 Exclusion of the Public and Press**

**Decision: 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.**

**15.EC.145 Civics Review**

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

The report updated on proposals for restructuring Civic Services and sought authority to implement the changes.

**Decision:**

- 1. Approval granted to the changes proposed to the structure of Civic Services (to include the Cleaners), outlined at paragraphs 20-26 for consultation.**
- 2. Approval granted for 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.**

**Reasons for recommendation(s)**

The proposed structure will ensure improved service delivery, address issues with work life /balance raised with staff, provide savings in the future and ensure continuity in delivery.

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

Not doing the restructure will lead to a continuation of the issues highlighted in this report.

## **15.EC.146Information Security Framework**

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

The report presented the updated Information Security Framework (ISF) following consultation with all affected stakeholders, highlighted changes made to the ISF and the consolidation of a number of existing policies taking into account changes and advancements in technology. The report set out the roll-out of the updated ISF for both staff and members.

**Decision:**

- 1. Approval granted to the updated Information Security Framework for staff and councillors.**
- 2. Approval granted 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.**

**Reasons for recommendation(s)**

The existing Information Security Framework is out of date and does not cover all of the security risks that are faced by the Council. A number of previously separate policies have been combined into one cohesive framework suitable for all technology users and the structure has been changed in order to simplify the document.

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

- 1. Retaining, updating and ensuring consistency between separate existing documents.**
- 2. Dividing the Information Security Framework into a large number of distinct policies.**

## **15.EC.147 Single Front Office midterm report**

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

The report provided an update on progress made in the implementation of the Single Front Office (SFO) and proposed changes based on experience from the first year of operational delivery.

### **Decision:**

- 1. Approval granted that the following changes report be noted:**
  - 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.**
- 2. Approval granted to develop three further opportunities for staff to train in Council Tax and Housing Benefits.**
- 3. Approval granted to create three apprenticeship posts in support roles for a fixed term period of two years.**

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

To re-align the SFO implementation programme based on operational experience and knowledge gained in the first year.

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

Following the original plan to train all staff to be fully generic in every service area. Operational experience, feedback from staff and knowledge gained during the first year of the SFO project has shown that this option is not the most effective.

Chair

Date