

**Minutes of** **Executive Cabinet**

**Meeting date** **Thursday, 22 February 2024**

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

**Committee Members present virtually (non-voting):** Councillor Peter Wilson (Vice-Chair)

**Observers present:** Councillors Mark Clifford, Danny Gee, Tommy Gray and Alex Hilton and Michelle Beach, Alan Cullens, Hasina Khan, Jean Sherwood and Craige Southern (attended virtually)

**Officers:** Sarah Bullock (Deputy Chief Executive), Chris Moister (Director of Governance/Monitoring Officer), Louise Mattinson (Director of Finance/Section 151 Officer), Caroline Wolfenden (Director of Change and Delivery), Gayle Wootton (Director of Planning and Property), Hollie Walmsley (Head of Human Resources) and Polly Patel (Performance and Partnerships Manager)

**Apologies:** Councillor Margaret France

A video recording of the public session of this meeting is available to view on [YouTube here](#)

**57 Minutes of meeting Thursday, 18 January 2024 of Executive Cabinet**

**Resolved: that the minutes of the Executive Cabinet meeting held 18 January 2024 be confirmed as a correct record for signature by the Executive Leader.**

**58 Declarations of Any Interests**

There were no declarations of any interests.

**59 Public Questions**

There were no public questions.

## **60 Final Report of the Overview and Scrutiny Task Group - Recruitment and Staff Retention**

Councillor Aidy Riggott, Chair of the Overview and Scrutiny Committee, was not in attendance.

**Resolved: That the item be deferred to the next meeting to enable the Chair of the Overview and Scrutiny Committee to present the report.**

## **61 Revenue Budget Monitoring Report Q3**

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director of Finance, which set out the revenue and reserves forecast for the 2024/25 for the Council, based on the position at 31 December 2024.

In summary, based on the position at 31 December 2023, the forecast outturn, including the unfunded budget pressure of £146,000 following the payment of the 2023/24 pay award in November 2023, is an overspend of £780,000.

It was highlighted that forecasts were based on actual income received and expenditure incurred for the 9 months to 31 December 2023, with the final months of the year based on assumptions and projections, the position could change however.

The council was committed to keeping net costs contained within the budget and reduce overspend. The minimum level of general fund reserve should be maintained at £4 million to cushion against future financial risks. Based on the forecast overspend, the general fund balance as at 31 March should be £3.991m. The financial position would continue to be monitored and reported to members accordingly.

### **Resolved:**

- 1. To note the 2023/24 forecast outturn for revenue and the level of reserves, based on the position at 31 December 2023**
- 2. To note the virements made to and from the revenue budget during the period, as detailed in Appendix 2 of the report.**

### **Reasons for recommendation**

To ensure the Council's budgetary targets are achieved.

### **Other options considered and rejected**

None, it is a requirement to report quarterly on the Revenue Budget Monitoring and Reserves.

## **62 Capital and Balance Sheet Monitoring Report Q3**

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director of Finance which set out to report the outturn financial position of the Council in respect of the capital programme at 31 December 2023, highlighting key issues and explaining key variances, and to provide an overview of various elements of the Council's Balance Sheet at 31 December 2023.

It was highlighted that the Capital Budget for 2023/24 was set at £21.103m by Council in February 2023. Following approval of the 2022/23 outturn, this was increased to £22.998m, then amended further in the Quarter 1 and Quarter 2 Capital Monitoring

Reports, which covered the first 7 months of the year to £13.930m, as approved at Executive Cabinet in November 2023. From the changes detailed within the report, the total programme now stood at £15.822m.

**Resolved:**

- 1. To approve the revised capital programme, attached at Appendix A, which includes an amendment to the programme of £6.754m, as detailed at point 11 of the report.**
- 2. To note the variations to the programme (which are detailed by scheme at Appendix B and referenced within the body of the report);**
- 3. To note the position in the Balance Sheet monitoring section of the report, in respect of cash, investment and loan balances, and debtors, at 31 December 2023.**

**Reasons for recommendation**

To ensure the Council's Capital Programme is monitored effectively.

**Other options considered and rejected**

None.

**63 Chorley Quarter Three Performance Monitoring Report 2023/24**

Councillor Peter Wilson, Executive Member for Resources, presented the report of the Director of Change and Delivery which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2023/24, which covered the period between 1 October 2023 to 31 December 2023.

Overall performance of the Corporate Strategy projects was excellent with 84% of the projects completed or were on schedule. Three projects were rated amber, which was an early warning sign of potential delays, the three of these reports each had an action plan to return the project to schedule. The performance of the Corporate Strategy indicators and measures of key service delivery were monitored closely. 69% of the Corporate Strategy measures, and 100% of key service delivery measures were performing on or above target, or within the 5% threshold.

**Resolved:**

- 1. That the report be noted.**

**Reasons for recommendation**

To ensure the effective performance monitoring of the Corporate Strategy and safeguard its delivery across 2023/24

**Other options considered and rejected**

No other options have been considered or rejected. This is because the report does not present any items for decision.

**64 Exclusion of the Public and Press**

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

## 65 Deliver Improvements to Local Service Centres

Councillor Alistair Bradley, Executive Leader, and Executive Member for Economic Development and Public Service Reform presented the report of the Director of Planning and Property which set out to determine the most appropriate way to spend the allocated UK Shared Prosperity Funding (UKSPF) in order to achieve a commitment made by members regarding improvements to local service centres.

It was noted that some of the properties were privately owned.

### **Resolved:**

- 1. That the proposed approach to improvements to local service centres allowing the Council to spend allocated UK Shared Prosperity Funding (UKSPF) is agreed.**
- 2. That Members note that the proposed approach is dependent on a bit for Community Infrastructure Levy funding being successful.**
- 3. That the Director of Planning and Property is given delegated authority to enter the relevant agreement with Euxton Parish Council to enable a new project.**

### **Reasons for recommendations**

1. These works will achieve an item on the corporate strategy.
2. The works align with the Council's corporate priorities.
3. Chorley Council needs to spend its UKSPF allocation by March 2025

### **Other options considered and rejected**

Consideration has been given to an alternative approach whereby minor public realm improvements would be delivered across the Borough. However, this approach would not meet the criteria for the intervention or achieve the desired outputs and outcomes and therefore could not be funded via the UKSPF programme.

Chair

Date