

MINUTES OF

EXECUTIVE CABINET

MEETING DATE

Thursday, 2 August 2018

MEMBERS PRESENT:

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

OFFICERS:

Gary Hall (Chief Executive), Chris Sinnott (Director (Early Intervention and Support)), Asim Khan (Director (Customer and Digital)), Rebecca Huddleston (Director (Policy and Governance)), Chris Moister (Head of Legal, Democratic & HR Services), Jo Oliver (Waste and Streetscene Manager), Fiona Hepburn (Housing Solutions Manager), Simon Charnock (Digital Transformation Officer) and Ruth Rimmington (Democratic and Member Services Team Leader)

APOLOGIES:

Councillors Alistair Bradley and Jane Fitzsimons

OTHER MEMBERS:

Councillors Aaron Beaver, Eric Bell, Gordon France, Margaret France, Danny Gee, Tom Gray, Yvonne Hargreaves, Marion Lowe, Matthew Lynch, June Molyneaux, Greg Morgan and Alistair Morwood

18.EC.39 Minutes of meeting Thursday, 21 June 2018 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 21 June 2018 be confirmed as a correct record for signature by the Executive Leader.

18.EC.40 Declarations of Any Interests

There were no declarations of any interests.

18.EC.41 Public Questions

There were no public questions received.

18.EC.42 Chorley Council Performance Monitoring - First Quarter 2018/19

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director (Policy and Governance) which sets out performance against the Corporate Strategy and key service delivery measures for the first quarter of 2018/19, 1 April – 30 June 2018.

Overall, performance of key projects is good, with nine (75%) of the projects rated as green or complete. Three projects (25%) are currently rated amber.

Performance of the Corporate Strategy indicators and key service delivery measures is excellent. 100% of Corporate Strategy measures are performing on or above target or within the 5% threshold and 89% of key service delivery measures are performing on or above target or within the 5% threshold. Those indicators performing below target have action plans outlined with measures which will be put into place to improve performance.

Members discussed the projects relating to the development of a Housing Strategy, bringing forward key sites for development and the Market Walk Extension which are all currently rated amber. The Key Service delivery measure "Average working days per employee (FTE) per year lost through sickness absence" has a performance of 2.41 days against a target of 2 days. It was requested that information be provided to show work and non-work related sickness absence for future reports.

Decision:
To note the report.

Reasons for recommendation(s)

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

Alternative options considered and rejected

None.

18.EC.43 Revenue and Capital Budget Monitoring 2018/19 Report 1 (end of June 2018)

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Chief Finance Officer which sets 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 2018/19.

Members considered the recommendations which require Council approval in relation to the Business Rates Retention Reserve and the commissioning of a Highways and Transport Strategy. On the Strategy Members noted that South Ribble and Preston respectively have comprehensively detailed their assessment of issues, opportunities and infrastructure requirements within the recent Central Lancashire Highways and Transport Masterplan and Preston Town Centre Masterplan. Chorley has not undertaken the same level of assessment to 'set the scene' of the transport issues specific to the area, which is a high priority in the borough under significant pressure.

The desktop study of pupil projections and need for additional schools in Chorley was discussed. This is a pro-active assessment and will inform Chorley's part of the subsequent allocations and strategic planning during the wider Central Lancashire Local Plan Review process and evidence future CIL contributions.

Decision:

- 1. To note the full year forecast position for the 2018/19 revenue budget and capital investment programme.**
- 2. To note the forecast position on the Council's reserves.**

3. To request Council approval for the contribution of £200,000 from in-year revenue underspends to the Business Rates Retention Reserve.
4. To request Council approval for the contribution of £90,000 from in-year revenue underspends to finance the commissioning of a Highways and Transport Strategy.
5. To approve the contribution of £10,000 from in-year revenue underspends to finance the desktop study of pupil projections and need for additional schools in Chorley.
6. To request Council note the capital programme to be delivered in 2018/19 to 2020/21.

Reasons for recommendation(s)

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected

None.

18.EC.44 Digital Strategy - Annual Update Report

Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene), presented the report of the Director (Policy and Governance) which provides an overview of the projects and work that has taken place as part of the Digital Strategy 2017-2020 since September 2017, and the work planned for the year ahead.

Overall progress on the Digital Strategy during 2017/2018 has been good, with progress being made on each of the four elements of the strategy.

The Digital Strategy details the council's ambitions to further develop the use of technology to transform the way we work, provide services and support to our customers, including residents, businesses and visitors. In addition, it aims to promote the benefits of technology and being online, support those who want to become more digital and also address digital exclusion.

The report set out some of the achievements of the Strategy, including

- an addition of nine access points taking the total number up to 26, including the more rural areas of Mawdesley and Charnock Richard,
- purchase of IDOX Electric Document Management System in order to make use of all the services IDOX products have to offer,
- the take up of digital services has increased this year with 55% of transactions and contact with customers completed via the Council's website in the last quarter,
- the OD strategy is in the process of being refreshed and will incorporate support to staff to enable them to take advantage of the new technology and tools that are being delivered as part of the ICT and Digital Strategies.

Members noted that there will continue to be the option for residents to come into Customer Services and speak to a Customer Services Officer or to telephone the Contact Centre.

Plans are in progress to deliver training to the taxi trade, as requested by them. In addition, Members' iPads will each be brought in for general maintenance and new keyboards/cases. New sim cards with 2 GB of data will also be provided.

Decision:
To note the report.

Reasons for recommendation(s)

To raise awareness of the Council's ongoing work in delivery of the Digital Strategy 2017-2020.

Alternative options considered and rejected

None.

18.EC.45 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds 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.

18.EC.46 Key Partnerships Monitoring Report

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director (Policy and Governance) which provides an update on the performance of the council's key partnership arrangements.

Decision:
To note the report.

Reasons for recommendation(s)

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

Alternative options considered and rejected

No alternative options considered.

18.EC.47 Approval for Contract Award for Waste and Recycling Collection Services

Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene) presented the confidential report of the Director (Customer and Digital).

The report seeks approval for the award of the 10 year plus eleven week waste and recycling collection contract to the most economically advantageous tender with an optional two year extension. The report also updates Members on the changes to a number of ancillary waste and recycling services.

Decision:
To approve the recommendations within the report.

Reasons for recommendation(s)

The tender evaluation and award process followed the procedure agreed at Executive Cabinet on 14 December 2017. The tender submitted by the winning bidder is the most economically advantageous tender.

Alternative options considered and rejected

To not agree the contract award and award to an alternative bidder would fail to comply with the Council's procurement rules and Public Contracts Regulations and delay the mobilisation for the new contract.

18.EC.48 Proposals of Rent and Service Costs for Primrose Gardens

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director (Early Intervention and Support).

The report seeks approval for the rent and service charges for Primrose Gardens Extra Care Scheme and informs Members of the breakdown of financial implications and arrangements to be agreed for care and support provision.

Decision:

- 1. To approve the proposed rent and service charges for Primrose Gardens, set out at paragraphs 30, 31 and 32.**
- 2. To note the future financial implications and arrangements for care and support provision.**

Chair

Date