

Minutes of	Cabinet
Meeting date	Wednesday, 17 January 2024
Committee members present:	Councillors Paul Foster (Chair), Aniela Bylinski Gelder (Vice-Chair), Jacky Alty, Deborah Ashton, Clare Hunter, Matthew Tomlinson and Ian Watkinson
Committee members attended virtually (non-voting):	Councillors
Officers present:	Sarah Bullock (Deputy Chief Executive), Kim Rennie (Interim Deputy Chief Executive), Chris Moister (Director of Governance), Louise Mattinson (Director of Finance and Section 151 Officer), Asim Khan (Director of Customer and Digital), Jennifer Mullin (Director of Communities), Caroline Wolfenden (Director of Change and Delivery) and Coral Astbury (Democratic and Member Services Officer)
Other attendees:	Councillors Paul Wharton-Hardman, Damian Bretherton, Matthew Farnworth, Mathew Forshaw, James Gleeson, Michael Green, Keith Martin, Peter Mullineaux, Pete Pillinger, Lesley Pritchard, Wesley Roberts, David Shaw, Phil Smith, Elaine Stringfellow and Karen Walton and Emma Stevens (attended virtually)
Public:	0
	A video recording of the public session of this meeting is available to view on YouTube here
57	Apologies for Absence
	Apologies were received from Councillor James Flannery.
58	Declarations of Interest
	There were no declarations of interest.
59	Minutes of meeting Wednesday, 13 December 2023 of Cabinet
	Resolved: (Unanimously)
	That the minutes of the last meeting are agreed as a correct record for signing by the Chair.
60	Cabinet Forward Plan

Resolved: (Unanimously)

That the forward plan was noted.

61 Nomination of Mayor-elect 2024/2025 and Deputy Mayor-elect 2024/2025

The Leader of the Council, Councillor Paul Foster presented a report that sought to nominate the Mayor-elect and Deputy Mayor-elect for 2024-2025.

Councillor Foster advised that the Deputy Mayor-elect would be Councillor Paul Wharton-Hardman, with a view to becoming Mayor in 2025-2026.

Resolved: (Unanimously)

1. That Councillor Peter Mullineaux be nominated as Mayor-elect for 2024/2025.
2. That Councillor Paul Wharton Hardman be nominated as Deputy Mayor for 2024-2025 with a view to becoming Mayor in 2025-2026.

Reasons for decision:

To ensure that the Mayor is appointed by the Council for the next municipal year.

Other options considered and rejected:

Not applicable as legally we must appoint a Mayor to chair council meetings and undertake the required duties within the Council's constitution.

62 Draft 24/25 Budget Update

The Cabinet Member (Finance and Public Protection), Councillor Matthew Tomlinson presented a report that set out the draft budget position for the council for 2024/25 and the forecast for 2025/26, reflecting the information within the Provision Local Government Financial Settlement.

Councillor Tomlinson advised the figures in the report were subject to the receipt of the final Local Government Finance Settlement announcement which is due in early February 2024.

Councillor Tomlinson explained the report was based on a worst case scenario and the previous Medium Term Financial Strategy was projecting a budget shortfall of £1.1million so savings had been identified to close the gap. Costs had risen in areas such as homelessness, utility costs and payrises for staff.

It was proposed that there would be an increase in council tax of 2.99% for the first time in four years. There would be a struggle to balance the budget without use of the reserves and there would be a draw down of £500,000 from the reserves to balance the budget. However, these funds would come from a reserve specifically set up to protect the authority from inflationary costs.

Resolved: (Unanimously)

Members agree the contents of the report to start the budget consultation process as follows:

1. A proposed 2.99% increase in council tax in 2024/25 with no proposed cuts to services.
2. A forecast balanced budget for 2024/25, based on a 2.99% increase in council tax as noted above and the use of £0.500m of reserves (although this reserve figure may be subject to change pending receipt of the Final Local Government Finance Settlement and the finalisation of Business Rates income);
3. A forecast budget shortfall for 2025/26 of £1.602m, to be addressed through the development and delivery of the council's savings programme; • To note the proposals in the report for investment in the Labour Administration's priority areas.

Reasons for decision:

The council wishes to set out its budget proposals and consult on them with residents.

Other options considered and rejected:

No other options were considered. This is the draft budget and alternative budgets may be considered as part of the final budget proposal.

63 Fees and Charges 2024-25

The Cabinet Member (Finance and Public Protection), Councillor Matthew Tomlinson presented a report that set out the current position around fees and charges with proposals for 2024/25. Increases would be implemented from 1 April 2024 or the most suitable date following.

Councillor Tomlinson explained that fees and charges had been frozen in 2023/2024 but now had to be increased due to inflation pressures. Members noted that many fees and charges were fixed by central government and not under the Council's control. There would be no change to some fees such as car parking.

Resolved: (Unanimously)

1. Cabinet note the current levels of budgeted fees and charges and issues specific to these.
2. That the changes to 'Other Licensing Fees and Housing' category of fees and charges as per point 21 and Appendix 3 are approved.
3. An increase in the cost of Council Tax and Business Rates Summons and Liability Orders of £9.50 are approved. This will reflect the actual costs of undertaking statutory recovery action, as recently identified in the review by the Shared Customer Services Team. It should be noted that charges are only levied following due process, in line with the Council's Fair Collection

Charter, and all steps are undertaken to support our residents in paying their bills in advance of these being issued. Further details are provided in point 20.

4. Cabinet approve increases of 10% for 360L and 5% for 1100L bin collections in Trade Waste as per point 22.
5. That an increase in charges at the Conference Centre over the coming three years, to uplift other charges in line with this, and to expand the charge for refreshments to include all bookings made, but at a reduced price of £1 per attendee, as per point 23 and Appendix 4 are approved.
6. Cabinet approve a general increase of up to 6.7% in the fees for 2024/25 (limited to the services listed in Table 3 of Appendix 1). Given that the rate of CPI in September was 6.7%, and RPI was 8.9%, the recommended uplift is in line with inflation.
7. Cabinet note that fees and charges in respect of Worden Hall will be reviewed during the year as part of the commercial strategy review.
8. Cabinet approve the full list of fees and charges for upload onto the Council website.

Reasons for decision:

To ensure that fees and charges are set at appropriate levels and are publicly available.

Other options considered and rejected:

No other options were considered as we are required to review fees and charges every year.

64 Lancashire Advanced Engineering and Manufacturing Enterprise Zone

The Leader of the Council, Councillor Paul Foster presented a report that sought permission to proceed with public consultation on a draft Local Development Order (LDO).

Members noted the last LDO had been set in 2014 by South Ribble Borough Council and Ribble Valley Borough Council. As the LDO had now expired the authority was required to start a statutory consultation prior to renewing the order. Following consultation there would be a decision taken to full Council on whether the LDO should be renewed.

Resolved: (Unanimously)

That Cabinet agree to proceed with the statutory consultation.

Reasons for decision:

Public consultation must be completed before further adoption process is possible.

Other options considered and rejected:

It is a legislative requirement to undertake public consultation, there are no alternative options to consider.

65 Exclusion of Press and Public

Resolved: (Unanimously)

That the press and public be excluded 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.

66 Leyland Town Deal - Project Update

The Leader of the Council, Councillor Paul Foster provided an update to members on the progress of the Leyland Town Deal. The report also sought specific approvals for a number of related issues including a revised land and property acquisition strategy.

Resolved: (Unanimously)

1. To approve the proposed terms for the acquisition of 51-55a Hough Lane.
2. To approve the proposed terms for a long lease with Northern Trust to the land to the east of Balfour Court.
3. To approve the design changes to the overall scheme and end use delivered through the project.
4. To recommend the investigation of an alternative approach to providing temporary accommodation for the market traders currently operating in the Leyland indoor market.
5. Delegate the signing of the purchase contract for 51-55a to the Director of Governance.
6. Delegate the signing of the lease for Balfour Court to the Director of Governance.
7. Delegate the approval of the procurement strategy for construction packages to the Director of Governance.
8. Contract awards for each procurement will be delegated to the Leader of the Council and Cabinet Member (Strategy and Reform).
9. Cabinet notes the current budget position.

Reasons for decision:

To ensure that the overall delivery programme completion date of 31 March 2026 is achieved.

Other options considered and rejected:

An option of submitting this report to a later meeting of Cabinet would not be feasible as this would not align with the pressing programme associated with Leyland Town Deal and the funding criteria requirements.

67 Approval for the Contract Award Procedure for ICT Hardware, Software and Support Services

The Cabinet Member (Customer and Digital), Councillor Ian Watkinson presented a report that informed members of the proposed shared procurement for ICT hardware, software, support and to seek arrangement to the sharing of costs and assessment criteria.

Resolved: (Unanimously)

1. Cabinet approves the contract award procedure for a number of joint procurements with Chorley Council for software, hardware and support services.
2. Cabinet approves the hierarchy for the procurement route outlined in paragraph 16.
3. The evaluation criteria is approved.
4. The decision to award is delegated to the Cabinet Member (Customer and Digital)

Reasons for recommendations:

By jointly procuring these contracts it ensures alignment of software and hardware across both authorities supporting Shared Services.

Other options considered and rejected:

Each Council could procure software independently, but this would make it very difficult to align software or services in the future.

Chair

Date