

Executive Cabinet

Thursday, 20th October 2022, 6.30 pm
Council Chamber, Town Hall, Chorley, and YouTube

Agenda

Apologies for absence

1 **Minutes of meeting Thursday, 14 July 2022 of Executive Cabinet** (Pages 3 - 8)

2 **Declarations of Any Interests**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3 **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

Item of Deputy Executive Leader and Executive Member (Resources) (Introduced by Councillor Peter Wilson)

4 **Meals on Wheels** (Pages 9 - 22)

To receive and consider the report of the Director of Change and Delivery.

Items of Executive Member (Early Intervention) (Introduced by Councillor Bev Murray)

5 **Communities Cost of Living Action Plan** (Pages 23 - 32)

To receive and consider the report of the Director of Communities.

6 **West Pennine Moors Public Space Protection Order** (Pages 33 - 46)

To receive and consider the report of the Director of Communities.

7 **Any urgent business previously agreed with the Chair**

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Executive Cabinet Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood and Adrian Lowe.

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[To view the procedure for public questions/ speaking click here and scroll to page 119](#)

[To view the procedure for “call-in” of Executive Decisions click here](#)



Minutes of Executive Cabinet

Meeting date Thursday, 14 July 2022

Committee Members present: Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Terry Howarth, Alistair Morwood and Adrian Lowe

Committee Members present virtually (non-voting): None

Observers present: Councillors Mark Clifford, Alan Cullens, Gordon France, Margaret France, Danny Gee, Tom Gray, Hasina Khan, June Molyneaux, Jean Sherwood and John Walker
Councillors Aaron Beaver, Sam Chapman and Michelle Le Marinel (attended virtually)

Officers: Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Dave Whelan (Shared Service Lead - Legal and Deputy Monitoring Officer), Victoria Willett (Director of Change and Delivery) and Ruth Rimmington (Democratic Services Team Leader)

16 Minutes of meeting Thursday, 16 June 2022 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 16 June 2022 be confirmed as a correct record for signature by the Executive Leader.

17 Declarations of Any Interests

There were no declarations of any interests.

18 Public Questions

There were no public questions.

19 Key Contracts and Partnerships Update

Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director of Change and Delivery which provided an update on the performance of the council's key partnership arrangements.

The key partnerships performance report was produced in accordance with the requirements of the council's key contracts and partnerships framework.

Overall, the performance of all key partnerships was strong, and the financial assessment of the partnerships positive with the financial standing of all key partnerships set out within a confidential appendix.

There had been several successes across the key partnerships over the last 12 months including moving to a shared payroll and expenses provider, procuring a shared contract for Capita and implementing a Select Move Co-Ordinator.

Members noted a dip in performance on the FCC waste collection figures but noted this was due to Covid related sickness. Members were requested to report any missed bins via the Contact Centre and advise residents to leave their bins out until they had been collected.

Councillor Adrian Lowe, Executive Member (Customer, Streetscene and Environment), highlighted that the development of the Waste and Recycling strategy and the review of service provision were ongoing and would ensure the service complies with new legislation in relation to the Environment Act 2021.

Decision: That the report be noted.

Reasons for recommendations:

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

Other options considered and rejected:

No other options have been considered as this report is only for information.

20 Approval to go out to Tender for Remedial Repairs to Brinscall Pool Concrete Floors

Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director of Commercial Services which sought approval to procure urgent, essential, structural repair works through competitive tendering via open chest portal and approval to delegate authority for the Executive Member (Resources) to award the contract.

Due to the ongoing degradation of structural steel reinforcement and concrete to the main pool area floors, the integrity of the pool structure had now reached a point where extreme failure of the structure could occur.

Members noted the option to close the facility, but agreed it was an important community facility. The option to carry out full structural repair works had been estimated to cost £1,200,000 and would require closure of pool for 12 months was not supported.

Opportunities to secure funding from external sources, such as the Lottery, would be investigated. It was aimed that during the closure of the facility additional sessions would be offered at All Sessions leisure centre.

Decision:

- 1. Approval to utilise part of the approved Leisure Centre Improvements budget to enable essential structural repair works to be carried out to Brinscall Swimming Pool, work to include repairing structural floors and**

tank walls. This option would require the closure of the pool for approximately 6 months.

2. **Approval to undertake a competitive tender for urgent refurbishment works to Brinscall Pool through the open Chest portal in accordance with procurement procedures.**
3. **Approval to delegate authority to the Executive Member (Resource) to award the contract to undertake refurbishment works following completion of tender process.**

Reasons for recommendations:

1. Due to the ongoing degradation of structural steel reinforcement and concrete to the main pool area floors, the integrity of the pool structure has now reached a point where extreme failure of the structure could occur.
2. Failure to repair the defective concrete floor will render the facility not safe for use in the very near future, requiring the closure of the pool.
3. Temporary propping has been carried out over the last 12 years to enable the building to remain open, however the temporary propping is no longer adequate to ensure the safe operation of the building. A longer-term solution is now urgently needed to ensure the ongoing usability of the pool.

Other options considered and rejected:

1. The introduction of permanent propping of floors has been considered, and detailed structural designs have been sought. Appendix D shows the extent of propping which would be required to secure the floors to enable the facility to remain open in the short to medium term. It was estimated that the propping proposed could extend the life of the pool for 2 – 3 years before remedial works would be unavoidable. The costs to undertake this work would be considerable therefore it is considered that these funds would be better spent on delivering the long term solution.
2. Carry out full structural repair works requiring the stripping out of the existing floors and recasting new structural member and floors. Works will require the complete refurbishment of changing room areas and tiling of the pool deck & tank. Significant additional cost would be incurred to undertake these works and would require closure of pool for 12 months. This could extend the pool structure life up to an additional 50 years.
3. The final option to consider would be the closure of the pool and the possible redevelopment of the existing site. This option was considered not to be appropriate at this time.

21 Approval to Procure and Award Contract to undertake Reconfiguration Works to Strawberry Fields Digital Office

Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director of Commercial which sought approval to award contracts, utilising an approved framework contractor, for works to reconfigure Strawberry Fields to increase the number of offices available to meet demand and additional budget.

Members noted the demand for this type of business space and the change in need following the pandemic. The investment would generate further income for the council over the existing revenue forecast and accommodate local businesses.

Decision:

1. **Approval to award the contract for building works for the reconfiguration of first and ground floors to contractor A for the tendered sum.**
2. **Approval to award contracts for ancillary works required to alarm systems, mobile phone boosting and carparks barrier to approved framework contractors.**

Reasons for recommendations:

1. A waiver of procurement rules has been approved to ensure works can commence on site and mitigate further increased materials costs (due to inflation) and realise new revenue as soon as possible.
2. To enable the delivery of a new CCTV control room, to facilitate a change in service delivery, works need to be completed by October 2022.
3. Works are to be procured through an existing framework contractor who have recently completed reconfiguration works to the second floor of Strawberry Fields with previous works being used to benchmark new costs.

Other options considered and rejected:

1. Procurement of works through open chest. The timescales to undertake approvals, evaluation and award would prevent delivery of changes within required timescales.
2. Due to increasing manufacturing costs for glass and plasterboard delay in commencing works would potentially see a significant increase in cost. Current prices are valid until the end of July 2022.

22 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

23 Approval for Contract Award for Parking Enforcement and Cash Collection Services

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director of Commercial.

Members noted a variation in the evaluation criteria reported in the original EMD from 70% Cost & 30% Quality (including Social Value) approval to 80% Cost & 20% Quality (including Social Value).

Decision:

1. **Approval that authority is delegated to the Executive Member (Resources) to award contracts for Parking Enforcement and Cash Collection with the final contract details reported back to Executive Cabinet once determined by all authorities within the Chipside Lancashire Group following the joint award and stand still period.**
2. **Approval for a variation in the evaluation criteria reported in the original EMD from 70% Cost & 30% Quality (including Social Value) approval to 80% Cost & 20% Quality (including Social Value) which the lead authority (Preston) had changed for the final Invitation To Tender (ITT).**

Reasons for recommendations:

1. The timing of tender submission, evaluation period (to comply with procurement regulations) and a need to award the new contract as soon as practicably possible in order for it to commence in October, coupled with the absence of Executive Cabinet meetings in August, means that delegated approval is required.
2. Point 32.2 of the Joint / Collaborative Procurement rules - The Authorised Officer shall ensure that the joint/collaborative procurement activity complies fully with the Regulations.
3. Preston Council will be the lead on behalf of the group in this procurement exercise. This is to ensure we comply with; Point 32.2 of the Joint / Collaborative Procurement rules – In any joint or collaborative procurement process the parties involved in the procurement should appoint a “lead body” to carry out the procurement. The procurement should then be conducted in accordance with the lead body’s Rules. If this approach requires any waivers of the lead body’s Rules, it shall be that body’s responsibility to seek approval for, and obtain, such waiver(s).

Other options considered and rejected:

To delay the contract approval until the next available Executive Cabinet date, following the evaluation of submissions, in September. This would delay the award of contract impacting on lead time to commencement and going beyond the end of the current contract.

24 Proposal of Rent and Service Costs for Tatton Gardens

Councillor Terry Howarth, Executive Member (Homes and Housing) presented the confidential report of the Director of Commercial Services.

Members supported the project and the provision of additional housing units.

Decision:

1. **Approval for the rent and service charge for Tatton Gardens to commence in-line with those already established for Primrose Gardens.**
2. **Approval that annual Affordable Rent increases will be a maximum of September CPI plus 1% in line with other housing providers in the borough and that the first annual increase will take place from April 2023.**
3. **Approval for future annual increases in rent for Chorley Council Housing Stock, including Extra Care, to be approved within the annual fees & charges setting process.**
4. **Approval to establish a new annual revenue budget of £400,000 per annum to staff and operate Tatton Gardens commencing in October 2021.**

Reasons for recommendations:

1. If these recommendations are approved both Primrose Gardens and Tatton Gardens will follow a consistent model for rent and service charge.
2. Rather than setting a fixed model for rent increases which wouldn’t take into account wider economic factors such as high inflation and the cost of living the annual fees & charges setting process allows for a flexible approach which can be discussed each year.
3. The budget is pragmatic based on actuals from Primrose Gardens but with a small contingency for unforeseen items / increases in the first year of operation.

Other options considered and rejected:

1. To have different rents whereby Tatton would start higher than Primrose to reflect market rents which have increased in recent years whilst primrose has remained constant.
2. To have a fixed rent calculation applied each year irrespective of inflation.

Chair

Date

Report of	Meeting	Date
Director (Change and Delivery) (Introduced by Executive Member (Resources))	Executive Cabinet	Thursday, 20 October 2022

Meals on Wheels

Is this report confidential?	No
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Is this decision key?	No
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Purpose of the Report

1. That Executive Cabinet consider arrangements for the provision of 'Meals on Wheels' service in Chorley.

Recommendations to Executive Cabinet

2. The Council enters into a two-year contract with provider ICare to cover the period of 01/01/2023 – 31/12/2024.
3. Authority is delegated to the Executive Member for Resources to approve eligibility criteria for the scheme to ensure it remains targeted at those most in need.

Reasons for recommendations

4. That the council continues with provision of a subsidised meals on wheels service particularly with the rising cost of living and wider demands on access to social care. The provision of the service enables individuals to remain in their own homes, reduces social isolation and can support early action and intervention.
5. That authority is delegated to the Executive Member for Resources to approve in contract price increases based on the volatility of the current market and inflationary pressures that would at points require modest increases to the councils contribution to limit impacts on service users.

Other options considered and rejected

6. Options were considered to deliver an alternative model of providing a subsidised frozen meals on wheels service, however this would not include the safe and well check requirement which is a fundamental role of this service, as meals are delivered to the customer on a weekly or bi-weekly basis, as well as those customers who use the service as they are unable to prepare a hot meal for themselves (including reheating a pre-prepared meal).

7. The council could cease delivery of the subsidised Meals on Wheels service based on the number of users, however the service caters to a vulnerable section of the community and removing the provision at this time of increasing costs and pressures on the care system would not be in the interests of the council and its service users.

Corporate priorities

8. The report relates to the following corporate priorities:

Involving residents in improving their local area and equality of access for all	A strong local economy
Clean, safe and healthy communities	An ambitious council that does more to meet the needs of residents and the local area

Background to the report

9. The subsidised Meals on Wheels service in Chorley is currently being provided by ICare and has been since 23 February 2018.
10. A soft market testing exercise was undertaken via the Chest and was advertised for two weeks from 10 September until 24 September 2019 and by the closing date only two organisations provided a response; ICare (the current provider), and one other (who demonstrated no previous experience of delivering this kind of service and did not have in place the necessary resources).
11. ICare is a long-established company formed in 1994 as a Community Meals Service, their delivery personnel are not just drivers they are also trained in care services and can be relied on to help make menu choices, keep a friendly eye on the customers well-being, and become a familiar face that regularly visits them.
12. A soft marketing exercise was undertaken in 2019 to understand the availability of providers for the service. ICare were the only provider to meet the requirements of the service. A subsequent review has been undertaken in 2022 to review the local market and once again, no new suitable suppliers have been identified.
13. A waiver of the contract procedure rules has been submitted on the basis that there are no suitable alternative suppliers responding to the previous soft market exercise and subsequent research.

Service Scope

14. The aim of the service is to support older people to remain living independently in their home for as long as they are able to and help to overcome issues related to social isolation through regular interaction as part of a wider range of council measures. It forms a key early intervention mechanism for the council, allowing them to make timely interventions and prevent longer term more complex issues. The service also supports health and wellbeing principles through ensuring that customers regularly receive a nutritious, balanced hot meal.
15. The provider of the service is to prepare meals and deliver them, hot, to residents within the borough. In addition, the provider also undertakes a basic safe and well check which includes plating up the meal, checking the wellbeing of the customer, and should they not answer the door contacting their next of kin.

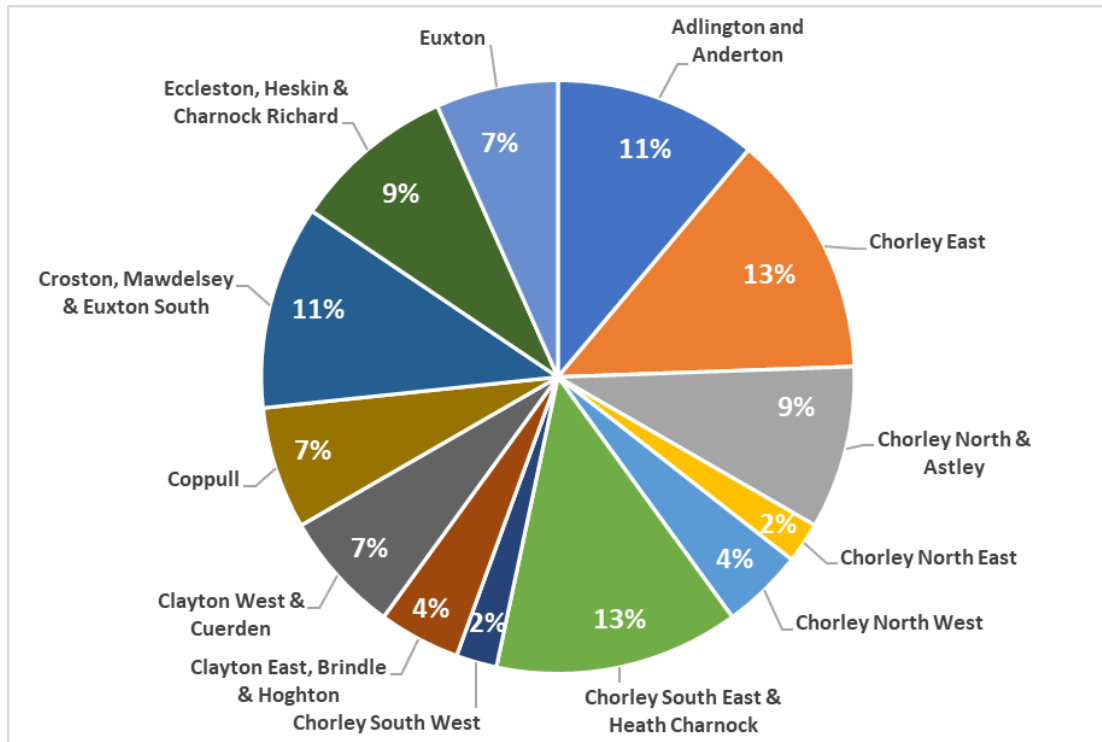
Eligibility

16. The service is aimed at older customers who meet a number of eligibility criteria. To be eligible to receive the subsidy, customers must live in the borough of Chorley. They must also answer yes to at least three of the following criteria:

- Do you live alone?
- Are you aged over 65?
- Are you unable to prepare hot food for yourself?
- Do you have any medical conditions that prevent you preparing food for yourself?
- Do you have any mental health problems that prevent you preparing food for yourself?
- Do you have any physical difficulties that prevent you preparing food for yourself?

Current Service delivery analysis

17. The Meals on Wheels service is currently used by between 50 and 60 customers in Chorley each week, with approx. 70% of those regularly receiving the maximum of 5 meals.
18. In 2021/22 I Care delivered a total of 11,124 subsidised meals in Chorley, which equates to an average of 214 meals delivered per week.
19. Previously in 2020/21 the Meals on Wheels service proved to be a vital lifeline to some during the pandemic with a more than 12,000 meals provided over the 12-month period.
20. The meals are delivered to customers across the borough with the breakdown by ward as follows, (the only ward with no current deliveries is Buckshaw and Whittle ward):



21. Further analysis also shows the following:
- a. 100% of customers are aged over 65,

- b. 78% live alone,
 - c. 49% are male, and 51% are female.
22. From April 2022 ICare increased the price per meal by 50p and, remaining within budget, the Council was able to shield this increase rather than pass it on to the customer. The overall cost per hot meal and dessert on the subsidised service is now £7.15. The cost to the customer is £4.00, with the subsidy paid by the Council at £3.15 inclusive of VAT (£2.63). The private cost for a hot meal and dessert from ICare is currently £8.10.
23. The annual budget is £30,000, with spend against budget in 2020/21 at £28,310.97, and then in 2021/22 at £27,104.09.
24. So far for 2022/23 the spend has been £12,338 which is in line with the same time last year.

Future Service Provision

25. The report recommends that the council continues to provide support to those in receipt of Meals and Wheels, through ICare.
26. To ensure that the service continues to provide value for money and meets the aims and objectives to support older people to remain living independently in their home for as long as they are able to and help to overcome issues related to social isolation, the council will work with the contractor to:
- Explore options on how more individuals can be supported within the scheme,
 - Monitor contract performance and ensure that as many people as possible are benefiting,
 - Agree managed price increases to limit impact on service users.

Climate change and air quality

27. The work noted in this report has an impact on the council's Carbon emissions and the wider Climate Emergency and sustainability targets of the Council. Whilst there is travel involved to deliver the service, the provider also uses recyclable materials to limit impact.

Equality and diversity

28. The service has a positive impact on equalities, particularly those protected characteristics of age and disability. The service is also open to all residents of Chorley and therefore is able to support people who may be adversely impacted by living in rural areas of the borough. Options are also provided to those who may have dietary requirements based upon religious belief ensuring that it remains accessible to individuals irrespective of beliefs.

Risk

29. The key risk to the contract is the current inflationary pressures on the economy and impact on the contractor to provide the service at an acceptable cost. The known increases in prices for food production and fuel are the main contributors to requiring price increases on the services products. The provider is making every effort to keep costs at a minimum and any future price increases will need to be agreed with the council. The impact would be to either pass on the cost to the service user or the

council and it is sought to mitigate with early contract negotiations to agree periods for price increases and delegation to the executive member to approve any changes.

Comments of the Statutory Finance Officer

30. As detailed within the report there is a £30k annual revenue budget to cover these costs. Costs are monitored on a monthly basis and reported within the whole service budget, as part of the council's quarterly budget monitoring report.

Comments of the Monitoring Officer

31. Given the relatively low value of the contract an Executive Cabinet decision would not usually be required. However, given the fact it is intended to proceed after the granting of a waiver, and this mirrors the exercise undertaken at the previous contract award, for transparency it is appropriate for Cabinet to make this decision. Members can be assured that for the reasons in the report, best value can be demonstrated based on previous performance and cost and there is no overriding need to test the market more widely in this situation.

Background documents

There are no background papers to this report.

Appendix

- Appendix 1 – Impact Assessment, Meals on Wheels

Report Author:	Email:	Telephone:	Date:
Howard Anthony, Louise Wingfield (Performance & Partnerships Team Leader, Policy Officer (Engagement))	howard.anthony@chorley.gov.uk, louise.wingfield@chorley.gov.uk	01257 51	7/10/2022

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Impact Assessment (IA)

Name of the project, policy, service, or strategy:	Meals on Wheels Service		
Responsible officer:	Louise Wingfield		
Service Lead:	Howard Anthony		
Date of assessment:	7/10/2022	Date of review:	



WORKING TOGETHER

Introduction

Overview

What is an Impact Assessment?

The Impact Assessment is a tool to ensure that any policy, project, strategy, or service is assessed to consider any positive or negative impacts for all our residents with regards to equalities, health and sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned at Chorley Council or South Ribble Borough Council.

Who is the Impact Assessment for?

The responsibility of conducting the Impact Assessment is with the leading officer of the policy that is being assessed, with service leads responsible for the final sign off of the assessment. Once complete and signed off, the Impact Assessments are submitted to Performance and Partnerships, who are responsible for storing, monitoring, and ensuring the quality of the assessments. The assessment tool covers both Chorley and South Ribble Borough Council.

Why do we need to do Impact Assessments?

As Councils, we are committed as community leaders, service providers, and employers. Therefore, we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments and thus meet our legal duties.

Instructions

Quick steps for completion

Follow the quick steps below when completing the Impact Assessment:

1. Sections: There are three sections to the Impact Assessment. These include:

- Equality impact: the impact on the nine equality strands, which include age, disability, sex, gender reassignment, race, religion, sexual orientation, pregnancy and maternity, and marriage and civil partnership. See the **Equality Framework**.
- Health and environmental impact: the impact on health and wellbeing as well as the environment.
- Reputational impact: the impact on the Councils' reputation and our ability to deliver our key priorities. Reference should be made to the Corporate Strategies.

2. Rating and evidence: Each section has a number of questions that should be given a rating and evidence given for why the rating has been selected. This allows us to quantify the impact. The rating key is outlined below:

Code	Description
P	Positive impact
N	Negative impact
NI	Neutral impact

3. Actions: Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy, project, or strategy that is being assessed.

4. Sign off: Once the assessment is completed, sign off is required by a Service Lead.

5. Submit: Once signed off, the Impact Assessment should be sent to the Performance and Partnerships Team, who will store the assessment securely and check for quality.

6. Follow up: Actions should be implemented and changes should be made to the policy, project, or strategy that has been assessed, with follow ups conducted annually to monitor progress.

Information and Support

Contact details

To submit your completed Impact Assessment or for guidance and support, please contact Performance and Partnerships at performance@chorley.gov.uk or performance@southribble.gov.uk

Equality Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity have upon:					
Those of different ages?	x			One of the criteria for the subsidised service targets service users aged over 65	
Those with physical or mental disability?	x			One of the criteria is that service users must be unable to prepare hot meals for themselves this could be due to a physical or mental disability.	
Those who have undergone or are undergoing gender reassignment?			x		
Those who are pregnant or are parents?			x		
Those of different races?	x			Cultural option are available through the service which include Asian Vegetarian and Caribbean	
Those of different religions or beliefs?	x			The service provides a range of meals for every type of customer with all tastes and preferences including authentic: <ul style="list-style-type: none"> • Halal • Kosher 	
Those of different sexes?			x		

Those of different sexual orientations?			x		
Those who are married or in a civil partnership?			x		
Socio-economic equality or social cohesion?			x		

Health, Social and Environmental Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity have upon:					
Enabling residents to start well (pre-birth to 19)? <i>(Please consider childhood obesity, vulnerable families, and pregnancy care)</i>			x		
Enabling residents to live well (16 to 75 years)? <i>(Please consider mental and physical wellbeing, living environment, healthy lifestyles, and improving outcomes)</i>	x			Service is targeted at those over 65 and is aimed at reducing social isolation and to remain independent in their own homes and take early action to address health and wellbeing.	
Enabling residents to age well (over 65 years)? <i>(Please consider social isolation, living independently, dementia, and supporting carers and families)</i>	x			Service is targeted at those over 65 and is aimed at reducing social isolation and to remain independent in their own homes and take early action to address health and wellbeing.	
Natural environment? <i>(Please consider impact on habitation, ecosystems, and biodiversity)</i>			x		
Air quality and pollution? <i>(Please consider impact on climate change, waste generation, and health)</i>		x		There is a requirement to travel to deliver the food which does use fossil fuels. However routes are planned to limit impact and unnecessary travel.	
Natural resources? <i>(Please consider the use of materials and as well as transport methods and their sustainability)</i>	x			The materials used in the packaging is recyclable to contribute towards sustainability.	
Rurality? <i>(Please consider the impact of those who live in rural communities, their access to services/activities)</i>	x			The service is open to all areas of the borough and the customer breakdown indicates that it does have take up in rural areas.	Further promotion of the service through the contract will ensure it remains accessible across the borough.

Strategic Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity make upon:					
The Councils' reputation? <i>(Please consider impact on trust, confidence, our role as community leaders, and providing value for money)</i>	x			The council has undertaken a process to assess best value for money and how the service is procured.	
Our ability to deliver the Corporate Strategy? <i>(Please refer to the Strategic Objectives)</i>	x			The service contributes to the corporate strategy objectives around reduced health inequalities as part of clean, safe and healthy homes and communities	

Impact Assessment Action Plan

If any further actions were identified through the Impact Assessment, then they should be listed in the table below:

Action	Start Date	End Date	Lead Officer
Further promotion of the service through the contract will ensure it remains accessible across the borough – undertake with the provider a review of promotion and links to key partners.	Nov 2022	Dec 2022	Louise Wingfield

Report of	Meeting	Date
Director (Communities) (Introduced by Executive Member (Early Intervention))	Executive Cabinet	Thursday, 20 October 2022

Communities Cost of Living Action Plan

Is this report confidential?	No
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Is this decision key?	No
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Purpose of the Report

1. The purpose of this report is to provide an update on activity in relation to mitigating the negative impacts of the cost of living situation and providing support to Chorley residents.

Recommendations to Executive Cabinet

2. To receive comments and feedback from Members on the actions both in place and proposed within the plan attached at Appendix 1.
3. To approve the plan and allow delegation for any changes to be approved by the Executive Member for Early Intervention.

Reasons for recommendations

4. A comprehensive plan is required to ensure that efforts to reduce the burden of the cost of living impacts are coordinated and deployed effectively to make best use of resources and achieve the best possible outcomes.

Other options considered and rejected

5. To not respond to the cost of living situation for residents would result in significant short-term and long term financial, social, and emotional impacts on residents.

Background

6. In recent years Chorley Council has been developing models and approaches to both support and increase community resilience and benefit from assets and capacity within communities. Most recently this was testing during the early phases of the Covid-19 epidemic where the Council's Community Resilience Framework was deployed in response to mobilising and harnessing community capacity to provide critical support to residents.
7. The model and approaches utilised during this period have largely remained in place as the Council's Communities team have continued to focus their locality work plans

on responding to post pandemic issues as communities and individuals recovered from the wide-spread impact of the pandemic.

8. Since April 2022, the locality work has moved significantly towards cost of living impacts and the pieces of work underway are detailed in the Cost of Living Action Plan at Appendix 1.
9. Members will be aware of the wide spread issues connected to the cost of living situation and the forth-coming increase in the level of impact which will affect residents across the country which could lead to significant short term and long term financial, social and emotional issues.
10. A multi-faceted approach is required in responding to this crisis so that support can be delivered in a variety of formats from financial support for those in extreme difficulties to the communication of insights and knowledge on how to cut costs whilst staying safe and well.
11. The community’s team has benefited in being able to develop a plan that involves all areas of the service from community engagement and development work to social prescribing, employment, grants and funding, public health, home adaptations and energy programmes.
12. It is proposed that this plan can work alongside programmes to support business and other areas where we need to focus our support, including supporting our own staff members to ensure they are also supported during this time.

Corporate priorities

13. The report relates to the following corporate priorities:

Involving residents in improving their local area and equality of access for all	A strong local economy
Clean, safe and healthy communities	An ambitious council that does more to meet the needs of residents and the local area

Climate change and air quality

14. The work noted in this report has an overall positive impact on the Councils Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.
15. In particular the report impacts on the following activities:
 - a. net carbon zero by 2030,
 - b. energy use / renewable energy sources
 - c. waste and the use of single use plastics,
 - d. sustainable forms of transport,
 - e. air quality,

Equality and diversity

16. There are no implications anticipated.

Risk

17. Key identifiable risks associated to this action plan relate to financial management of grants and funding and reputational impacts of which have been mitigated and managed through existing governance procedures.

Comments of the Statutory Finance Officer

18. There are no financial implications of this report. Specific activities described within the plan are funded either from within existing Council resources or grant funding provided for that purpose.

Comments of the Monitoring Officer

19. There are no concerns or issues with what is proposed from a Monitoring Officer perspective.

There are no background papers to this report.

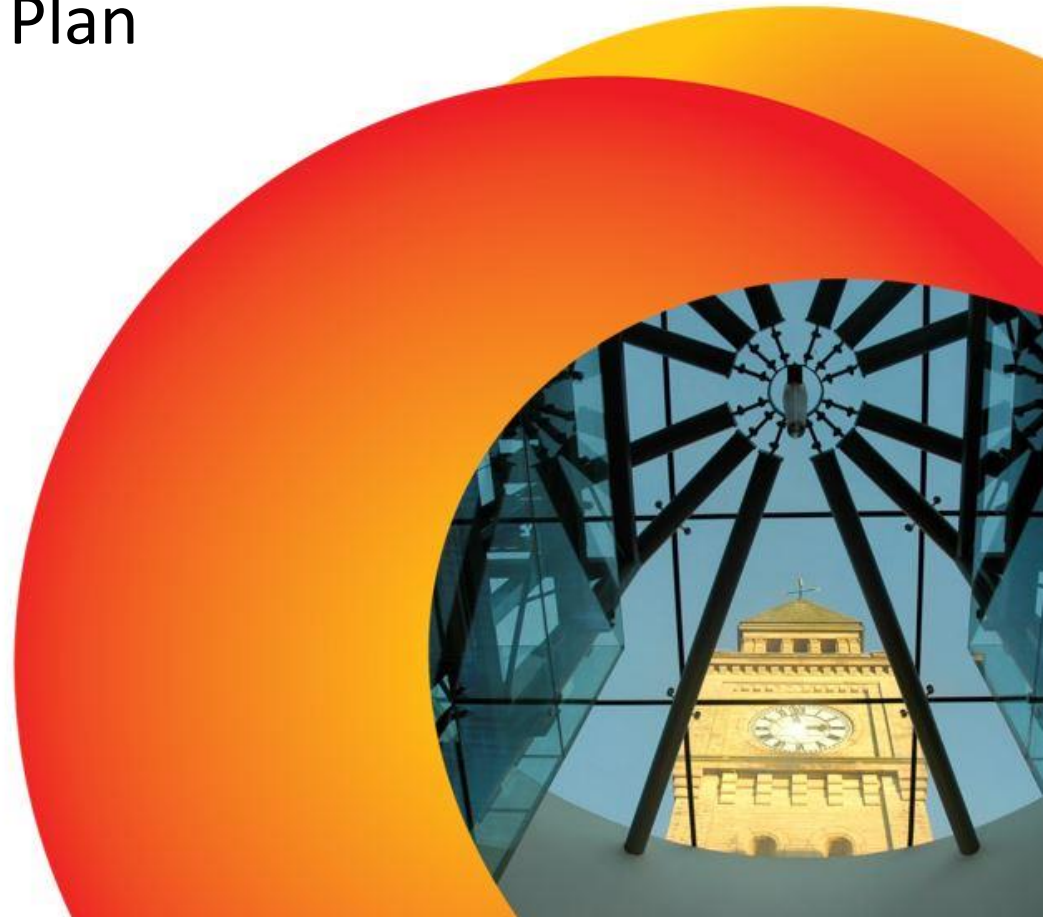
Appendices

Appendix A – Chorley Cost of Living Community Action plan

Report Author:	Email:	Telephone:	Date:
Angela Barrago (Service Lead - Communities)	Angela.Barrago@chorley.gov.uk	01257515816	05/10/22

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Cost of Living Community Action Plan



Theme – Partnerships and Communications	Lead / Partnership	Timescale
<p>Continue the coordination and development of Chorley Together and the Chorley Together Food Sub-group as mechanisms for information exchange, feedback from partners working directly with residents, sharing of resources and support, and identifying gaps and challenges.</p>	<p>Chorley Council Communities team and Chorley Together and Food Sub-Group</p>	<p>In place and ongoing</p>
<p>Continue the partnership approach to the design and delivery of the Household Support Fund to ensure funding meets demands the gaps and demands being felt by our communities and communicated through direct resident feedback, internal and partner-led intelligence.</p>	<p>Chorley Council Communities team and Chorley HSF Delivery steering group</p>	<p>In place and ongoing</p>
<p>Collaborate with local government partners through the Lancashire wide HSF forum and other energy related forums to ensure we are aware of all new schemes and developments and can benefit from any partnership models or approaches to increase efficiencies and achieve better outcomes for our residents.</p>	<p>Chorley Council Communities team and Lancashire HSF Steering group</p>	<p>In place and ongoing</p>
<p>Develop an integrated health and local authority approach to delivering grants such as Affordable Warmth to ensure the grants reach those most in needs and specifically targets those most at risk and those at risk of hospitalisation.</p>	<p>Chorley Council Social Prescribing team, PCN and PHM teams</p>	<p>In place and ongoing</p>
<p>Provide updates to key health and public service boards to ensure progress and issues can be communicated across key partners.</p>	<p>Chorley Council Communities Team and Performance and Partnership team</p>	<p>In place and ongoing</p>

Theme – Data, Evaluation, and monitoring	Lead / Partnership	Timescale
<p>Utilise data and information from other Council teams and services to inform approaches and join up workstreams so that residents pass smoothly through support options available.</p>	Communities and Customer Services	Proposed
<p>Continuously gather monitoring information as part of all workstreams to provide intelligence on wider factors affecting residents financial situation to help inform the direction of future funding and highlight other social and wellbeing factors that need to be addressed to provide resilience and stability to residents to enable them to cope through the challenges ahead.</p>	HSF delivery partners Chorley Council Social Prescribing and Communities team	In place and ongoing
<p>Hold ‘Chorley Conversations’ through a variety of settings with residents and partners to have long-form conversations to enhance our knowledge on how we can adapt and improve how services and support are improved for residents so that they have greater impact and address wider inequalities and improve health outcomes for future generations. These conversations also support current delivery of support and services and how funding available locally is allocated.</p>	Chorley Council Social Prescribing and Communities team	In place and ongoing
Theme – On the ground activity	Lead / Partnership	Timescale
<p>To continue with the delivery of the HAF Programme which provides free meals and activities to identified cohorts of children and utilise the reach available through this route to offer the wider support available to their families. Use these links to provide wider wrap around support to these families and link them to other existing support schemes automatically.</p>	Chorley Council and HAF Delivery Partners	In place and ongoing
<p>To continue to support the development of choice-based food clubs across the borough and develop a framework to support growth of such provision to increase ease of access in areas of demand across the borough.</p> <p>Through the framework ensure these groups continue to offer information and direction to wider support and can react to shortages in supplies by being agile in adjusting the offer to broader wider essentials to reduce other household costs.</p>	Chorley Council Communities team and Chorley Together Food Sub-Group Chorley Council Communities team and Chorley Together Food Sub-group	In place and ongoing In place and ongoing
<p>Provide resource and a supportive pathway available to residents and partners so that residents can access holistic, person centered advice and guidance for complex cases and those accessing support for the first time.</p>	Chorley Council Communities team	In place and ongoing

Use links via the Councils Home Adaptations Team within the Communities service to direct customer to energy reduction schemes to assess if improvements can be made to reduce consumption and costs	Chorley Council Home Adaptations team	In place and ongoing
Continue to deliver the Handyperson scheme to reduce financial burdens on those who qualify and offer wider support through this route via the commissioned delivery partner.	Chorley Council Home Adaptations team	In place and ongoing
Continue the established School Uniform Swap scheme and take the offer directly into communities through existing events and community activities and work with schools, including in villages and rural areas, to develop a long-term sustainable solution which is easy and comfortable to access for parents or children.	Chorley Council Communities team	In place and ongoing
Using Neighbourhood Priority funding, to deliver money management sessions in targeted local schools by working with external providers who have the skill and capacity to deliver sessions in an engaging way for children.	Chorley Council Elected Members and Communities team	Sep 22- Mar 23
Ensure local grants and funding opportunities are maximised by aligning funding criteria towards measured that will directly support cost of living impacts and provide capacity for bespoke levels of support to be available, including where intensive practical support is needed.	Chorley Council Communities team	In place and ongoing
Continue to support increasing capacity to reduce isolation by working closely with partners and aligning funding opportunities to support delivery and raise awareness through digital and non-digital routes.	Chorley Council Communities team	In place and ongoing
Launch a digital support programme that is targeted to supporting those who are suffering financially due to being digitally excluded.	Chorley Council Communities team	Sep 22 – Mar 23
Identify resources required to extend community provision to create Warm Banks to ensure residents know where to access warm places free of charge and can access wider support and access to charging points.	Chorley Council Communities team	Sep 22 to Oct 22
Conduct feasibility study of creating a local white goods access scheme based on evidence of the severity of this issue and the impact on residents to make cost effective and healthier food choices which will also support them to cope better financially.	Chorley Council Communities team	Nov 22
Assess the forthcoming increased pressures of the Cost of Living on the wider community , including our own staff, and identify additional support or workstreams to be established whilst assessing any additional resources required to deliver this support.	Chorley Council Communities Team and Leads from other Council service areas	Proposed
Psychological and wellbeing support	Lead / Partnership	Timescale

<p>Complete pilot phase of Confidence Building courses and assess the long-term outcomes to better understand how this approach is supporting access to employment for specific cohorts who have greater emotional challenges to manage.</p>	<p>Chorley Council Communities team</p>	<p>Nov – Dec 22</p>
<p>Continue to deliver an effective and demonstrable health and public sector integrated Social Prescribing model which benefits from being aligned to the work of the Communities team and wider Council services and support options and ensure those identified through cost of living programmes can access this service.</p>	<p>Chorley Council Social Prescribing team</p>	<p>In place and ongoing</p>
<p>Continue to work with health partners on Population Health Management approaches to evidence the impacts at population level of integrated working through a focus on the wider determinants of health that lead to health inequalities and align evidence from this work to support cost of living impacts</p>	<p>Chorley Council Social Prescribing and Wellbeing team</p>	<p>In place and ongoing</p>
<p>Promote Active lifestyles and continue to increase participation in being active as a key tool in maintaining and improving mental and physical health.</p>	<p>Chorley Council Social Prescribing and Communities team</p>	<p>In place and ongoing</p>

Version 3 – 11/10/23 AB

Report of	Meeting	Date
Director (Communities) (Introduced by Executive Member (Early Intervention))	Executive Cabinet	Thursday, 20 October 2022

West Pennine Moors Public Space Protection Order

Is this report confidential?	No
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Is this decision key?	No
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Purpose of the Report

1. To seek agreement to commence a statutory consultation exercise for the use of the Public Spaces Protection Order (under the Anti-Social Behaviour Crime and Policing Act 2014) in order to control behaviour on land on West Pennine Moor (Fire Related Activities) and prevent the significant impact of wildfires upon the community and services.

Recommendations to Executive Cabinet

2. To agree the commencement of the drafted statutory consultation exercise in accordance with the provisions of the legislation and implementation of the Public Spaces Protection Order (PSPO) restricting fire related activities in conjunction with Blackburn and Darwen Borough Council and Bolton Council.

Reasons for recommendations

3. To develop a response which would prevent and disrupt high risk activities, including lighting of fires, possession and use of barbeques, fireworks, Chinese lanterns and other open flame heat sources upon the moorland, which has previously led to devastating impact on the environment and posed significant risk to public health.

Other options considered and rejected

4. To utilise engagement and education campaigns only without the consideration of enforcement options – this has been considered and will be undertaken prior to introduction of any agreed Public Space Protection Order. However due to the significant risk, an enforcement option is considered an appropriate option to implement to formal control the risks.
5. No action – due to the significant risk and previous impacts, no action is not considered appropriate.

Corporate priorities

6. The report relates to the following corporate priorities:

Involving residents in improving their local area and equality of access for all	A strong local economy
Clean, safe and healthy communities	An ambitious council that does more to meet the needs of residents and the local area

Background to the report

7. Following the large fires upon moorlands in Rivington in 2018 and a further number of incidents through 2019, Chorley, Bolton and Blackburn with Darwen Councils are looking to commence consultation exercises as the first stage of the legal process to consider making a Public Spaces Protection Order (PSPO) pursuant of s59 of the Anti-Social Behaviour, Crime and Policing Act 2014. Such Orders will enable the introduction of behaviour controls upon the moorlands (Fire Related Activities) and prevent the significant impact wildfires upon the community and services. Under the legislation each local authority must make its own PSPO, however should the Orders be made, it is intended that they will come into force on the same date and contain identical terms to avoid confusion along the contiguous geographical boarder.
8. On 28th June 2018, a large peat moorland fire broke out at the top of Winter Hill. The incident was declared as a category 4 major incident and lasted a period over 8 weeks, with the last resources leaving towards the end of August.
9. Lancashire and Greater Manchester Fire and Rescue Service crews spent 41 days extinguishing the fire on Winter Hill which was unprecedented in scale and scope. 18 kilometres of moorland was burned damaging the environment and causing substantial risk of national infrastructure and properties.
10. In addition to the Fire and Rescue Service, essential support absorbed a range of partners for the duration of the incident. These include Lancashire Constabulary, Greater Manchester Constabulary, United Utilities, Mountain Rescue Teams, Environment Agency and Public Health England to name a few. Specialist equipment such as helicopters, water tankers and groundwork machinery were also contracted to assist with firefighting and fire mitigation strategies.
11. Wildfires in the UK can start naturally by lightning strikes for example, but most are caused by human interventions, whether accidentally or deliberately. The risk wildfires in UK could also rise in future years; the Met Office has warned that the warmer temperatures and the dryer summers could increase the impact on wildfire risk.
12. The recovery phase for moorland fires is for a period of no less than 5 years. A recent estimate for the full recovery of wildlife has been given as 10 years. In addition to the impact of such fires on land and local communities, there is significant concern relating to the demand which further fires will place upon services.

13. Between February 2019 and September 2021 there has been 69 fire incidents attended to by Lancashire Fire and Rescue Services within the Rivington and Winter Hill area. 68 of these were secondary fires which consisted of 13 'Heathland or Moorland' and 3 'Grassland, pasture, grazing' fires.
14. Chorley, Bolton and Blackburn with Darwen Councils are working together with Lancashire and Greater Manchester Fire & Rescue Services, Lancashire and Greater Manchester Police and United Utilities, who own a significant portion of the moorland, to develop a response which would prevent and disrupt high risk activities, including lighting of fires, possession and use of barbeques, fireworks, Chinese lanterns and other open flame heat sources upon the moorland.

Public Space Protection Order:

15. The Anti-Social Behaviour, Crime & Policing Act 2014 introduced several measures which are available to the police and local authorities in dealing with a wide range of matters which have a negative impact on local communities. One of the options available to local authorities is the introduction of Public Spaces Protection Orders (PSPOs) which can be used to prohibit certain activities which have had a detrimental effect on the quality of life of those in the locality.
16. The fires have a devastating impact upon communities, including businesses and we are committed to working with our communities and partners to keep people and property safe from harm. The implementation of the PSPO would support the Council's values, behaviours, and corporate priorities.
17. If adopted, it is proposed there would be certain exemptions to the PSPO whereby they would not apply on private property, for legitimate management practices, or if someone had written permission of the landowner or local council.
18. The PSPO would cover a designated area – (see appendix A)
19. Due to the nature of the moorland, a PSPO would need to be adopted by all three councils to be effective due to the contiguous land border. If adopted, the orders would all ban the same behaviours and start from the same date.
20. Breach of a PSPO is a criminal offence. An individual can be issued with a fixed penalty notice of £100 fine on the spot which must be paid within 14 days; or on a summary conviction to a fine not exceeding level 3 (£1000) on the standard scale.
21. Due to the vast area the PSPO will cover, the real value of the PSPO is thought will be its preventative strength and publicity that comes from this. Several other local authority areas have introduced similar PSPO's.
22. At the current time there are no formal behaviour controls in place upon the moorlands. The enforcement of the PSPO will be undertaken in partnership with the agencies mentioned in the report as they can all be authorised under the legislation but the Police will be taking the lead road in the enforcement.
23. A communications plan is being developed between the three local authorities and partners and implemented through each agency's communications teams. The plan includes the dissemination of key messages on fire prevention to informally dissuade from engaging in behaviours which may increase the risk of wildfires occurring.

- 24. The communication plan will ensure to include the required statutory consultation exercise –please see Appendix B which shows draft proposed consultation that has been developed by all Local Authorities within the designated area – Blackburn with Darwen, Bolton and Chorley.

Climate change and air quality

- 25. The work noted in this report has an overall positive impact on the Councils Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.
- 26. In particular the report impacts on the following activities:
 - a. **air quality,**
 - b. **green areas and biodiversity.**

Equality and diversity

- 27. Equality and diversity will be considered as part of the communications and public consultation plan to ensure all accessibility options are considered and utilised where possible.

Risk

- 28. The following risks relate to proposed public consultation:
 - Environmental – The public consultation is a prerequisite prior to the application/implementation of a public space protection order, intended to protect the risk to the environment.
 - Physical - The public consultation is a prerequisite prior to the application/implementation of a public space protection order, intended to protect the risk to the physical health
 - Reputational – There is a statutory requirement to undertake a consultation exercise as part of the implementation of a public space protection order, by not doing so could pose a reputation risk to the council.

Comments of the Statutory Finance Officer

- 29. There are no financial implications at this stage.

Comments of the Monitoring Officer

- 30. At this stage the proposed PSPO is being put out for public consultation which is a statutory step in the process for adoption. The PSPO will need to be brought back in due course for approval. Given the complimentary nature of the PSPO covering 3 municipal areas it will be appropriate to consider the wider consultation responses at the point of decision.

Appendices

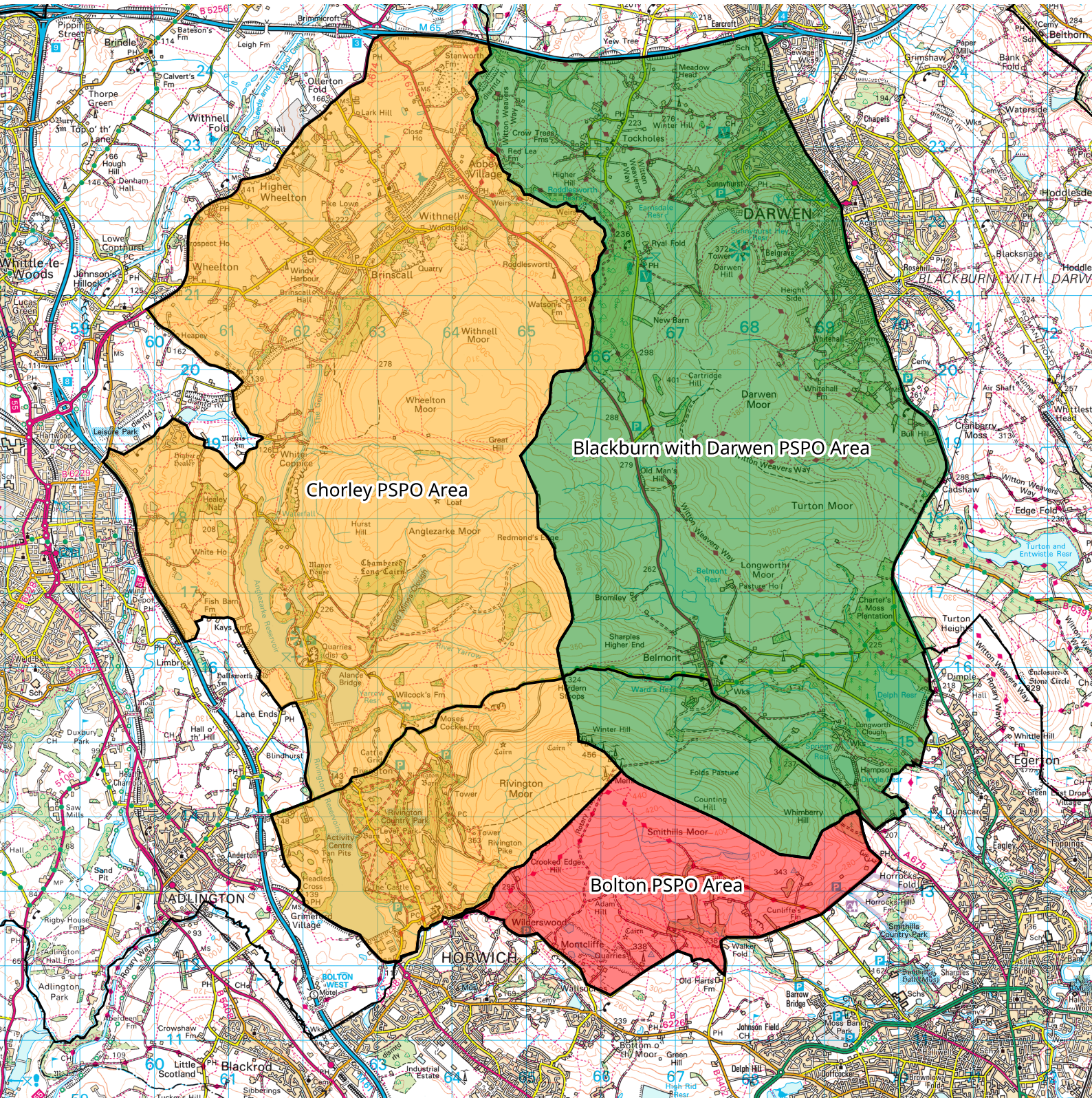
Appendix A – Public Space Protection Order – Designated Area

Appendix B – Draft Consultation

Report Author:	Email:	Telephone:	Date:
Laura-Jean Taylor (Environmental Health)	Laura-		05.10.2022

Manager)	Jean.Taylor@chorley.gov.uk		
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DRAFT

q numbers will be removed from published online questionnaire. Paper version to contain bitly link to encourage online completion.

Proposed moorland Public Space Protection Order

Wildfires - whether deliberate or caused through carelessness - can have devastating impact on our boroughs. A wildfire can easily develop into a major incident, putting a massive strain on emergency services. They can have huge financial costs, cause long-term damage to wildlife, livestock, habitat, farmland and property. They may leave permanent scars on our beautiful landscapes and cause air and water pollution which affects the health of people living as much as 50 miles away.

To help reduce the risks from wildfires, Bolton Council, Blackburn with Darwen Borough Council and Chorley Council are proposing to bring in Public Space Protection Orders [PSPOs] to protect an area of moorland from wildfires.

PSPOs are designed to prohibit anti-social behaviour, whilst still allowing the responsible use of spaces that the public have access to.

If adopted, the PSPO would prohibit [ban] activities which carry a significant risk of causing wildfires. These include building or lighting any kind of fire or barbeque, lighting fireworks or setting off sky [Chinese or other open flame heat source] lanterns.

If adopted, there would be exemptions to the PSPOs. For example, they wouldn't apply on private property, or if someone had written permission of the landowner or local council.

Breaking the proposed PSPOs would be a criminal offence and could result in a fine of up to £1000.

Due to the nature of the moorland, the PSPOs would need to be adopted by all three councils in order to be effective. If adopted, the PSPOs would all ban the same behaviours and start from the same date. The PSPOs would last for three years initially but could be renewed after a review.

Please read the Frequently Asked Questions and supporting documents for full details of the proposed PSPO [including area covered] before giving your views. www.bolton.gov.uk/directory/13/consultations/category/195

Responses from this public consultation will be considered alongside other information to help each council decide whether to bring in the proposed PSPOs or not.

Your response - keeping your data safe

If you're responding as an individual you won't be identified in any report; your responses will be anonymised and group with responses from other people. All questions are optional so please feel free to skip any that you prefer not to answer.

Reports may be made public. If you're responding in an official capacity your response may be published but no personal details will be made public.

Bolton Council are conducting this consultation with Chorley Council and Blackburn with Darwen Borough Council.

Any personal data you provide will be held securely by Bolton Council in line with our retention schedule and privacy policy www.bolton.gov.uk/data-protection-freedom-information/privacy-notices

We use Snap Surveys professional software to collect and process your data. Their privacy policy can be found here www.snapsurveys.com/survey-software/privacy-policy-uk/. Snap Surveys Ltd. follow the UK General Data Protection Regulation.

Behaviours

The proposed PSPOs would attempt to stop deliberate or careless actions which may result in wildfires in the area of moorland defined on the map. There would be exemptions for private property, and where the person had written consent from the landowner or council.

We will ask you about the area covered in a later question.

Q1. How far do you agree / disagree that the following should be prohibited [banned] in the Restricted Area covered by the proposed PSPOs [unless covered by exemptions]?

	Strongly agree	Agree	Disagree	Strongly disagree	No opinion / Not applicable
Lighting a fire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking a barbeque into the area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting a barbeque	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking fireworks into the area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting off fireworks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setting off a sky lantern [Chinese or other open flame heat source lantern]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discarding a lit cigarette or match	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q2. route If you disagree, please say why

Area covered

The **map** below shows the proposed Restricted Area. This would be the area in which the behaviours would be prohibited [banned].

Q3. Does the Restricted Area cover the right areas of moorland?

- Yes
- No, the PSPOs should cover a larger area
- No, there should be PSPOs but they should cover a smaller area
- There should not be any PSPOs on this area of moorland
- No opinion

Q4. **route** Please say which areas should be covered by the PSPOs

Overall

Q5. How concerned / unconcerned are you about wildfires on this area of moorland?

- Very concerned Concerned Not very concerned Not concerned at all No opinion

Q6. How effective / ineffective do you think the proposed PSPOs would be in helping to prevent wildfires on this area of moorland?

- Very effective
 Effective
 Not very effective
 Not effective at all
 I don't think wildfires are a problem on this area of moorland
 No opinion

Q7. Taking everything into consideration, please say if you agree or disagree with the following statement:

I support the proposed Public Spaces Protection Orders which aim to prevent wildfires on this area of moorland.

- Strongly agree Agree Disagree Strongly disagree No opinion

Q8. Please use this space if you'd like to make any comments about this proposal, or for any alternative suggestions.

Your interest

Q9. Which of the following describes you / your family's interest in this matter?

- Live / work in the proposed Restricted Area
- Visit the proposed Restricted Area
- Live / work / study / have children at school in Bolton borough
- Live / work / study / have children at school in Blackburn with Darwen borough
- Live / work / study / have children at school in Chorley borough
- Visit this area - **do we need this for visitors to local area not RA?exclusive**
- Official response from Parish / Bolton borough Councillor / Elected Member **exclusive**
- Official response from a business / organisation / community group. You must have their permission to submit an official response on their behalf. **exclusive**
- None of the above - please explain below **exclusive**

Please say what your interest is **compulsory**

Please say which ward, business organisation or community group you represent **compulsory**

Please say what your role is - in what official capacity do you represent the business, organisation or community group? **compulsory then routes to end**

About you ONLY ask what we actually need

Your answers in this section help us to make sure we are getting views from different types of people. They won't be used to contact or identify you.

Or They won't be used to contact you unless you give us permission for that use for mailing list etc and delete previous sentence

Q10 Please give your full postcode set as full postcode

Q 11. Are you...?

- Female
 Male
 Identify in another way

Q 12. Which most closely describes you?

- Employed full time [30 hours or more a week]
- Employed part-time [up to 30 hours a week]
- Self employed / freelance
- Unemployed, available for work
- Unable to work because of sickness / disability
- Full time student
- At home, looking after family
- Retired
- Other - please explain below

If 'other' please explain

Q Which age group are you in?

- 13.
- | | | |
|-------------------------------|-------------------------------|----------------------------------|
| <input type="radio"/> Under18 | <input type="radio"/> 35 - 44 | <input type="radio"/> 65 - 74 |
| <input type="radio"/> 18 - 24 | <input type="radio"/> 45 - 54 | <input type="radio"/> 75 - 84 |
| <input type="radio"/> 25 - 34 | <input type="radio"/> 55 - 64 | <input type="radio"/> 85 or over |

Q14. Do you look after, or give any help of support to family members, friends, neighbours or others who need help because they have a long-term physical or mental ill-health / disability, or have problems relating to old age?

Please don't count anything you do as part of paid employment.

- | | |
|--|--|
| <input type="radio"/> No | <input type="radio"/> Yes, 20 - 49 hours a week |
| <input type="radio"/> Yes, 1-19 hours a week | <input type="radio"/> Yes, 50 or more hours a week |

Q Are your day-to-day activities limited because of a long-term physical or mental health condition of illness?

- 15.
- | | | |
|--|---|--------------------------|
| <input type="radio"/> Yes, limited a lot | <input type="radio"/> Yes, limited a little | <input type="radio"/> No |
|--|---|--------------------------|

Q What is your ethnic group?

- 16.
- | | |
|--|--|
| <input type="radio"/> White British | <input type="radio"/> Asian or Asian British |
| <input type="radio"/> White other | <input type="radio"/> Black, Black British, Caribbean or African |
| <input type="radio"/> Mixed or Multiple ethnic group | <input type="radio"/> Other ethnic group |

Further contact Do we need this?

Q How may we contact you once a decision has been made, or if there are any significant changes?

We'll email you where possible. Your details will be held securely and only used to contact you about this matter. You can change your mind at any time by replying to any communication we send you, or by ringing **01204 33 service teams number here**

	Yes	No
Email	<input type="radio"/>	<input type="radio"/>
Post	<input type="radio"/>	<input type="radio"/>
Phone	<input type="radio"/>	<input type="radio"/>
Text	<input type="radio"/>	<input type="radio"/>

Q18 Email address set as email

Q19 Name

Q20 Postal address

Q21 Telephone

. number set
as uk
phone
number

Thanks! Please click 'submit' to send your response through to us