

CABINET

WEDNESDAY, 21ST NOVEMBER, 2018, 6.00 PM

SHIELD ROOM, CIVIC CENTRE, WEST PADDOCK, LEYLAND, PR25
1DH

AGENDA

1 Apologies for Absence

**2 Minutes of meeting Wednesday, 17 October 2018 of
Cabinet**

(Pages 5 - 12)

3 Declarations of Interest

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item. If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

4 Cabinet Forward Plan

(Pages 13 - 20)

Cabinet Forward Plan for the four month period 1 November to 28 February 2019 attached.

Leader of the Council

**5 Corporate Performance Report at the end of Quarter 2
(30th September 2018)**

(Pages 21 - 56)

Report of the Chief Executive attached.

Cabinet Member (Corporate Support and Assets)

6 Microsoft Licensing

(Pages 57 - 62)

Report of the Temporary Director of Customer and Digital attached.

Cabinet Member (Finance)

7 Council Tax Support Scheme (Pages 63 - 76)

Report of the Temporary Director of Customer and Digital attached.

8 Budget Monitoring report as at 30 September 2018 (Quarter 2) (Pages 77 - 90)

Report of the Interim Deputy Chief Executive (Resources and Transformation) attached.

Cabinet Member (Public Health and Safety, Wellbeing and Environmental)

9 Approval of Air Quality Action Plan (Pages 91 - 140)

Report of the Director of Neighbourhoods and Development attached.

10 Exclusion of Press and Public

To consider the exclusion of the press and public for the following items of business on the ground 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.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-
The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

Cabinet Member (Regeneration and Leisure)

11 Campus Programme Delivery Strategy (Pages 141 - 154)

Report of the Director of Neighbourhoods and Development
attached.

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Cabinet Councillors Margaret Smith (Chair), Caroline Moon (Vice-Chair), Colin Clark, Cliff Hughes, Phil Smith, Susan Snape and Karen Walton

The minutes of this meeting will be available on the internet at www.southribble.gov.uk

Forthcoming Meetings

6.00 pm Wednesday, 23 January 2019 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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MINUTES OF	CABINET
MEETING DATE	Wednesday, 17 October 2018
MEMBERS PRESENT:	Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Jane Bell, Bill Evans, Susan Jones and Matthew Tomlinson
OFFICERS:	Jonathan Noad (Director of Planning and Property), Jennifer Mullin (Director of Neighbourhoods and Development), Gary Hall (Section 151 Officer), Dave Whelan (Legal Services Manager/Interim Monitoring Officer) and Dianne Scambler (Governance and Member Services Team Leader)
OTHER MEMBERS AND OFFICERS:	Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services), Andrew Richardson (Assistant Director of Neighbourhoods), Councillor Warren Bennett, Councillor Malcolm Donoghue, Councillor Derek Forrest, Councillor David Howarth (Leader of the Liberal Democrats Group), Councillor Kenneth Jones, Councillor Keith Martin, Councillor Elizabeth Mawson, Councillor Peter Mullineaux, Councillor Alan Ogilvie (Member Champion (Armed Forces)), Councillor Phil Smith, Councillor Susan Snape, Councillor Graham Walton, Councillor Karen Walton (Member Champion for Older People) and Councillor David Watts
PUBLIC:	2

30a Apologies for Absence

None, all Members of the Cabinet were present.

31 Minutes of meeting Wednesday, 12 September 2018 of Cabinet

Decision made: (Unanimously):

That the minutes of the Cabinet meeting held on 12 September be approved as a correct record for signing by the Leader of the Council.

32 Matters arising from those minutes

Minute 21: **New Service Delivery Model of Preventative Health**
The Cabinet were informed that the cross party working group on Leisure, Health and Wellbeing would be established following the Member Briefing that would take place on 1 November 2018.

Minute 23: **Council Tax Support Scheme**

The Cabinet were informed that a report on various options for consultation with residents on the Council Tax Support Scheme would be considered at its next meeting on 21 November 2018

33 Declarations of Interest

There were no declarations of any interests.

34 Communicating with Residents and Businesses

The Cabinet considered a report of the Chief Executive that provided detail on how the Council will communicate with residents and businesses in the Borough. The previous report considered by Cabinet in September had been called in and had been considered further by Scrutiny Committee. Following recommendations made by Scrutiny the report had been amended to take into consideration local government guidance on the frequency of publications. Future communication methods would be consulted upon and recommended by a cross party working group.

In response to a question from Councillor Bennet it was explained that the publication of Members Allowances on the Council's website would meet the legal requirement for disclosure.

Decision made (Unanimously)

That:

1. Cabinet endorses the production of one FORWARD newspaper in October 2018 and the production of a newsletter for each My Neighbourhood forum produced in November detailing Christmas events in each area with funding made available from the corporate communications budget.
2. Cabinet approve a delivery method of the October edition of FORWARD via Royal Mail delivery.
3. Cabinet approve the re-establishment of the communicating with residents and businesses cross party Member Working Group to review the way the Council should communicate with residents and businesses in the Borough in the future.

Reason(s) for the Decision:

A Communications Strategy was developed in 2017 that would transform how the Council would communicate with its stakeholders. One of the objectives in the medium-term action plan was to undertake a rigorous and evidence based review of the FORWARD newspaper.

Following the recommendations of the Scrutiny Committee the report was amended to reflect local government guidance around Council publications.

Alternative Options Considered and Rejected:

None.

35 Place Promotion

The Cabinet considered a report of the Director of Planning and Property that informed of proposals for use of the Place Promotion budget to deliver Invest Central Lancashire and South Ribble inward investment marketing activity as set out in the Corporate Plan.

Its aims were to raise the profile of the South Ribble offer to attract investors, visitors and skilled workers to support the economic growth, reinforce the message that South Ribble is the UK's Best Place to Live, engage property professionals and intermediaries in promoting the Borough's offer, generate enquiries for City Deal employment sites and raise awareness of the benefits of locating businesses in the Borough.

A number of different activities were proposed that included the publication of an Invest in South Ribble Business magazine, industry press advertising, designing new infographics, creating Apprentice Factory promotional materials, sourcing new GDPR compliant business contacts and exploring search engine optimisation.

Members asked for more emphasis to be placed upon advertising through social media as opposed to websites and asked if this could be picked up in a new strategy.

It was agreed that there was lots of good initiatives taking place that if monitored in the right way will be of great benefit to our residents. The Apprentice Factory project is a fantastic scheme for the Borough and Members were pleased to note the employment of a new Digital Marketing Apprentice that would undoubtedly be a great asset to the Council.

Decision made (Unanimously)

That Cabinet agrees the general scope of inward investment marketing activities set out in the report.

Reason(s) for the decision:

Place promotion is one of the projects within the approved Corporate Plan 2018-2023. These proposals provide further detail about the implementation and use of the funding to deliver Invest Central Lancashire and South Ribble inward investment marketing.

Alternative Options Considered and Rejected:

An alternative option was considered to procure a single, specialist agency to deliver a place promotion campaign. This was rejected on the grounds of cost.

36 Business Rates Retention Pilots 2019/20 - Update Report

The Cabinet considered a report of the Interim Deputy Chief Executive (resources and Transformation)/Section 151 Officer that informed Members of a decision taken for South Ribble Borough Council to participate in a pilot bid for 75% retention of business rates in 2019/20.

The decision had been taken urgently by the Cabinet as the deadline for a response to the Government was 25 September. If the bid was successful, further work would be required and future decisions determined by Council.

In response to a question from Councillor Warren Bennet regarding a previous allegation from the Labour Group that the decision had been made illegally, the Leader of the Council explained that they were content with the actual decision but that under the Local Government Act felt that the report should have been presented to the next Council meeting which was on 26 September.

Decision made: (Unanimously)

That Cabinet note the decision appended to the report for South Ribble Borough Council to participate in the Lancashire bid to be a pilot of 75% Business Rate Retention in 2019/20.

Reason(s) for the Decision:

The decision was made on the understanding that the Council would be in no worse a financial position, entering into the pilot, and if not successful the default position would be to continue with the existing pooling arrangement.

Alternative Options Considered and Rejected:

If this Council did not participate in the bid, it may affect the chances of the Lancashire bid being accepted.

If not part of a pool in 2019/20, the financial benefits of pool membership to the Council would be foregone.

37 Exclusion of Press and Public

Decision made: (Unanimously)

That the press and public be excluded from the meeting during the consideration of the following item of business as it involved the discussion of information defined as exempt from publication under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, 'Information relating to the financial or business affairs of any particular person (including the authority holding that information) ' and in which the public interest in maintaining the exemption outweighed the public interest in disclosing it.

38 Station Road, Bamber Bridge - Site Conversion for Affordable Properties

The Cabinet received a report of the Director of Planning and Property that sought Cabinet approval to progress proposals to convert the Council owned site at Station Road from its current use as commercial offices to the use of affordable rented housing and potentially ground floor office accommodation.

The Council has key corporate aims to meet housing needs in the Borough and make efficient use of its assets. The property on Station Road is currently vacant and provides an excellent opportunity for conversion to meet housing need. The Council currently retains significant commuted sums that can be used towards

providing affordable housing. This proposal is an excellent opportunity to provide such accommodation which the market is not delivering.

The Council would enter into a legal agreement with Methodist Action NW for them to manage the property. Methodist Action NW are a housing charity managing over 300 properties across Lancashire and are keen to develop in the South Ribble area and work with the Council more widely in the future. The organisation does a lot of additional work with its residents like forming residents groups and the Cabinet felt that they would be a good partner to work with.

The property had been recently subject to a flood that had caused extensive damage to the property. A small amount of the refurbishment costs could be attributed to these repairs, however the Council were speaking with their insurers regarding this matter and the Director of Planning and Property explained that the full details of the refurbishment costs could be provided upon request.

In response to a question about tenancy criteria and selection, it was explained that the housing would be Social Rental property and available for people in receipt of benefits. The Cabinet thought that it was important for the Council to distinguish the difference between affordable housing and social rental housing in its reports going forwards.

Decision made (Unanimously)

That:

1. Cabinet approves the Capital expenditure of up to £582,965 to refurbish the property at Station Road and convert flats with office accommodation at ground floor.
2. Approval to invite tenders for the works for the refurbishment and conversion to the property and to subsequently appoint a contractor to undertake the works.
3. Approval to enter into a legal agreement/contract with Methodist Action NW for them to manage the property at a cost of 25% with an initial lease term of seven years, with an option to extend the lease.

Reason(s) for the Decision:

The building on Station Road has been previously rented out as a commercial property, although it has remained vacant since 2016 whilst being actively marketed to let. The property has recently been subject to a flood which has caused extensive damage and rendered it unusable.

Consequently potential options have been explored to ensure the financial and/or social value of the asset is maximised. The preferred option of converting to residential would enable us to meet key corporate aspirations for housing.

Alternative Options Considered and Rejected:

Dispose of the building at auction or open market. This option would realise a capital receipt and eliminate on-going revenue liabilities associated with management and maintenance of an asset which is considered not fit for purpose and does not represent an acceptable return as an investment property. It would however not support delivery of affordable housing nor utilise the commuted sums fund.

Refurbish the existing building and continue to market it as a commercial letting. This option is not recommended as the costs of refurbishment are considered to outweigh the income it would generate.

39 Leisure Campus (Contract Award)

The Cabinet considered a report of the Director of Neighbourhoods and Development that requested delegated authority to enter into a contract with Faithful+Gould Limited via the PAGABO Framework to procure the services of a comprehensive design and development team to aid the progress of the Leyland Campus. The report also detailed the Governance arrangements of the Campus programme for information.

Members' attention was drawn to previous Cabinet reports to help them in their deliberations.

The Cabinet's previous report had been called in and following consideration by the Scrutiny Committee a number of recommendations had been made around the provision of relevant detail within the report particularly in relation to governance arrangements that included termination clauses for the Council, should they be required. The Cabinet were now satisfied and fully supported the amended recommendations in the report.

The Cabinet also considered the establishment of a cross party working group extremely important to the ongoing process so that all Members of the Council would buy-in to the project and help to promote its benefits to residents. It was also felt that the design of the Campus was a really good opportunity to put South Ribble on the map with a distinctive piece of architecture and asked if further consideration could be given to this approach.

It was widely acknowledged amongst Members that this was an exciting project for the health and wellbeing of the residents and would be a good investment for the Borough.

Decision made: (Unanimously)

That:

1. Cabinet endorses the utilisation of the PAGABO's national framework for Professional services in Construction and Premises, as the preferred procurement route for developing the leisure element of the Leyland Campus as detailed in the report.
2. Cabinet approves delegated authority to the Director of Neighbourhoods and Development in consultation with the portfolio holders for Assets and Transformation and for Public Health, Leisure and Wellbeing to enter into a contract with Faithful+Gould to design, manage construction and deliver the leisure building element of the Leyland Campus project on the basis that the final proposal does not exceed £1.8m under the terms of a full RIBA scheme of works, as summarised in Appendix 1 of the report.
3. Cabinet notes that throughout the contract period with Faithful+Gould whenever a significant stage of the project is reached, a report will be brought to Cabinet for authorisation. A cabinet report will be brought to the next

Cabinet meeting on 21 November 2018 detailing the significant stages in the project for approval.

4. Cabinet approves the general governance arrangements of the Campus programme, subject to the Cabinet Programme Board being cross party and renamed the Campus Programme Board and its role being to make recommendations to the Cabinet.
5. Cabinet delegates authority to the Director of Neighbourhoods and development in consultation with the Leader of the Council and the Campus Programme Board to determine the terms of reference of the Campus Programme Board.

Reason(s) for the Decision:

Development of campuses is a key element of the Health and Wellbeing priority within the approved Corporate Plan and Capital Strategy. The development of the first Health and Wellbeing Campus (H&WBC) Leyland where it connects to the Green Links programme has been presented and approved by Cabinet on the following dates:

- 6 December 2017 – Health, Leisure and Wellbeing Campuses
- 25 January 2018 – Financial Case for Health, Leisure and Wellbeing Campus Programme.
- 21 June 2018 – First Phase of Campus Programme where Cabinet gave authority to procure professional services via a single source, direct award framework.

The appointment of a development team for the leisure element of the Leyland Campus is essential to move the project forward. Without this the project and hence the whole programme would stall. The single source direct award via the PAGABO framework is the preferred route for the Council to secure the wide range of services required. This route does ensure compliance with Official Journal of European Union (OJEU) procurement process, secures best value and enables the Council to move forward with the project. This chosen route through PAGABO will also allow the Council to build in flexibility and adjust the resources required as the project evolves.

Health and Wellbeing Campus is integral to the Council's service transformation agenda. Appointment of a design team to develop the master plan for the Leyland site, design the leisure centre and integrate it with works at Shruggs Wood, manage the procurement of a construction partner and supervise the execution of the works is a major step towards delivering the transformation agenda.

The procurement strategy is based around sound principles of early contractor engagement, designing in efficient construction and logistics together with reducing adverse impacts on adjacent residents and businesses.

Alternative Options Considered and Rejected:

This report defines the options considered for the appointment of a development team for the leisure element of the Leyland Campus, further options will be considered and reported as the project moves to construction stage.

Chair

Date

South Ribble Council – Cabinet Forward Plan

For the Four Month Period: 1 November 2018 - 28 February 2019

This document gives 28 days' notice of 'key' and other major decisions which the Cabinet expect to take during the next four month period. It also gives notice of the decisions that are likely to be taken in private. The document is updated as required and is available to the public on the Council's website at www.southribble.gov.uk.

A 'Key' Decision is defined as any decision in relation to a Cabinet function which is likely:

- (a) To result in the Council incurring expenditure which is, or the making of savings which are significant. The financial threshold above which expenditure/savings become significant is set at £100,000. The financial threshold is applicable to both revenue and capital budgets; or
- (b) To be significant in terms of its effect on the communities living in an area comprising two or more Council wards.

As a matter of local choice, the Forward Plan also includes the details of any significant issues to be initially considered by the Cabinet and submitted to the Full Council for approval.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a 'Key' Decision may not be taken, unless 28 days' notice have been given in this document.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions, set out in Access to Information Procedure Rules.

The Cabinet is made up of the Leader, Deputy Leader and five other Cabinet Members with the following portfolios:

Leader of the Council	Councillor Margaret Smith
Deputy Leader and Cabinet Member (Neighbourhoods and Streetscene)	Councillor Caroline Moon
Cabinet Member (Corporate Support and Assets)	Councillor Colin Clark
Cabinet Member (Strategic Planning and Housing)	Councillor Cliff Hughes
Cabinet Member (Finance)	Councillor Susan Snape
Cabinet Member (Public Health and Safety, Wellbeing and Environmental)	Councillor Karen Walton
Cabinet Member (Regeneration and Leisure)	Councillor Phil Smith

Whilst the majority of the Cabinet decisions listed in this Forward Plan will be open to the public to attend, there may be some decisions to be considered that contain confidential, commercially or personal information. The Forward Plan is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that some of the decisions listed in the Forward Plan will be held in private because the

report will contain exempt information under Schedule 12A of the Local Government Act 1972, as set out below and that the public interest in withholding the information outweighs the public interest in disclosing it.:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.southribble.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01772 625309 or email dscambler@southribble.gov.uk.

**Heather McManus,
Chief Executive**

Last updated: 05 November 2018

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings of the Cabinet where there is an intention to hold part of the meeting in private: 21 November 2018, 23 January, 13 February and 20 March 2019							
November							
Leader of the Council							
Performance Monitoring Report - Quarters 1 and 2	Cabinet	Cabinet Member (Finance)	Significant effect in 2 or more Council wards.	21 Nov 2018	No	https://southribbleintranet.mode.rngov.co.uk/documents/s3311/06%20-%20Report%20to%20Council%20280218%20re%20Corporate%20Plan%202018-23%20and%20Risk%20Regsiter.pdf	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Cabinet Member (Corporate Support and Assets)							
Microsoft Licensing	Cabinet	Cabinet Member (Corporate Support and Assets)	Significant effect in 2 or more Council wards.	21 Nov 2018	No	None	Report of the Temporary Director of Customer and Digital
Cabinet Member (Finance)							
Council Tax Support Scheme	Cabinet	Cabinet Member (Finance)	Significant effect in 2 or more Council wards.	21 Nov 2018	No	https://southribble.moderngov.co.uk/documents/s5701/Council%20Tax%20Support%20Scheme%20Report.pdf	Report of the Section 151 Officer
Quarter 2 Budget Monitoring Report	Cabinet	Cabinet Member (Finance)	Significant effect in 2 or more Council wards.	21 Nov 2018	No	No	Report of the Deputy Chief Executive (Resources and Shared Services Transformation)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Cabinet Member (Public Health and Safety, Wellbeing and Environmental)							
Air Quality Action Plan	Cabinet	Cabinet Member (Public Health and Safety, Wellbeing and Environmental)	Significant effect in 2 or more Council wards.	21 Nov 2018	No	None	Report of the Director of Neighbourhoods and Development
Cabinet Member (Regeneration and Leisure)							
Campus Project - Progress Update and Approval of Procurement Route	Cabinet	Cabinet Member (Regeneration and Leisure)	Significant effect in 2 or more Council wards.	21 Nov 2018	No	https://southribbleintranet.moderngov.co.uk/documents/s4877/Cabinet%20Report%20210618%20First%20Phase%20of%20Campus%20Project%20post%20Cabinet%20Workshop%20002.pdf	Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future Meetings							
Corporate Investment Framework	Cabinet	Cabinet Member (Corporate Support and Assets)	Significant effect in 2 or more Council wards.	23 Jan 2019	No	No	Report of the Director of Planning and Property
Land at Bamber Bridge	Cabinet	Leader of the Council and Cabinet Member (Assets and Transformation)	Expenditure / Savings higher than £100,000	23 Jan 2019	Paragraph 3: Information relating to the financial business affairs of any particular person (including the authority holding that information)	No	Report of the Chief Executive
Renewable Energy Policy	Cabinet	Public Health, Leisure and Wellbeing	Significant effect in 2 or more Council wards.	13 Feb 2019	No	None	Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Performance Monitoring Quarter 3	Cabinet	Environment and Community Safety	Significant effect in 2 or more Council wards.	20 Mar 2019	No	https://southribbleintranet.mode.rngov.co.uk/documents/s3311/06%20-%20Report%20to%20Council%20280218%20re%20Corporate%20Plan%202018-23%20and%20Risk%20Register.pdf	Report of the Chief Executive

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REPORT TO	ON
EXTENDED LEADERSHIP TEAM CABINET WORKSHOP SCRUTINY COMMITTEE CABINET	23 rd October 2018 08 th November 2018 08 th November 2018 21 st November 2018

TITLE	PORTFOLIO	REPORT OF
Corporate Performance Report at the end of Quarter 2 (30 th September 2018)	Council Leader	Chief Executive

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	No
Is this report on the Statutory Cabinet Forward Plan ?	No
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

This report provides an overview of performance against the Council's Corporate Plan for 2018-19 at the end of the second quarter i.e. the end of September 2018.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that:

- i. Members note performance at the end of Quarter 1 and 2 shown at **Appendix 1**.
- ii. Members note the corporate risks and the controls that have been in place to mitigate risks in 2018-19 as identified in the Corporate Risk Register shown at **Appendix 2**.

3. CORPORATE PRIORITIES

The report relates to all of the corporate priorities as shown below.

Excellence and Financial Sustainability	✓	Health and Wellbeing	✓
Place	✓	Our People	✓

4. BACKGROUND TO THE REPORT

The Corporate Plan for 2018-19 contains a number of projects for delivery across the financial year. This report provides an update for both Quarter 1 and Quarter 2 for members' consideration. Performance indicator data will be shown separately for each Quarter, however projects will be updated based on their latest status (Quarter 2). The report will present this information broken down into Corporate Priorities.

Performance reports for each quarter are considered by the Council's Leadership Team and for Quarters 2, 3 and 4 by the Cabinet and the Council's Scrutiny Committee. An annual report on performance at the end of Quarter 4 will also be submitted to Full Council.

5. PERFORMANCE AT THE END OF QUARTER 2

A performance dashboard for Quarter 1 and Quarter 2 of 2018-19 is attached at **Appendix 1**. This includes a suite of key performance indicators with the structure being highlighted in the following section. The Corporate Risk Register for 2018-19 is also attached at **Appendix 2** for members to review.

5.1 OVERVIEW OF PERFORMANCE

5.1.1 Performance Indicators

In **Appendix 1** performance for each indicator is categorised into one of three categories, shown in the below table.

Improved performance or high performance which has been maintained.	Performance which has stayed the same, or changes in performance which are very small.	Worsened performance.

The attached Performance Dashboard (**Appendix 1**) shows a total of 61 performance indicators, which are each categorised into one of the Council's four Corporate Priorities. The table below shows a breakdown of the frequency to which each of these indicators are reported.

Corporate Priority	Quarterly	Bi-Annually	Annually	Total
Excellence and Financial Sustainability	11	0	9	20
Health and Wellbeing	14	0	6	20
Place	5	1	10	16
Our People	1	2	2	5
Total	31	3	27	61

This report will focus on the performance indicators which are reported on a Quarterly basis.

5.1.1.1. Quarter 1

In Quarter 1, of these 31 indicators, 17 were green, 6 were amber, 6 were red, and 2 did not have comparable data.

5.1.1.2. Quarter 2

In Quarter 2, of these 31 indicators, 16 were green, 8 were amber, 5 were red, and 2 did not have comparable data.

A commentary in relation to those measures that are worsening is provided as 'exceptions' under each of the corporate priorities in the following sections of the report.

5.1.2 Corporate Plan Projects

There are 47 projects that fall within the Council's four Corporate Priorities.

5.1.2.1. Quarter 1

In Quarter 1, 1 of these had been completed, 30 were on-track, 5 were slightly off-track, 5 were off-track, and 6 had not yet started. The full list of these Corporate Plan Projects along with brief updates can be found in the attached Performance Report (**Appendix 1**).

Corporate Priority	Completed	On-track	Slightly off-track	Off-track	Not started	Total
Excellence and Financial Sustainability	0	7	3	0	1	11
Health and Wellbeing	0	12	1	0	1	14
Place	0	10	1	5	4	20
Our People	1	1	0	0	0	2
Total	1	30	5	5	6	47

5.1.2.2. Quarter 2

In Quarter 2, 1 of these had been completed, 29 were on-track, 11 were slightly off-track, 3 were off-track, and 3 had not yet started.

Corporate Priority	Completed	On-track	Slightly off-track	Off-track	Not started	Total
Excellence and Financial Sustainability	0	10	1	0	0	11
Health and Wellbeing	0	10	4	0	0	14
Place	0	10	5	2	3	20
Our People	1	1	0	0	0	2
Total	1	30	11	2	3	47

The full list of these Corporate Plan Projects along with brief updates can be found in the attached Performance Report (**Appendix 1**). Any commentary in relation to the projects that were not on track is provided as 'exceptions' under the relevant Corporate Priority, in the following sections of the report.

5.2 EXCELLENCE AND FINANCIAL SUSTAINABILITY

5.2.1. Q1 Performance Measures

The table below shows the number of key performance measures that were Green, Amber or Red at the end of Quarter 1.

No. of measures	Green	Amber	Red	No. with no comparable data or contextual data only
11	6	2	1	2

5.2.1.1. Key achievements to note

- The Council's waste team continued to maintain its excellent standard 0.02% missed domestic waste bin collections. This averages at approximately 20 bins being missed, per 100,000 bins that are collected each week.

5.2.1.2. Exceptions to note

- Since the same time last year the number of complaints which came through the Gateway service increased from 11 to 20. This is due to the introduction of the Customer Feedback Policy at the end of last year. This policy has resulted in a new approach to recording complaints, therefore complaints that may not have been documented are now being captured through the system.

5.2.2. Q2 Performance Measures

The table below shows the number of key performance measures that were Green, Amber or Red at the end of Quarter 2.

No. of measures	Green	Amber	Red	No. with no comparable data or contextual data only
11	5	2	2	2

5.2.2.1. Key achievements to note

- As mentioned above in the Quarter 1 key achievements, the waste team has continued to maintain its excellent standard 0.02% missed domestic waste bin collections.

5.2.2.2. Exceptions to note

- The number of complaints in Quarter 2 increased slightly (by 1) since the previous quarter. There is no obvious trend as the complaints encompass a wide range of departments and subject matters.
- The number of accidents reported to HSE arising from work activity has increased from 0 in Quarter 1 to 3 in Quarter 2. This is due to Hand Arm Vibration Syndrome (HAVS) which was diagnosed following medical examinations. The council introduced a Health surveillance programme in 2017 in accordance with the control of vibration at work regulations, as a result of the health surveillance, 4 employees were identified as requiring further medical tests. These medical tests were undertaken in July 2018 and 3 employees were non-medically diagnosed with stage 2 HAVS. The diagnosis will not affect their duties, however they must have regular medical checks every 6 months to ensure there is no progression to stage 3 (Stage 3 is a more serious stage). All employees working with power tools have their time exposure constantly monitored and their exposure values are calculated to ensure that they fall below the action values. As a result of the medical reports the council has arranged for an independent Vibration analyse to be undertaken of power tools to ensure the measurements given by the manufacturer are accurate. Any HAVS medical reports are notifiable under the RIDDOR regulations. We are confident that the employees are not being put at any further risks and their medical reports have not placed any restrictions on their work activities.
- The percentage spend against profiled revenue budget has decreased since Quarter 2 last year by 0.6% and since the previous Quarter it has decreased by 1.9%. The main reason for this decrease is due to a higher level of income from garden waste collection, which was £322,000 more than forecasted.

5.2.4 Corporate Plan Projects

The table below shows the number of corporate plan projects that were on target at the end of Quarter 2.

No. of projects	Completed				No. not started
11	0	10	1	0	0

5.2.5 Key achievements to note

- There were no key achievements to note for this Corporate Priority during Quarter 2.

5.2.6 Exceptions to note

- The one amber project within this corporate priority (Implement Pay Award 2018 for Council staff) has been delayed due to long-term staff absence. The resourcing for this project has now been addressed and project will be delivered by 1st April 2019.

5.3 HEALTH AND WELLBEING

5.3.1 Q1 Performance Measures

The table below shows the number of key performance measures that were Green, Amber or Red at the end of Quarter 1.

No. of measures				No. with no comparable data or contextual data only
14	7	2	5	0

5.3.1.1. Key achievements to note

- The number of young people taking part in programmed school activities and ‘out of school’ activities increased from 11,443 (10,221 in school and 1,222 out of school) last term to 15,655 (14,647 in school 1,008 out of school) this term. This increase took place due to a once again successful ‘Dance from the Heart’ project which engaged over 7,000 pupils.
- Multiple performance indicators which touch on the Licencing department showed an improvement in performance in Quarter 1, this includes the amount of vehicle inspections of licenced taxis, the amount of suspensions as a result of these inspections, and the amount of licensed premises inspected. This increase was a result of a new way of working within the Licencing team, led by the appointment of a new Head of Licencing who is eager to implement an enforcement culture within the team, following a period of focusing on improving the policies in place. As more inspections are taking place, this has also led to a higher number of licensed premises being identified that have not complied with requirements following an inspection.

In addition to this, enforcement was also limited in the previous quarter due to concerns regarding the safety of Officers being raised by the Licencing Committee. One Officer was towards the latter stages of their pregnancy, therefore unable to take on enforcement duties, and it was not deemed safe for one Officer to take on night-time enforcement alone.

5.3.1.2. Exceptions to note

- Since the same time last year the number of visits to our leisure and sports facilities decreased from 204,811 to 191,897. This has been negatively impacted by the closure of the Penwortham Holme Recreation Centre which contributed approximately 4,000 users per month.
- Compared to the same time last year the number of homeless presentations recorded increased from 197 to 210, and the number of those who were prevented from becoming homeless decreased from 86 (43.65%) to 80 (38%). However it is worth noting that there was a decrease in the number of people who are homeless, which we have a full duty under the Act, from 9 to 7 compared to the same time last year. This increase can be explained as the Council is working with people at an earlier stage now due to the Homelessness Reduction Act. There is a new duty to refer, which comes into force in October and it is expected that numbers recorded will increase further following this change.

- The number of recorded offences of violence against the person shows an increase in the numbers of crimes reported, however this is due to changes occurring over the past couple of years in relation to police policy, practises and training. For example, training communications staff and officers to record crimes at a point of reporting prior to investigation, auditing incidents to ensure all crime is recorded and now a broader range of crimes are being reported as violent, for example threats on social media. It is also worth noting that this is not a performance indicator that is within the Council's control.

5.3.2. Q2 Performance Measures

The table below shows the number of key performance measures that were Green, Amber or Red at the end of Quarter 2.

No. of measures				No. with no comparable data or contextual data only
14	8	3	3	0

5.3.2.1. Key achievements to note

- This quarter has seen 88 people presenting as Homeless or threatened with homelessness. Of these, 76 were prevented from becoming homeless and 12 were already homeless however their homelessness was relieved.

5.3.2.2. Exceptions to note

- The number of violence against the person offences recorded has seen an increase of 723 offences compared to the same quarter last year. As mentioned in the previous quarter there has been large changes in relation to police policy, practises and training. This is mainly due to a report conducted by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services. An increase in the number of crimes can be seen immediately across Lancashire, after the findings of this inspection were made available to the force as they improved their compliance.
- The % (and number) of licensed premises that have not complied with requirements following an inspection has increased compared to the previous period from 40% (18) to 50.90% (28). This increase of 10.9% (10) is due to enforcement exercises, which have taken place with the Home office/ immigration and also with the Gambling commission. A joint enforcement exercise between the fire, immigration and SRBC Licensing officers found 1 illegal worker in a licensed premises and multiple issues with residential premises within takeaways and a restaurants. This has resulted in 2 reviews of the premises licences being brought forward by the licensing authority. The fire authority as a result issued an enforcement notice, a prohibition notice for a takeaway and a civil penalty issued by the Home Office. A test purchase operation between SRBC licensing and the Gambling Commission found a 100% failure rate for under age use of gaming machines within alcohol licenced premises. Documented warnings have been issued. Almost all funds have been recovered from the cost of the operation

- There has been a rise in the average number of days taken to process a new Housing Benefit claim compared to the same time last year. This is due Universal Credit going full service at peak holiday time in addition to a member of staff being off on long-term sickness for 6 weeks. It is worth recognising that since the end of Quarter 2 this figure has improved (19.61 days at 13-11/18), with a meeting taking place to reiterate the approach we should be taking in processing new claims, and measures being put in place to monitor the situation closer. Furthermore, in regard to staffing 5 short-term contract posts have been replaced with 4 generic posts, one of which has been training on council tax and has now started with some low level benefit training.

5.3.3. Corporate Plan Projects

The table below shows the number of corporate plan projects that were on target at the end of Quarter 2.

No. of projects	Completed				No. not started
14	0	10	4	0	0

5.3.5. Key achievements to note

- MH2K is a national programme being delivered in 4 areas; Birmingham, Central Lancashire, North Tyneside, and Nottingham & Nottinghamshire. The programme is delivered by Involve, a leading charity working in the field of participation, and social enterprise Leaders Unlocked and was jointly funded by the Wellcome Trust People Award, South Ribble Borough Council, Chorley Council, Preston City Council, and Chorley & South Ribble and Greater Preston Clinical Commissioning Groups.

The national launch of the youth-led recommendations on mental health and emotional wellbeing was hosted by Dr Sarah Wollaston MP in Parliament, will included presentations from the young people involved.

The recommendations come from the project MH:2K, and have been informed by youth-led conversations with over 3,000 young people in five diverse areas of England. Taking a holistic view of mental health, they cover prevention, emotional wellbeing support and mental health services. They look at the role of the NHS, councils, schools/colleges/universities, and civil society. They also touch on the role of social media companies.

Key successes of the MH2K project locally was that;

- 21 citizen researchers recruited at the beginning and over the 12 months, with 2 further citizen researchers joining part way through. By the end of the project 17 young people completed the programme. No initial target was set but there was space for 24 young people to be supported.
 - Ages ranged from 14-24 and during the course of 12 months, some gained employment and completed education which accounts for the lower number. However the length of the project reflects a high retention rate amongst the group.
- The group identified 5 key priorities to address through the project:
 - Social Media and Use of Language

- Education and Prevention
- Professionals and Services
- LGBTQ+ Young People
- Young Men

- The Citizen Researchers had to co-design and co-deliver workshops to engage at least 500 other young people in the topics they have identified
 - The Roadshow reached 1145 young people – more than double the original target.
 - There were 36 events at 15 different organisations.
- A lot of work has also taken place in the form of the 'Dementia Friendly Community'. Earlier this year the South Ribble Dementia Week took place, Leyland Festival Senior Marshalls all became dementia friends, and the Dementia Charter was launched. The Dementia Buddy Scheme is also being set up funding an initial 90 devices for free to residents of South Ribble.
- Improvements at Worden Park are currently underway, which include the conservatory, arboretum, the craft centre and the toilets.

5.3.6 Exceptions to note

- There are no exceptions to note for projects within this Corporate Priority this quarter.

5.4 PLACE

5.4.1 Q1 Performance Measures

The table below shows the number of key performance measures that were Green, Amber or Red at the end of Quarter 1.

No. of measures				No. with no comparable data or contextual data only
5	3	2	0	0

5.4.1.1. Key achievements to note

- From the previous period there was an increase in the number of new homes delivered, from 131 to 187, an increase of 56 new homes. The number of new affordable homes delivered increased from 13 to 27, an increase of 14 affordable homes. These are cumulative figures and number of new homes delivered in the period increased by approximately 43% compared to the previous period, whilst the number of new affordable homes delivered also increased by approximately 107%. There are many factors that can affect the rates of housebuilding up or down. Factors that have contributed to the recent increase in the figures include:
 - More certainty following the government's review of CIL as it is now apparent that it will continue in its current form.
 - Several of the City Deal sites are coming forward as highway infrastructures put into place resulting in less highway objections, these larger sites include an element of affordable housing hence the increase in the figures for this type of dwelling, along with an affordable housing only site having been completed in the later period.
 - There has recently been a renewed thrust from Central Government to increase housebuilding
 - Median full-time gross weekly earnings increased by 2% in the North West since 2016/2017: Annual Survey of Hours and Earnings (ASHE) - Office for National Statistics).

5.4.1.2. Exceptions to note

- The number of empty properties as a proportion of the total housing stock increased from 1.32% last quarter to 1.39% this quarter, more specifically from 650 properties to 685. This data is provided by the Council Tax department and is subject to fluctuations which is beyond the control of the Council. Although it is worth noting that this is still much below the national average of 2.54%.

5.4.2. Q2 Performance Measures

The table below shows the number of key performance measures that were Green, Amber or Red at the end of Quarter 2.

No. of measures				No. with no comparable data or contextual data only
5	3	2	0	0

5.4.2.1. Key achievements to note

- There has been a further increase in new homes delivered from the previous period from 187 to 241, an increase of 54 new homes. The number of new affordable homes delivered has increased since the previous period from 27 to 38, this is an increase of 11 affordable homes. These are cumulative figures and there has been an increase of approximately 29% of new homes and 41% of new affordable homes compared to the previous period. The reason for these increases are highlighted in section 5.4.1.1 of the report.

5.4.2.2. Exceptions to note

- The number of empty properties as a proportion of the total housing stock has increased from 1.39% last quarter to 1.40% this quarter. There is a slight difference of 0.1% and as mentioned in quarter 1, the data is provided by the Council Tax department and is subject to fluctuations which are beyond the control of the Council.

5.4.3. Corporate Plan Projects

The table below shows the number of corporate plan projects that were on target at the end of Quarter 2.

No. of projects	Completed				No. not started
20	0	10	5	2	3

5.4.5 Key achievements to note

- Earlier this year, the Council committed in its corporate plan to a strong working relationship with the South Ribble Partnership and identified a number of areas that it would like to work with partners. A key part of this work, which was identified in the corporate plan was to develop the Borough's Community Strategy in collaboration with partners from all across the Borough. Consultation has taken place including two workshops with partner organisations, 1-to-1 interviews with key stakeholders, and a resident survey (reaching over 1,600 individuals). Consultation is due to be finalised with a Member workshop on the 25th October 2018.

5.4.6 Exceptions to note

- The Cuerden Strategic Site programme has been set back due to the withdrawal of Ikea from the scheme. The envisaged timescales for delivery of phase 1 and therefore the employment and skills element are now uncertain. Officers are working very closely with LCC and Brookhouse to enable the site to move forward as quickly as possible for its intended commercial use. In terms of financial impacts, due to this Cuerden is due to contribute Community Infrastructure Levy receipts into City Deal and generate significant business rates. It is too early to predict the final outcome but delays in receiving these funds will inevitably occur.
- The 'Progress development of a project for new Ribble Crossing' project has become off-track as LCC have failed to secure the required funding. This project is unlikely to progress further unless these circumstances change. It is worth noting that SRBC only play a supporting role in this project with LCC leading, therefore such challenges are outside of SRBC's control.

5.5 OUR PEOPLE

5.5.1. Q1 Performance Measures

The table below shows the number of key performance measures that were improving, static or worsening at the end of Quarter 1.

No. of measures				No. with no comparable data or contextual data only
1	1	0	0	0

5.5.1.1. Key achievements to note

- There were no key achievements to note for this Corporate Priority this quarter.

5.4.1.2. Exceptions to note

- There were no exceptions to note for this Corporate Priority this quarter.

5.5.2. Q2 Performance Measures

The table below shows the number of key performance measures that were improving, static or worsening at the end of Quarter 2.

No. of measures				No. with no comparable data or contextual data only
1	0	1	0	0

5.5.1.1. Key achievements to note

- There were no key achievements to note for this Corporate Priority this quarter.

5.4.1.2. Exceptions to note

- Following a decrease in sickness absence last quarter, Quarter 2 has seen this figure increase although this figure remains lower than the same period last year. This increase is due to a rise in long-term sickness per full-time employee (20 days or above), due to combination of factors including work related stress, non-work related stress, and illness.

5.5.4 Corporate Plan Projects

The table below shows the number of corporate plan projects that were on target at the end of Quarter 2.

No. of projects	Completed				No. not started
2	1	1	0	0	0

5.5.5 Key achievements to note

- The Organisational Development programme is progressing well. A cultural baseline review of the organisation has been successfully carried out in partnership with North West Employers. This process engaged 17 employees in semi-structured interviews, 80 in focus groups, 163 in a communications exercise, and 202 in a staff engagement survey. This survey identified that the Council had a 'Feel Good Factor' of 3.48/5. This score can be broken down into three categories (advocacy, motivation, and involvement) for more accurate insight. The overall score for advocacy was 3.314 out of 5, Motivation was 3.75 out of 5 and finally the score for involvement was 3.39 out of 5. Going forward this will be used as a tool for reflection by leadership at the time of a significant Council milestone, therefore allowing a snapshot of the organisation's culture to be identified. These scores will be reported as supporting measure performance indicators to ELT.

Furthermore, a significant amount of work has taken place regarding the development of new values and behaviours for the organisation, these take shape in the SRBC's new Leadership Model.

- Phase 1 of the Apprenticeship Factory is also making good progress. Partners have been engaged, materials are being developed and leadership academy proposals have been created. Businesses engagement has begun and a joint event with Seema Kennedy MP is planned on 16th November. The Apprentice Factory has offered affordable development opportunities for employees, including upskilling existing employees to meet the skills gap of hard to fill vacancies. The Apprentice factory is financing, via levy funds, 4 degree apprenticeships with proposals to develop up to a further 15 employees on an MSc post-graduate Strategic Leadership Development programme. An Apprentice and Skills event delivered by the Apprentice Factory was attended by over 200 South Ribble residents who received information about apprenticeship and job opportunities in the Borough. An Enterprise Adviser workshop delivered by Apprentice Factory was attended by 130 local schoolchildren.

5.5.6 Exceptions to note

- There were no exceptions to note for this Corporate Priority this quarter.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

Consultation on resident satisfaction took place in February 2017 and the outcome of that consultation has provided the data for a number of the annual performance measures set out in this **Appendix 1**. A further survey will be carried out in 2019 to inform future performance reports.

7. OTHER OPTIONS CONSIDERED

As this is a routine performance report, other options are not relevant.

8. FINANCIAL IMPLICATIONS

There are no financial implications arising from the recommendations in this report.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no human resources or organisational development implications arising from the recommendations in this report.

10. ICT/TECHNOLOGY IMPLICATIONS

There are no ICT or technology implications arising from the recommendations in this report.

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no property and asset management implications arising from the recommendations in this report.

12. RISK MANAGEMENT

The Corporate Risk Register at the end of Quarter 2 shows 5 risks with a residual risk rated as green and 4 with a residual risk rated as amber. There are currently no risks with a residual risk rating as red at the end of this quarter.

13. EQUALITY AND DIVERSITY IMPACT

There is no impact on equality and diversity arising from the recommendations in this report.

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

The report has no direct financial implications. The performance indicator in relation to spend is reported in more detail in the budget monitoring report, shown elsewhere on the Scrutiny Agenda.

15. COMMENTS OF THE MONITORING OFFICER

There are no issues that the Monitoring Officer needs to raise.

16. RELEVANT DIRECTORS RECOMMENDATIONS

It is recommended that:

- iii. Members note performance throughout Quarter 1 and Quarter 2 shown at **Appendix 1**
- iv. Members note the corporate risks and the controls that have been in place to mitigate risks in 2018-19 as identified in the Corporate Risk Register shown at **Appendix 2**.

17. BACKGROUND DOCUMENTS

❖ Corporate Plan 2018-19

Appendix 1: Quarter 1 and 2 Performance Report

Appendix 2: Corporate Risk Register

Report Author:	Telephone:	Date:
Michael Johnson Reece Drew	01772 (62) 5339 01772 (62) 5461	16/10/2018

CORPORATE PERFORMANCE REPORT

2018-19: Quarter 1 and 2

(1st April – 30th September 2018)

Corporate Plan measures

Corporate Plan measures of performance					
Excellence & Financial Sustainability – Quarterly Measures	National average	Quarter 2	Quarter 1	Comparable period	Comments
Number of Standards Complaints	N/A	4	4 (Q1:2018-19)	4 (Q1:2017-18)	
Number of complaints (compared to the same time last year)	60 (Per Annum)	21	20	9 (Q2 : 2017-18)	Complaints this quarter are consistent with previous quarters. (Breakdown: Benefits x1, Revenues x2, Planning x3, Dem Services x1, Environmental Health x2, Gateway x 3, Neighbourhoods x6)
% of complaints upheld (compared to the same time last year)	N/A	24%	Data unavailable	Data unavailable	Data only recorded for the first time this quarter.
Number of complaints to the Ombudsman	N/A	2	2 (Q1 : 2018)	16 (2016-17)	
% of complaints to the Ombudsman that are upheld	11%	0	0	25% (4) (2016-17)	
% vacancy rate of Council's current investment estate	N/A	4%	4%	5.9% (Q4 : 2017-18)	Maintained performance since last quarter.
% spend against capital budget (compared to the same time last year) – cumulative figure	N/A	21%	15%	34% (Q2:2017-18)	% Capital spend is lower this year because the capital programme includes some ambitious large value schemes which are in the planning phase and therefore have not yet incurred much expenditure.
% spend against profiled revenue budget (compared to the same time last year)	N/A	97.8%	99.7%	98.4% (Q2:2017-18)	The main reason for % revenue net spend being lower this year is a higher level of income from garden waste collection - £322k more than budgeted.
% statutory and mandatory training delivered	N/A	Data unavailable	Data unavailable	Data unavailable	A system is not yet in place to effectively record this data. This will be addressed during the Health and Safety transformation workshop.
No. of accidents reported to HSE arising from work activity	N/A	3	0	0 (Q4 : 2017-18)	Hand Arm Vibration Syndrome indicated by medical examination. Any HAVS medical reports are notifiable under the RIDDOR regulations. We are confident that the employees are not being put at any further risks and their medical reports have not placed any restrictions on their work activities.
% missed domestic waste bin collections	N/A	0.02%	0.02%	0.02% (Q2 : 2017-18)	Maintained high performance

Corporate Plan measures of performance

Health & Wellbeing – Quarterly Measures	National average	Quarter 2	Quarter 1	Comparable Period	Comments
Number of theft offences recorded (compared to the same time last year)	2,865 (Q3: 2017)	689	710	715 (Q2: 2017-18)	Police analyst has informed us that this is a 3% difference which is a material change therefore without explanation.
Number of violence against the person offences recorded (compared to the same time last year)	1,175 (2011-12)	1,202	921	479 (Q2:2017-18)	Changes over the past couple of years of police policy, practises and training have contributed to the increase in recorded cases.
Number of anti social behaviour offences recorded (compared to the same time last year)	448 (Q3: 2017)	682	769	1015 (Q2:2017-18)	Reports of incidents are now being 'crimed' at the point of reporting, previously reports to the Police were only 'crimed' following investigation. Therefore reported incidents are likely to be given a different crime allocation which previously would have been logged as Anti Social Behaviour
Number of visits to our leisure and sports facilities (compared to the same time last year)	N/A	199,147	191,897	205,675 (Q2 : 2017-18)	The increase since last quarter can be contributed to the reopening of Penwortham Holme Recreation Centre however there is still a reduction in visitors compared to the same time last year.
Number of young people taking part in programmed school and out of school activities (Termly)	N/A	13,458 (12,633 in school & 825 out of school) April 2018- July2018	15,655 (14,647 in school & 1008 out of school)	12,896 (4140 school, 8,756 out of school) April2017 –July 2017)	Reduced compared to last quarter however has increased compared to the same time last year
Number of homeless presentations (compared to the same time last year)	N/A	210	227	197 (Q2 2017-18)	
Number of people presenting as Homeless or threatened with homelessness who are prevented from becoming homeless. (compared to the same time last year)	N/A	88	80	86 (Q2: 2017-18)	Of the 88 - 76 households were prevented from becoming homeless, 12 were already homeless but their homelessness was relieved
Number of people who are homeless and which we have a full duty under the Act (compared to the same time last year)	N/A	8	7	9 (Q1:2017-18)	8 new cases were accepted as being owed the main homelessness duty this quarter

Corporate Plan measures of performance

Health & Wellbeing – Quarterly Measures	National average	Quarter 2	Quarter 1	Comparable Period	Comments
Average number of days (including weekends) taken to process a new Housing Benefit claim (compared to the same time last year)	N/A	24.77 days	23.65 days	18.68 days (Q2: 17-18)	Changes to staffing and the initial impact of becoming a full service Universal Credit area has had an impact on performance in quarter 2.
% (and number) of vehicle inspections of licensed taxis (hackney carriages and private hire vehicles)	N/A	10.12% (24)	9.6% (23)	7.9%(19) (Q4: 2017-18)	
% (and number) of vehicle suspensions as a result of vehicle inspections carried out	N/A	1.69% (4)	0.8% (2)	0.46%(1) (Q4: 2017-18)	
% (and number) of successful appeals to the Magistrates' Court against General Licencing Committee decision	N/A	0	0	0 (Q4: 2017-18)	
% (and number) of licensed premises inspected	N/A	16.40% (55)	14.9% (45)	5.64% (17) (Q4: 2017-18)	
% (and number) of licensed premises that have not complied with requirements following an inspection	N/A	50.90% (28)	40% (18)	29.41% (5) (Q4: 2017-18)	The increase in numbers is due to enforcement exercises which have taken place with the Home office/ immigration and also with the Gambling commission.

Corporate Plan measures of performance

Place – Quarterly Measures	National average	Quarter 2	Quarter 1	Comparable Period	Comments
Overall working age employment rate (compared to the same time last year)	78%	85.4	83.6% (Q1: 2018-19)	82.1% (Q2: 2017-18)	
Number of new homes delivered – cumulative figure	N/A	241	187	131 (Q4:2017-18)	
Number of new affordable homes delivered – cumulative figure	N/A	38	27	13 (Q4:2017-18)	
% (and number) of empty properties (properties that have been empty for 6 months and over) as a proportion of the total housing stock	2.54% (2015)	1.4% (695)	1.39% (685)	1.32% (650) (Q4:2017-18)	The Empty Property data is provided by the Council Tax department and is subject to fluctuations which is beyond the control of the Council. This is rating amber rather than red as it remains below the national average.
% planning applications decided within 8 weeks (minor / other applications) – cumulative figure	85%	93.28%	97.47%	93.39%	This quarter is still over the target figure for this measure. However the number of applications decided has declined in the past quarter, a total of 134 applications have been decided compared to 158 in the first quarter. This difference can make a small difference in percentages. Overall this quarter is only -0.11% lower than the end of year cumulative figures for 2017/18.

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Corporate Plan measures of performance

Our People – Quarterly Measures	National average	Quarter 2	Quarter 1	Comparable Period	Comments
Days lost to sickness absence per FTE (compared to the same time last year)	8.2 Days (annual)	2.17 days (561.5 working days)	1.41 days (354.36 actual days)	2.22 days (Q2 : 2017-18)	There has been an increase in Long-term sickness of 207.14 working days since last quarter however this has reduced slightly since the same time last year.

Overview of risks

Risks

Total number of risks on the Corporate Risk Register this quarter	9
Number of risks with an increased residual risk score this quarter	0
Number of risks with a reduced residual risk score this quarter	0
Total number of corporate 'red' risks i.e. those with a residual risk score of 12 or above) this quarter	0

Red Risks to bring to the attention of SMT

Risk	Risk Owner	Controls in Place

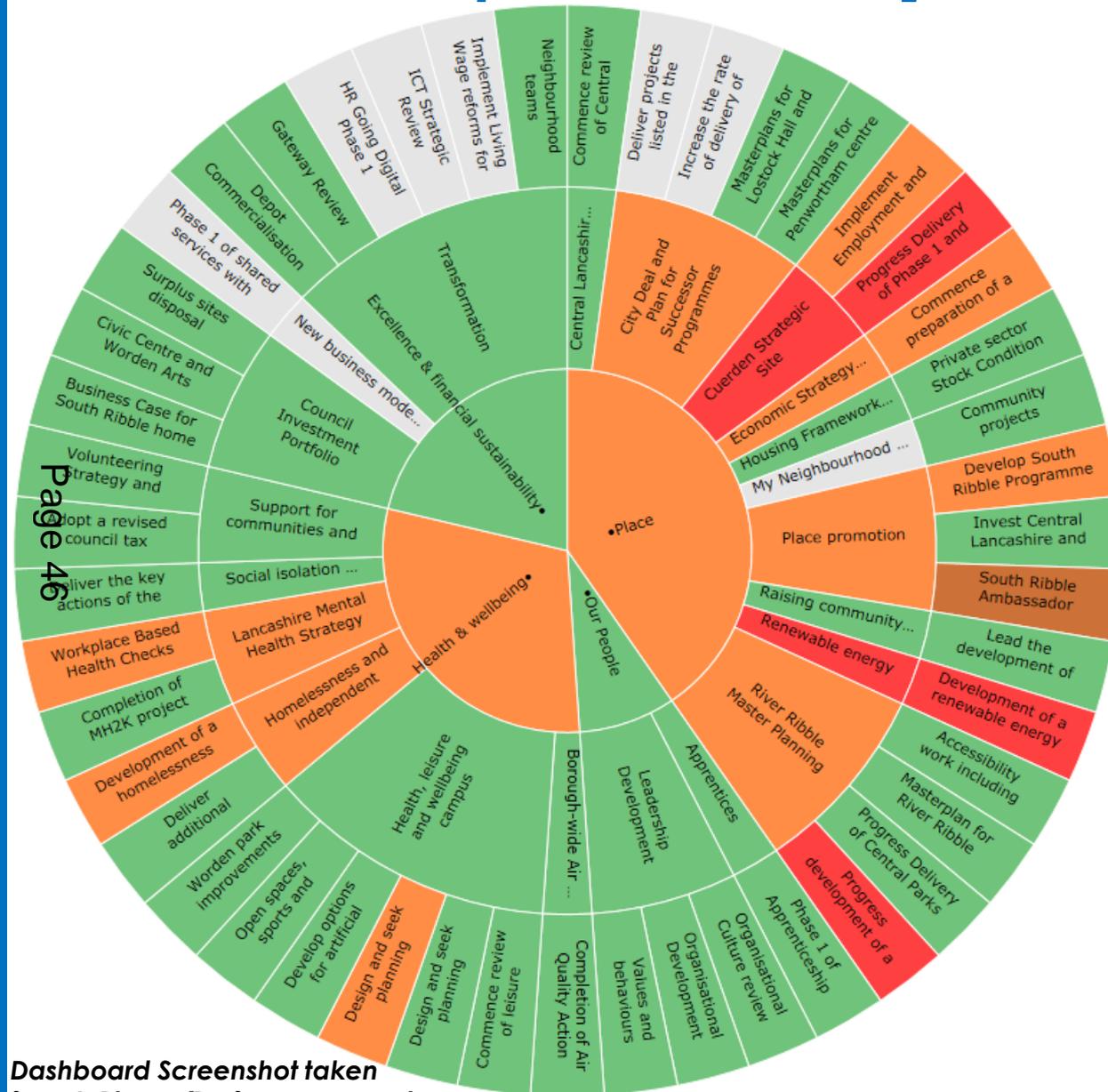
Corporate Plan activities

Green: On track

Amber: Slightly off track but little action needed

Red: Off track: action needed

Corporate Plan Project RAG Overview



Projects with no RAG status have either not been updated or not started.

The below projects should be marked Green:

- Adopt a revised council tax support scheme for 2019-20
- ICT Strategic Review
- New business models including shared services: Phase 1 of shared services with Chorley Council

The below projects should be marked Amber:

- Implement Living Wage reforms for council staff
- Volunteering Strategy and Framework

This is a fault with the system and being addressed by InPhase.

All other projects without a RAG status haven't yet started.

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Corporate Plan Projects

Excellence and financial sustainability	Status	Comments
Civic Centre and Worden Arts Centre commercialisation		Civic Centre - improvement works completed Worden - Consultant Appointed and work programme established
Civic Centre refurbishment		This has now been merged into the above project.
Surplus sites disposal programme Phase 1		Progressing well, no tasks yet due.
Business Case for South Ribble home build proposal		Cabinet approval secured 12th September to procure specialist external advisors to support development of FBC.
HR Going Digital		Now merged into the SOCITIM review of ICT project
SOCITIM review of ICT (Development of and ICT Strategy)		A consultant has now been commissioned to carry out the review and stakeholder engagement has now begun.
Gateway review		Master list of process completed. Data and Customer Journey mapping process started
Neighbourhood Teams transformation		Following initial meeting a paper is to be produced to go to Extended Leadership Team
Depot commercialisation Phase 1		Received approval in principle notification from Ministry of Transport, awaiting start date of contractor to commence physical alterations to the workshop
Implement Pay Award 2018 for Council staff		The Project Manager is currently absent, therefore this will be picked up by Shared Service HR Manager. This project has been picked up by an advisor at Chorley council HR and a report will be going to ELT.
Phase 1 of shared services with Chorley Council		Currently underway - the closing date for applicants was the end of September. Candidates due to be appointed early December

Corporate Plan Projects		
Health & Wellbeing	Status	Comments
Worden park improvements		Improvement work is underway on multiple improvements, including the conservatory, arboretum, craft centre, and toilets.
Design and seek planning permission for the first phase of the Borough green links		Critical element of LCC licences have now been acquired the work can progress.
Open spaces, sports and recreation assessment and playing pitch strategy		Supply and demand analysis has taken place and a strategy has started to be developed.
Commence review of leisure contract		Project has commenced, no tasks due yet
Design and seek planning permission for leisure campus plan		Scrutiny have called this in and it has been deferred to the next Cabinet.
Develop options for artificial grass pitches		Consultant appointed to undertake site options appraisals
Development of a homelessness project to implement the new Homelessness Reduction Act 2017		This project is slightly delayed due to the Project Manager waiting on a Member Learning Hour. Other than this the project is progressing well
Implement a project to deliver additional independent living support to people living with a disability		Better care funding for disability grants has been secured. Progressing well, no tasks due in Quarter 2.
Adopt a revised Council Tax Support Scheme for 2019-20		Report went to Cabinet on the 12 th September and now to go to council in February .
Develop volunteering strategy and Compact for the voluntary, community and faith sector and a volunteering framework to support people and communities to be resilient		The Volunteer Strategy Preparation work has started and models are currently being explored looking at examples of organisations which have volunteering strategies to learn what works well and consider the best approach to take. A Community Powwow is being arranged which will invite several local and national organisations to present these models.
Deliver the key actions of the South Ribble Dementia Action Alliance		Dementia action week has taken place, where a range of activities were delivered and the charter was launched. Leyland festival has also taken place which was a dementia friendly event, Due to the project manager being absent this has delayed the publishing of the living well guide.
Completion of MH2K project		The final report has been published and the showcase event has taken place. The project will be evaluated and closed.
Workplace Based Health Checks Programme		We are currently working with local businesses to introduce a Health Checks programme in workplaces very similar to our own Health and Wellbeing days. Health assessments are undertaken in workplaces by trained Health professionals where several tests are undertaken such as blood pressure, cholesterol check, diabetes assessment.
Completion of Air Quality Action Plan to raise awareness of air quality and solutions to improve air quality		Draft action plan has been out for final consultation, report to go to Cabinet in October.

Corporate Plan Projects		
Place	Status	Comments
Implement Employment and Skills Plan		An Employment Skills and Socio Economic Value (ESSEV) Guidance document has been commissioned to provide a structured approach to creating and assessing employment and skills plans for Cuerden and to establish skills and social value benchmarks. The draft guidance has been produced and will be completed as soon as the revised plans for Cuerden are known. The ESSEV guidance and overarching framework will guide preparation of employment and skills plans for the development parcels within the site
Progress Delivery of Phase 1 and Plan for Future Phases of Cuerden Strategy Site		Ikea pulled out and unlikely to be involved in the future. New anchor tenants required in order to progress project.
Commence review of Central Lancashire Local Plan and the South Ribble Local Plan		3 members of the re-formed Central Lancashire Team to lead on the plan are in place. We have been unsuccessful in appointing to the Coordinator role to manage the team but contingency plans are currently being considered. An outside consultant has been employed in the short term to look at the programme and staff resources needed.
Work with partners and developers to increase the rate of delivery of new homes and commercial floor space by unlocking City Deal sites	Not started	
Deliver projects listed in the City Deal Business and Delivery Plan 2017-20	Not started	
Masterplan for Penwortham town centre		A full public consultation has taken place in respect of this project, jointly run between ourselves and the County. We are about to begin assessing responses. A scheme will then be drawn up and along with this a responses report detailing how the issues raised in the consultation have been taken into account. A further period of publicity will then take place, this is likely to be early next year. The details of this scheme will then be formally submitted to the County Council, as this is a requirement of the planning permission for the Penwortham By-pass. Subject to funding the project will then progress as quickly as possible thereafter.
Masterplan for Leyland town centre		We are currently in negotiations with a planning consultancy who have extensive experience in this area. They will be coming back to us with a project and fee proposal in the very near future.
Masterplan for Lostock Hall centre		We are currently in negotiations with a planning consultancy who have extensive experience in this area. They will be coming back to us with a project and fee proposal in the very near future.
Commence preparation of a Central Lancashire Economic Strategy		Issue Strategy ITQ and Commission Consultants requires agreement by Chorley and Preston Councils and the timetable needs to fit with that of the Central Lancashire Local Plan.
Private sector Stock Condition Survey		Building Research Establishment are currently in the process of understanding their Stock Modelling process and a draft report is estimated mid-November
Invest Central Lancashire and South Ribble Inward Investment Marketing Plan/Activity		This project has starting and is progressing well, however no tasks are due for completion until quarter 3.

Corporate Plan Projects		
Place	Status	Comments
Develop South Ribble Programme for festivals and events		Programme for 2018/19 underway, including a range of centenary events relating to World War One
South Ribble Ambassador programme		Meeting scheduled with SRO to re-visit project scope and timescale
Capital projects including WW1 Centenary with the McNamara VC memorial, Walton le Dale car park and New Longton Improvements		The work to improve Walton-Le-Dale Rec has now been completed.
Masterplan for River Ribble Green links joining river frontage to local amenities & wider network		South Ribble Borough Council has established a working relationship with the Environment Agency, Ribble Rivers Trust, Lancashire Wildlife Trust and Lancashire County Council. An existing successful Lancashire Environment Fund bid with Lancashire Wildlife Trust will deliver a series of leisure routes, interpretation and access improvements within the Ribble corridor area
Accessibility work including completion of Cross Borough Link Road		Construction work is advanced with regard to the completion of the Carrwood Road to the Cawsey. A report to the meeting of the Planning Committee on 7th November.
Progress development of a project for new Ribble Crossing (subject to HIF Funding being awarded)		Due to unsuccessful funding bids by LCC. Currently awaiting reply from LCC with regard to alternative sources of funding.
Progress Delivery of Central Parks Masterplan		The following work has been completed: woodland improvements to implement first Forest Schools education activities, Rivers and Bridges themed walk in partnership with Ribble Rivers Trust, Old Railway Line footpath improvements in partnership with Community Payback Services, Preston Junction Local Nature Reserve Management Plan, and new tree hive installation for native honeybees, in partnership with The Bee Centre.
Lead the development of the Borough Community Strategy		Consultation has been completed which includes 2 partner workshops, 1-2-1 interviews with key stakeholders and a survey which reached over 1,600 people. This will be finalised with a member workshop at the end of October
Development of a renewable energy feasibility study	Not started	This project is still being scoped.
Our People	Status	Comments
Phase 1 of Apprenticeship Factory concept		Partners have been engaged, materials are being developed and leadership academy proposals have been created. Businesses engagement has begun and a joint event with Seema Kennedy MP is planned on 16th November.
Organisational Development: incorporating Phase 1 Senior Leadership Development Programme, Phase 1 Member Development Programme, organisational culture review and values and behaviours (as part of the refresh of the Transformation Strategy)	Complete	Values and behaviours agreed and new leadership model approved, Leadership development training for T1-4 Leaders and Members commissioned, Cultural Mapping completed and transferred into BAU space – completed (New OD & Transformation Strategy to be developed)

2018-19 Corporate Risk Register (Quarter 2)

Appendix 2

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners
Failure of corporate governance leading to external intervention	12	Risk Registers reviewed regularly	4	1	Develop a more inclusive approach to the development of the Annual Governance Statement. A new approach will be finalised and in place early the next calendar year.	Legal Services Manager
		Cross party Improvement Reference Group with external membership in place				Assistant Director of Scrutiny and Democratic Services
		AGS Action Plan			Review of Council Constitution. A large part of the Constitution has now been updated. There ongoing work with Schemes of Delegation and Financial Regulations	Legal Services Manager
		Transformation Strategy				
		Council Constitution and Codes of Conduct				
		Member and officer Protocol				
		Budget Forecasting within MTFS with regard to Annual LG Finance Settlement			National Budget delivered 29/10/18 and implications to be reviewed as part of budget process. Budget timetable in place.	Section 151 Officer
		5-year MTFS aligned to the 5-year Corporate Plan to ensure resources are allocated to deliver the corporate priorities			Currently MTFS aligns to the 5 year corporate plan.	Deputy Chief Executive Regeneration & Growth

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners
Reduction in Government Grant threatens the financial sustainability of the Council	12		4	1	Clear targets in the Corporate Plan with robust performance monitoring.	Deputy Chief Executive Resources & Transformation
		Robust monitoring and reporting of progress in delivering the Corporate Plan and MTFS			Approval in place for Legal & HR, Finance & Assurance and further opportunities are currently being developed with Chorley Borough Council.	Deputy Chief Executive Resources & Transformation
		Financial Training for relevant staff and members				
		Maintain high Council Tax and Business Rates collection rates				

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners
Fraud & Corruption	8	Fighting Fraud and Corruption Locally	6	3	A review of the Council's Anti Fraud & Corruption Strategy will be undertaken and a revised policy developed. Update anti-fraud Strategy	Audit & Risk Manager
		Probity Policies - Anti Fraud & Corruption / Fraud Response Plan / Whistleblowing etc.			A review of the Council's Corporate Fraud & Corruption risks is to be undertaken across all services in conjunction with relevant Senior Officers.	Audit & Risk Manager
		Periodic training / awareness sessions carried out with officers			Comprehensive policy review and revised scheme of delegation to reflect the Council's new organisational structure. The Whistleblowing Policy has been revised this year - this involved the Governance committee. A scheme of delegation has been drawn up and it is with Governance for discussion.	Legal Services Manager
					Corporate Fraud & Corruption Risk will be included as a category within GRACE & a Corporate Fraud Risk Register will be produced and provided to Senior Officers for monitoring.	Audit & Risk Manager
Failure to be compliant with new General Data Protection Regulations (GDPR)	9	GDPR Action Plan	6	2	A GDPR action plan has been developed and is monitored by the Programme Board.	Director Of Customer and Digital
		Monthly review of GDPR action plan by Programme Board				
Impact of Brexit on Council Services	4	Weekly policy review	1	1	We continue to take an overview of the potential impact through the Local Governance Association and through other networks	SRBC Leadership Team (Leadership Team)
		Brexit negotiations and legislation under regular review for developments that may have an impact on services				

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners
Failure of Information systems and data security	8	Maintaining high level of ICT security, achievement of PSN accreditation.	6	2	Secured PSN compliance August 2018. The ICT service plan includes actions to ensure preparedness for annual review.	Director Of Customer and Digital
		Development of annual ICT work programme			Developed work programme further to SOCITIM review and IT Health Check. This is included in the internal audit schedule for 2018/19 as another method to test our robustness in this area.	
		Implement recommendations of SOCITIM Review as appropriate				
Lack of capital funding to undertake large scale improvements to parks, open spaces and leisure facilities	9	Capital programme reflects the priorities in the Corporate Plan	4	1	Corporate plan projects are monitored on a monthly basis by the Programme Board and Extended Leadership Team on a quarterly basis.	SRBC Leadership Team (Leadership Team)
		Regular monitoring of Capital Programme				

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners
Lack of staff resources, systems and / or the skills needed to deliver services and corporate plan and improvement activities	12	Transformation Strategy approved by Cabinet	8	4	Implementation of the new organisational structure is underway with all post now appointed to, with the exception of Shared Services Posts. Shared Services Board to be reconvened after Extraordinary Council Meeting on 1st November due to possible change of political leadership.	Deputy Chief Executive Resources & Transformation
		Policies including Pay Policy / Recruitment policy			Council are currently considering options to create a new PDR system. Work has started on this project and recommendations are due towards the end of November. liP recommendations will be driven forward by the Senior Leadership Team. The Pay Award 2019 work is underway.	Deputy Chief Executive Resources & Transformation
		Employee Benefits - keep under review and in line with best practice			Investment in programme and project management capacity and skills	SRBC Leadership Team (Leadership Team)
		Implement the Transformation Strategy action plans with a focus on organisational development			Senior Leadership Team are refreshing the Transformation / Change Programme. This will be reported in to Members by January 2019 in line with the budget process.	SRBC Leadership Team (Leadership Team)
		Transformation Strategy				
		Project Management System			Project Management System is now in place.	SRBC Leadership Team (Leadership Team)
		Organisational Culture Review			Cultural Review has taken place with Culture Mapping and there is a baseline now in place, with a view to review in March 2019.	SRBC Leadership Team (Leadership Team)
		Investment in organisational development, staff and member development			Senior Leadership Team developing role out of new leadership model.	SRBC Leadership Team (Leadership Team)

Risk Description	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners
Political decisions not taken by members in line with the Corporate Plan	6	Cross party working	4	1	Future report on key issues will go to pre-scrutiny.	SRBC Leadership Team (Leadership Team)
		Cross party Improvement Reference Group with external membership in place			Early consultation with residents / businesses and member engagement on key strategic issues	SRBC Leadership Team (Leadership Team)
		Publication deadlines for Committee reports in place			The continual development of the Mod.gov system has ensured that all members have immediate access to published reports within the statutory publication deadline. The number of late reports has reduced significantly and only occurs where there is a valid reason.	Assistant Director of Scrutiny and Democratic Services

REPORT TO	ON
CABINET	21 November 2018



TITLE	PORTFOLIO	REPORT OF
Microsoft Licencing Renewal	Corporate Support and Assets	Temporary Director of Customer and Digital

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

- 1.1. To seek approval for the Council to undertake a procurement exercise to renew the Council's current licencing arrangements with Microsoft. Licences will be purchased for a 3 year term from 1st April 2019 and will consolidate two existing contracts.
- 1.2 The Council is currently licenced under the following Microsoft agreements:

Agreement Number	Agreement Start Date	Agreement End Date
94CD7794: Incorporates Client Access Licences and Server Licences	1 st January 2017	31 st December 2019
10914993: Incorporates Microsoft Office, Database Licences and additional Server and Client Licences	1 st April 2016	31 st March 2019

- 1.3 As from December 2018 prices will be raised by 3% - 6% and therefore the council wishes to take advantage of a reduced price offer and undertake a procurement exercise before this date.

2. PORTFOLIO RECOMMENDATIONS

- 2.1. Cabinet approves the decision to undertake a procurement exercise to renew the Council's current Microsoft licence arrangements via a further competition exercise through an EU compliant framework with evaluation weightings of 90% Cost and 10% Quality.
- 2.2. Cabinet approves delegated authority to the Temporary Director of Customer and Digital in collaboration with the Portfolio Holder for Assets and Transformation to enter into a 3 year contract on the basis that the final proposal does not exceed £100k per year.

3. REASONS FOR THE DECISION

- 3.1. The Council's current Microsoft licencing Agreements are due to expire. In order for the Council to obtain the best value and ensure excellence and financial sustainability, a procurement exercise is recommended as the best way forward to achieve a fully licenced Microsoft estate.
- 3.2. Renewal of Microsoft licences will also allow the Council to take advantage of the latest technologies offered by Microsoft including Office 365 (O365) and mobile working opportunities.

4. CORPORATE PRIORITIES

- 4.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	x
Health and Wellbeing	
Place	
People	

5. BACKGROUND TO THE REPORT

- 5.1. Many of the council's services utilise software and systems which incorporate or require Microsoft technology. To ensure the council can maintain service delivery access to such systems is crucial.
- 5.2. Currently the council is licenced under two agreements which allows the Council to use the Microsoft Operating System as its core ICT platform, along with Microsoft Office applications and other back office products.
- 5.3. Microsoft are encouraging the use of O365 and are therefore as from September 2018 offering discounts for purchases agreed before the 10th December 2018. Amalgamating both contracts and utilising the latest Microsoft technology will promote mobile working within the council and help the council towards achieving its ambitious digital transformation program. Cabinet will be aware that the Council is presently consulting on a Digital Strategy. One of the priorities that is emerging from the strategy is the maximisation of Microsoft O365 technologies and it is anticipated that this will be implemented during 2019/20.
- 5.4. It should be noted that due to Microsoft's position in the market there is limited competition on which suppliers could fulfil the obligations of the contract.

6. PROPOSALS

- 6.1. The proposal is to undertake a further competition tender exercise via Lot 2 of Crown Commercial Services (CCS) Framework RM3733 - Technology Products 2 to renew the councils Microsoft Licences for 3 years from 1st April 2019 at an indicative cost of £90,000 per year over the life of the contract. It will be necessary to use a framework agreement as the total contract value will exceed the EU threshold. Procurement colleagues will be fully involved and have provided example tender documentation which can be adapted for SRBC's requirements. The further competition tender exercise will be conducted through the Chest e-procurement portal.
- 6.2. The CCS framework agreement is a professionally procured public sector agreement which complies with EU legislation. This opens up a mini competition to suppliers included in the framework as opposed to a full EU procurement process.
- 6.3. Given the relative straightforward nature of the procurement and limited variables it is proposed that the evaluation criteria will be based on 90% Cost and 10% Quality with Quality addressing "Added Value" to ensure the best value use of licences in terms of license support and management, account management and any additional services.
- 6.4. Microsoft have indicated that where a renewal agreement is not in place by 10th December 2018, an additional increase of between 3% - 6% will be incurred. This could cost the council up to an additional £16,200 over the lifetime of the agreement.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 7.1. Consultation has taken place with the Extended Leadership Team where it was agreed that a procurement exercise should take place to avoid the risks associated with not renewing.
- 7.2. Extended Leadership Team also noted the deadline of 10th December 2018 for procurement to have taken place to achieve a discounted cost for the contract. In order to meet these timelines delegated authority is sought to the Temporary Director of Customer and Digital in collaboration with the Portfolio Holder for Assets and Transformation to enter into a contract. It is worth noting that the total contract value for the purposes of Contracts Procedure Rules is the full contract period value and would therefore be £270,000 at £90k per year and a key Decision.

8. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8.1. Due to the council's heavy reliance on Microsoft technology and Microsoft's dominance in the market, there are no realistic alternatives to the use of Microsoft products.

9. FINANCIAL IMPLICATIONS

- 9.1. There are financial implications to this report. It is noted the total contract value of £270,000 is above the EU threshold value and is therefore subject to EU rules.
- 9.2. The procurement exercise is seen as a necessity to ensure value for money and delivery of council services.
- 9.3. The current revenue budget provision for Microsoft Licences is £77,700, therefore this represents an annual increase of £12,300.

10. LEGAL IMPLICATIONS

- 10.1. If the council did not hold valid licences for Microsoft Software, much of the councils ICT infrastructure would be unusable or subject to legal proceedings for using unlicensed software.

11. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

- 11.1. There are no Human Resources or Organisational Development Implications.

12. ICT/TECHNOLOGY IMPLICATIONS

- 12.1. Without an adequately licenced Microsoft estate council officers would be severely restricted in their ability to access core services and systems which would likely effect service delivery. Access to e-mail, documents and web access would all be compromised.

13. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 13.1. There are no Property and Asset Management Implications.

14. RISK MANAGEMENT

- 14.1. Without adequately licenced ICT software and systems the council opens itself up to potential legal challenge and would also constrict the council's ability to offer day to day services to residents. There is also a risk that without a completed procurement exercise by the 10th December 2018 the council would not be able to take advantage of current reduced prices and would therefore need to pay more for the same products and services.

15. EQUALITY AND DIVERSITY IMPACT

15.1. There are no impacts on Equality and Diversity

16. RELEVANT DIRECTORS RECOMMENDATIONS

16.1. The Extended Leadership Team recommends that the council undertakes a procurement exercise to renew Microsoft licence arrangements with agreement from Cabinet.

17. COMMENTS OF THE STATUTORY FINANCE OFFICER

17.1 The indicative annual cost of £90,000 will require an increase in the revenue budget of £12,300 from 2019/20 onwards. This will be reflected in the 2019/20 Budget and Medium-Term Financial Strategy forecasts. Procurement before the 10th December will ensure that discounts can be secured and will give budget certainty by fixing the cost for a three year period.

18. COMMENTS OF THE MONITORING OFFICER

18.1. The use of Framework agreements are permitted by our Contract Procedure Rules. Clearly it is imperative that the council has the requisite Microsoft licences in place.

19. BACKGROUND DOCUMENTS (or There are no background papers to this report)

19.1. There are no background papers to this report.

20. APPENDICES (or There are no appendices to this report)

20.1 There are no appendices to this report

ELT Member's Name: Paul Hussey

Job Title: Temporary Director of Customer and Digital

Report Author:	Telephone:	Date:
Mark Gilmore	01772 625221	October 2018

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REPORT TO	ON
CABINET	21 November 2018

TITLE	PORTFOLIO	REPORT OF
Council Tax Support Scheme	Finance	Temporary Director of Customer and Digital
Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes	
Is this report on the Statutory Cabinet Forward Plan ?	Yes	
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	Yes	
Is this report confidential?	No	

PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to update Cabinet on the current situation with our Council Tax Support Scheme following the recent Government Budget announcements and to seek their agreement to how we ought to proceed with this scheme including a review of the exceptional hardship funds.
- 1.2 As documented previously the Cabinets intention has always been to consult and implement a new scheme commencing April 2019. Work to progress this matter has continued and the details of a proposed alternative scheme are set out in the report. However the recent Government announcement on changes to Universal Credit (UC) mean that we now need to review the potential impact of these changes in relation to any local scheme that might be implemented. Given the timing of the announcement it now seems sensible to undertake an impact assessment and remodelling of the current/alternative scheme options. As a consequence the report as written asks Members to note progress made to date, the timeline for concluding the above work and bringing it back to Council to consider. The Cabinet recognises the need to undertake a review and acknowledges that more could be done to support those in greatest need and therefore will also amend the local hardship scheme.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 That the Cabinet notes the recent Government budget announcements and supports the requirement to carry out further modelling impact assessments and report to Budget Council in February 2019.
- 2.2 That the Cabinet supports the proposal to review the hardship schemes and proactively promote said schemes as outlined in this report.

3. REASONS FOR THE DECISION

- 3.1 The adoption of a revised Council Tax Support scheme has been agreed as a priority in the 5 year Corporate Plan (2018-23).
- 3.2 To ensure that any future new or revised scheme is intended to address the potential administrative burden of the rollout of Universal Credit and satisfy the statutory requirement

within the localisation of Council Tax Support that consultation must take place with major preceptors and residents.

4. CORPORATE PRIORITIES

4.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	✓
Health and Wellbeing	
Place	

5. BACKGROUND TO THE REPORT

- 5.1 Following the various meetings to discuss this matter in council and cabinet work has progressed to move to a position where the council was able to go out to consultation on a revised CTS scheme. Details of which are contained in this report. However there have been some significant changes announced in the Chancellors Budget on 29th October 2018 that significantly affect the propositions put forward in this report.
- 5.2 Council Tax Support (CTS) is a discount designed to help low-income households pay their Council Tax bill. Until 2012/13, it was a centrally-administered benefit, known as Council Tax Benefit (CTB). Administration of the benefit was devolved to local authorities in April 2013, together with a reduction in Government funding. This was part of a package of wider reforms to the welfare system intended to improve the incentives to work and ensure resources are used more effectively, so reducing unemployment and ending a culture of benefit dependency. Local authorities are required by law to maintain the levels of support offered to pensioner households, meaning that a pensioner household can receive CTS equal to 100% of their council tax liability. However, local authorities are able to amend their local scheme for working-age households. In the majority of local authorities, this has meant that the reductions in government funding when CTB was localised were passed on to working-age households, and many people saw their level of CTS entitlement reduce. In financial year 2013/14 SRBC introduced a 'minimum payment' which for 2018/19 is £3.50/week, therefore every working age household in receipt of CTS must pay at least this amount of their council tax bill.
- 5.3 The collection rates for SRBC have not been adversely affected by the Council Tax Support scheme. The table below illustrates that collection rates both prior to and post April 2013 have remained consistently high.

Financial Year	Collection Rate %
2011/12	97.4
2012/13	97.5
2013/14	97.4
2014/15	97.4
2015/16	97.2
2016/17	97.4
2017/18	97.5

- 5.4 At the Full Council meeting on 28th February 2018, members expressed a desire for changes to be made to the working age scheme. There was, and still is, concern that the current £3.50 per week minimum payment is unaffordable for some. As a result, a forecast cost (income loss) of £73,000per annum for SRBC was added to the Medium Term Financial Strategy Forecasts from 2019/20.
- 5.5 A report was presented to Cabinet on the 12th September 2018 updating Cabinet on the work to date on the CTS scheme including summary information on modelling options and a recommendation to undertake the consultation during financial year 2019/20 with any revised scheme implemented in financial year 2020/21. Following a Call-in of said report, at the Scrutiny

Committee meeting held on 27th September 2018, concerns were raised over the process for making amendments to the CTS scheme and clarification was provided by the S151 officer that any new or amended scheme would need the approval of Council.

6. PROPOSALS

- 6.1 In July 2018, residents started to migrate onto Universal Credit (UC), as and when changes in circumstances are reported. The roll-out of full service UC will impact the CTS scheme. The nature of UC means that a CTS scheme will be administratively burdensome, create additional costs, potentially reduce collection rates and confuse residents. A UC award can change on a monthly basis. This will require reassessment and new billing information on a monthly basis in response even if the change to income is minimal. This will have a direct impact on work levels, staff time, postage etc. UC is still in the process of being rolled out so there is limited benchmarking data available. Anecdotal information suggests that 40% of CTS UC full service claimants currently receive between 8 and 12 bills a year. UC processing information is sent to the Local Authority every day by the Department for Work and Pensions (DWP). The changing picture due to UC can be illustrated by the increase in volumes of UC records being sent by the DWP as shown below.

Month/year	Quantity	Month/year	Quantity	% increase
August 2017	266	August 2018	574	116%
September 2017	282	September 2018	787	179%
October 2017	311	October 2018 (to 25.10.18)	895	188%

The council has mitigated this risk by providing comprehensive training to our gateway and revenues and benefits service, and there has been a Member Learning Hour, to provide assurance to members

- 6.2 On the 29th October 2018 the Chancellor delivered the 2018 Budget. Within the announcement the Chancellor indicated a number of changes to UC. These included changes to the amount that households with children, and people with disabilities can earn before their Universal Credit award begins to be withdrawn, the Work Allowance will be increased by £1,000 from April 2019. This means that 2.4 million households will keep an extra £630 of income each year. The Government also announced an extensive package of extra support for claimants as they make the transition to Universal Credit. The Secretary of State for Social Security has announced a further delay in the migration of Housing Benefit to Universal Credit. Under the process of managed migration, the roll-out will be slow and measured. It will start not in January 2019 but later in the year. For a further year the Government will be learning as they go with a small amount of people (estimated 10,000) to ensure that the system is right. The roll-out will then increase from 2020 onwards. It will be slow and measured, and will adapt and change as it goes. The government was intending to begin moving almost four million people onto UC from January 2019, initially in small batches. Larger scale movements were due to start next July 2019. Now though, initial testing has been pushed back to next summer, and large-scale movement won't begin until November 2020 at the earliest.
- 6.3 To offer additional support to those who find themselves in hardship the authority is able to offer a number of additional measures.
- Discretionary Housing Payments (DHP's): The Discretionary Housing Payment can provide assistance with rent costs. DHP's are funded by Central Government. DHP's are for Housing Benefit and the Housing costs element of Universal Credit.
 - Exceptional Hardship Payments (EHP's): The Exceptional Hardship Payments, are designed to assist with Council Tax Support shortfall. EHP's are not funded by Central Government, they are linked to the collection fund so costs are met by SRBC and preceptors.
 - Personal Budgeting Support: Personal Budgeting Support offered advice on how to manage day to day budgeting.

Take up for the EHP's is low and there is a requirement to raise awareness and increase take up for those who may need it. In 2017/18 £2840.74 was awarded in Exceptional Hardship Payments. As at October 2018 we have currently awarded £1928.84. However it should be noted that some provision for council tax shortfalls are taken into account when considering Discretionary Housing Payments.

- 6.4 In light of the above, the proposal is to adopt a more proactive approach to the publicising of all schemes and increase support to strengthen the scheme currently known as the Exceptional Hardship Fund to ensure that all CTS claimants are proactively targeted and effectively passported onto a rebranded local scheme. A variety of mechanisms will be used to achieve this including utilising digital platforms, setting up online messages on our website which would also be publicised via our social media channels. Letters will also be prepared and sent to all CTS claimants.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 7.1 In relation to the adoption of a new or revised scheme Public Consultation is a statutory requirement within the localisation of Council Tax Support. Any consultation must take place with major preceptors and residents. This consultation exercise is to be carried out once scheme options have been identified.

Government guidance is that consultation with residents and any other interested persons should preferably be for a 12 week period. Major preceptors must also be part of this consultation exercise.

The LGFA 1992 (amended by 2012 Act) states for **new Council Tax Support schemes** the following:

Preparation of a scheme

3(1) Before making a scheme, the authority must (in the following order)

- (a) **consult any major precepting authority** which has power to issue a precept to it,
- (b) publish a draft scheme in such manner as it thinks fit, and
- (c) **consult such other persons** as it considers are likely to have an interest in the operation of the scheme.

(2) The fact that this paragraph was not in force when any step described in sub-paragraph (1) was taken is to be disregarded in determining whether there has been compliance with that sub-paragraph.

(3) Having made a scheme, the authority must publish it in such manner as the authority thinks fit.

It also states that for a replacement scheme

Revisions to and replacement of scheme

5(1) For each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme.

(2) The authority must make any revision to its scheme, or any replacement scheme, no later than 11th March in the financial year preceding that for which the revision or replacement scheme is to have effect.

(3) The Secretary of State may by order amend sub-paragraph (2) by substituting a different date.

(4) If any revision to a scheme, or any replacement scheme, has the effect of reducing or removing a reduction to which any class of persons is entitled, the revision or replacement must include such transitional provision relating to that reduction or removal as the authority thinks fit.

(5) Paragraph 3 applies to an authority when revising a scheme as it applies to an authority when making a scheme.

(6) References in this Part to a scheme include a replacement scheme.

The LGA and Local Government Lawyer have published various advice papers on the subject of consultation, including a consultation checklist. The LGA does advise that consultation may not always be necessary e.g. where consultee comments will not add to the process, or a decision has been made and consultation would gain nothing further. As the South Ribble

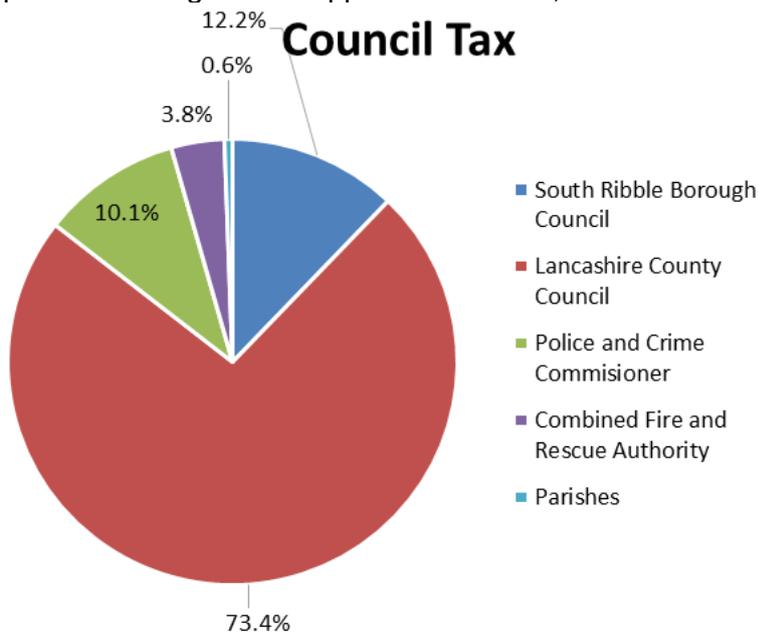
scheme has remained unchanged since April 2013, there has been no further annual consultation carried out since the original consultation exercise of 2012.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 Modelling work has been carried out on retaining the current scheme, and alternative schemes. The advantages and disadvantages of the schemes are outlined in **Appendix 1** to this report. The rationale behind the analysis is to identify CTS scheme options, and consult upon the adoption of the said options. To adopt a banded scheme we would need to purchase specialist software. Any relevant software required may attract procurement requirements and software would need to be compatible with the existing processing system.
- 8.2 It is also noted that any new scheme should address member dissatisfaction with the elements of the current scheme, and the potential administrative burden due to the rollout of Universal Credit.
- 8.3 In light of the announcements in the budget regarding UC further work is required in order to ascertain the impact this could have for South Ribble under its current scheme and the modelled options and it is proposed that this further detailed analysis is undertaken.
- 8.4 Benchmarking with other Lancashire Local Authorities has shown that the majority are making no major changes to their existing schemes for 2019/20.

9. FINANCIAL IMPLICATIONS

- 9.1 The financial implications of the 5 options are considered in terms of scheme costs (i.e. amount of Council Tax Discount) in the body of the report. Compared to the current scheme, reducing the minimum payment to £3.22/week (option 2) would reduce the cost compared to the current scheme and removal of the £3.50/week minimum payment (option 5) would increase the cost to the Council. The other 3 options are considered to be broadly cost-neutral. Please note that as set out in the modelling documentation, the cost implications are based on a set of assumptions at this point in time in relation to council tax increases, the anticipated level of migration to Universal Credit, changes in National Living Wage and taxation. They are therefore indicative and form part of the overall potential implications of each option, both on the Council and claimants.
- 9.2 The net financial impact for South Ribble Borough Council and any preceptors as a result of potential changes is as apportioned below;



Figures quoted are for the financial year 2018/19.

Therefore the cost implications of each option will impact on the preceptors, LCC in particular.

For illustrative purposes, based on the apportionment for 2018/19, removal of the £3.50/week minimum payment (option 5) would result in a forecast loss of council tax income in 2019/20 as follows:

	Option 1 £'000	Option 2 £'000	Option 3 £'000	Option 4 £'000	Option 5 £'000
South Ribble	Broadly cost neutral	(24)	Broadly cost neutral	Broadly cost neutral	69
Lancashire County Council		(137)			397
Police and Crime Commissioner		(19)			55
Combined Fire and Rescue Authority		(7)			20
Indicative Cost / (Saving)		(187)			541

- 9.3 Indicative costs for the required software are a charge of £28,250 for the licence, £2,600 consultancy and an annual maintenance charge of £5,250. DWP have provided funding in 2018/19 to support Universal Credit implementation in the sum of £39,304 which would assist with the cost of any required software. Further funding moving forwards is unknown at this stage.
- 9.4 There will be additional costs associated with the remodelling exercise that needs to be undertaken. Funding will be found from in year savings and appropriate virements made.

10. LEGAL IMPLICATIONS

- 10.1 The Council is under a legal duty by virtue of Schedule 1A to the Local Government Finance Act 1992 to consider each year whether to revise its council tax reduction scheme or to replace it with another scheme. Schedule 1A also provides that any revision to the scheme, or any replacement scheme must be made no later than 11 March in the financial year preceding that for which the revision or replacement scheme is to have effect. The Council has a legal duty to review its CTS every year and to consult on any proposed changes. The recommendation for 2019/2020 is that there should be no change to our existing scheme. However, if members wish to adopt a new revised or replacement scheme for the following year 2020/21, then, as set out in this report, government guidance provides for a consultation period of 12 weeks to allow for all those affected with an opportunity to comment. If changes are made without the process being followed, there is a risk of the scheme being challenged by Judicial Review.

11. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

- 11.1 It is not envisaged that there will be any requirement for changes to staffing levels at this stage. The Leadership Team will keep this under review and any training requirements will be resourced and met internally.

12. ICT/TECHNOLOGY IMPLICATIONS

- 12.1 It will be necessary to procure any required additional Capita modules, which will require installation and testing, together with end user training.

13. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 13.1 There are no known implications for the physical estate.

14. RISK MANAGEMENT

- 14.1 There are no known residual risks at the time of writing this report. Nevertheless the GRACE Risk Management System has been updated to highlight the risks associated with this report and proposals therein.

15. EQUALITY AND DIVERSITY IMPACT

- 15.1 A full Equality Impact Assessment (EIA) was carried out in January 2013 in relation to the scheme introduced in April 2013. A further EIA will be required for any proposed new CTS scheme.

16. RELEVANT DIRECTORS RECOMMENDATIONS

16.1 This reports affords the opportunity for the Cabinet to receive an update on CTS scheme following recent Government announcements and further proposals in relation to the hardship schemes.

17. COMMENTS OF THE STATUTORY FINANCE OFFICER

17.1 The MTFS approved in February 2018 included a £73,000 forecast loss of income from 2019/20. Therefore if the Council continues with its existing scheme for 2019/20, the impact on the council's funding forecast in 2019/20 will be an increase in income of £73,000. Council tax income forecasts in the MTFS for 2019/20 will also be revised to reflect the forecast Council Tax base, estimated Collection fund surplus or deficit balances and reflect Council decisions regarding Council Tax increases.

17.2 In relation to the discretionary housing scheme the current budgets for 2018/19 is £141,496. This fund is cash limited as we are fully recompensed by Government grant. The exceptional hardship scheme is locally funded and may change following the budget setting consultation exercise. The consequences of which will be reported back to Council during the budget cycle.

18. COMMENTS OF THE MONITORING OFFICER

18.1 It is a legal requirement to consult all those affected by any changes to a proposed replacement CTS scheme. If changes are made without consultation, then the scheme could be challenged by Judicial Review. Any proposed replacement scheme has to be approved by Council.

BACKGROUND DOCUMENTS

Policy in Practice Modelling Documentation

APPENDICES

Appendix 1 Scheme Modelling Options

Report Author:	Telephone:	Date:
Paul Hussey		

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APPENDIX 1

Option 1: Maintaining the current scheme with £3.50 per week minimum payment

Advantages	Disadvantages
<ul style="list-style-type: none"> • Working-age households receiving Universal Credit and in employment are particularly likely to see an increase in their level of CTS support. • No immediate requirement for specialist software. • Would enable a full and proper consultation to be carried out for a decision to be made on the scheme for the following financial year 	<ul style="list-style-type: none"> • Costs will rise by 10.9% to £5.3M compared to the scheme in 2017/18. This is due to increases to CT liability (5.5% each year). ** • Self-employed, working-age households receiving Universal Credit will on average see big losses. • Due to the increased number of claims that would come from working-age households receiving Universal Credit, the volume of reassessments is expected to increase substantially. This will have a corresponding impact on administration costs, due to more frequent billing, notifications, and cause customer confusion.

**The major preceptors (LCC, Fire and Rescue and Police and Crime Commissioner) set the percentage increase requirement each year based on their budget requirements.

Option 2: Reducing the minimum payment to £3.22/week

This model introduces a number of small changes that should result in cost savings. These cost savings could then be used to reduce the minimum payment from the current level of £3.50. The changes are as below:

- Reducing the capital limit from £16,000 to £6,000
- Introducing a band cap at CT band D
- Applying the Minimum Income Floor (MIF) to all working-age, self-employed households. This means that self-employed households of working-age are assumed to have a certain level of earnings, with their CTR support determined on this basis, even if their actual earnings are lower.
- Flat-rate non-dependent deductions of £5 if the non-dependant is under 18 or is 18 and over and not in remunerative work, and £10/week if the non-dependant is 18 or over and in remunerative work.

Advantages	Disadvantages
<ul style="list-style-type: none"> • This scheme would have a cost of £5.18m This is £342,000 more than current scheme costs and £187,000 less than retaining the current scheme into 2019/20. • 175 working-age households currently receiving CTR support would lose it altogether. Due to this reduction in claim numbers a small administrative saving may 	<ul style="list-style-type: none"> • As for Option 1 above, due to the increased number of claims that would come from working-age households receiving Universal Credit, the volume of reassessments will still increase substantially. This will have a corresponding impact on administration costs, due to more frequent billing,

<p>be made.</p> <ul style="list-style-type: none"> • Introduction of this model would enable the minimum payment to be reduced from the current £3.50/week to £3.22/week and retain costs at the level that they would be if the current scheme was continued into 2019/20. • The introduction of small changes spreads the impact across households. • Some working-age passported benefit claimants are better off compared to current levels of support. • Households in lower Council Tax bands and with savings under £6,000 are protected from 2 of the amendments in this model • These changes have minimal impact on those in receipt of out-of-work benefits. 	<p>notifications, and cause customer confusion.</p> <ul style="list-style-type: none"> • This model will not protect against increased cost of administration following the rollout of Universal Credit Full Service. • Reassessment of claims will significantly increase • Households losing support due to the introduction of the minimum income floor, will not have a corresponding increase in income. • Self-employed households may face large reductions in support
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Option 3: Determining CTS by sorting into basic income-bands

This model calculates CTS by sorting into Income Bands. Household income is compared to 6 income-bands. A Council Tax discount is set for each income-band. The income bands are calculated so that the result is revenue-neutral to retaining the current scheme. Under this model CTS is calculated very differently from how it is currently.

The bands are as follows:

Band	Weekly income	% discount
1	All legacy passported/max UC	85%
2	< £100	60%
3	£100 - £175	50%
4	£175 - £250	40%
5	£250 - £325	30%
6	£325 - £400	20%

Advantages	Disadvantages
<ul style="list-style-type: none"> • This model would cost £5.34M. This is cost-neutral when compared to the current uprated scheme. • A banded scheme will result in cost savings in administration. Minimal changes within in a band would not require new billing information, resulting in less postage and bills and less confusion for customers as there is less likely to be multiple billing throughout the year. • Hardest-pressed households such as those on passported benefits are likely to be better off under this scheme. • The design of this banded scheme is somewhat successful in reducing the loss of support to some households, especially lone parents. • Self-employed households in receipt of Universal Credit do not face the Minimum Income Floor under this model. 	<ul style="list-style-type: none"> • Employed households face an average loss in support compared to the current-uprated scheme. As such, this model does not support work incentives. • Because couples with children are more likely to be employed and have higher earnings, they fall into lower support bands. • The lack of non-dependant deductions under this model means there is a need to find equivalent savings elsewhere, affecting all households (even if there are no non-dependants in the household). • Specialist software would be required for this option.

Option 4: Income-banded scheme determined by household size

This is an income-banded scheme where different income thresholds are used to determine the CTS for larger working-age households. Four additional changes are also introduced into this model.

- Reducing the capital limit from £16,000 to £6,000
- Introducing a band cap at CT band D
- Applying the Minimum Income Floor (MIF) to all working-age, self-employed households. This means that self-employed households of working-age are assumed to have a certain level of earnings, with their CTS determined on this basis, even if their actual earnings are lower.
- Flat-rate non-dependent deductions of £5 if the non-dependant is under 18 or is 18 and over and not in remunerative work, and £10/week if the non-dependant is 18 or over and in remunerative work.

	Weekly income	% discount (after the application of any other available discounts, e.g. single person discount)		
Band		Single Person	Couple no children	Families with children
1	£0 – £100 & passported/max UC)	85%	85%	85%

2	£100 - £150	80%	80%	85%
3	£150 - £200	Nil	75%	85%
4	£200 - £300	Nil	Nil	80%
5	£300 - £400	Nil	Nil	75%

Advantages	Disadvantages
<ul style="list-style-type: none"> • The model would cost £5.28M. This is cost-neutral when compared to the current uprated scheme. • A banded scheme will result in cost savings in administration. Minimal changes within in a band would not require new billing information, resulting in less postage and bills and less confusion for customers as there is less likely to be multiple billing throughout the year. • Hardest-pressed households such as those on passported benefits are likely to be better off under this scheme. • Households with children would lose support, though less than under option 3. This is due to the especially high costs of these large families • Employed households see an average increase in support. Therefore this model supports work incentives 	<ul style="list-style-type: none"> • Self-employed households would lose support, due to the application of the Minimum Income Floor. • Specialist software would be required for this option.

Option 5: Removing the £3.50/week minimum payment

In this scheme, the £3.50/week minimum payment that every working-age household must make towards their Council Tax bill is removed.

Advantages	Disadvantages
<ul style="list-style-type: none">• All working age households would gain more support compared to the current scheme.• Households in lower Council Tax bands would gain proportionally more support. These households are often on lower-incomes.	<ul style="list-style-type: none">• The model would cost £5.9M. This is £541,000 more than if the scheme were left unchanged for 2019/20 resulting in a substantial loss of revenue for South Ribble Borough Council and major preceptors• Claim numbers would increase as more households gain eligibility• As for Option 1, due to the increased number of claims that would come from working-age households receiving Universal Credit, the volume of reassessments will still increase substantially.<ul style="list-style-type: none">• Administration costs would increase under this option. This is firstly due to the number of reassessments increasing as households migrate onto Universal Credit, and secondly because working-age households that currently do not qualify for CTS may gain eligibility if the minimum payment is removed. This will have a corresponding impact of more frequent billing, notifications, and cause customer confusion.

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REPORT TO	ON
Scrutiny Committee Cabinet	8 November 2018 21 November 2018



TITLE	REPORT OF
Budget Monitoring report as at 30 September 2018 (Quarter 2)	Interim Deputy Chief Executive (Resources and Transformation)

Is this report confidential?	No
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1. PURPOSE OF THE REPORT

This report provides an update at the second quarter of 2018/19 on the Council's overall financial position and a forecast of the projected outturn to 31st March 2019, compared to the budget approved back in February 2018.

2. RECOMMENDATIONS

That the Committee note, review and comment on the report.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	✓

4. BACKGROUND TO THE REPORT

The approved revenue 2018/19 budget set by the Council in February 2018 was £14.050m, with no budgeted transfer to or from general balances. This report compares the 2018/19 Original Budget to the forecast Projected Out-turn.

5. DETAILS

5.1 Revenue Summary

Table 1 below summarises the approved budget and the key revenue budget variations which have been identified at Quarter 2 which are expected will impact on the outturn position at 31 March 2019. The budget figure incorporates the 2018/19 budget proposals and parish precepts and payments to City Deal (which were netted off in the budget report) are shown as gross.

The Projected Outturn forecast at quarter 2 in respect of the full year 2018/19 is a net underspending of £320,000. This includes an overall saving in staffing-related costs of £150,000. This forecast is based on a set of assumptions including when vacant posts will be filled and therefore any delays in recruitment may result in a higher saving at the end of the financial year.

Table 1: REVENUE BUDGET SUMMARY – QUARTER 2 2018/19

Directorate	18/19 Full Year Budget	Projected Variances Over/(Under) spend	2018/19 Projected Outturn
	£000	£000	£000
Chief Executive	1,026	(88)	938
Neighbourhoods & Development	5,533	(175)	5,358
Planning and Property	2,366	(103)	2,263
Finance and Assurance	1,468	(10)	1,458
Legal, HR & Democratic Services	1,196	48	1,244
Customer Experience & Operations	2,004	(49)	1,955
Pension Deficit Contributions	580	0	580
Efficiency Targets:			
Staff Turnover in-year	(100)	105	5
Transformation	(270)	(82)	(352)
Management Restructure	(200)	200	0
Net Cost of Services	13,603	(154)	13,449
Investment Property	(865)	21	(844)
Interest payable / (receivable)	59	(115)	(56)
Parish Precepts	365	0	365
Provision for repayment of debt	969	0	969
Contribution to / (from) reserves	(81)	(72)	(153)
Funding Requirement	14,050	(320)	13,730
Funding:			
New Homes Bonus – City Deal	(984)	0	(984)
New Homes Bonus – SRBC	(407)	0	(407)
Retained Business Rates	(4,606)	0	(4,606)
Council Tax (incl. Parishes)	(8,053)	0	(8,053)
Total Funding	(14,050)	0	(14,050)
Net (Surplus) Deficit	0	(320)	(320)

There are a number of factors that have impacted on the Council's financial performance when compared against the original budget set last year in February 2018. These are set out in Table 2 below.

Table 2: Projected Revenue Outturn Variations at Quarter 2 2018/19

Directorate	Projected Variances At 2 nd Qtr. Over/(Under) spend	Detail	Staffing Related	Non-staffing
	£000		£000	£000
Chief Executive	(88)	Staffing related costs – Delays in recruiting to the two Deputy CEO posts, and turnover in PR.	(88)	
Neighbourhoods & Development	(175)	Staffing related costs – Delays in recruiting to the AD post (42k) and several other vacancies.	(188)	
		Garden Waste income - higher take up than forecast in first year of scheme **		(322)
		Trade Waste income - reduction in take up on renewal		34
		Trade Waste – lower disposal charges payable due to reduced take up		(20)
		Vehicle repair and Maintenance forecast saving - sweeper maintenance work brought in-house **		(30)
		Commercialisation of depot – forecast saving in works to depot (offset by reduced contribution from Transformation Reserve)		(18)
		Grounds Maintenance income increase – new contract		(4)
		Car Parking – forecast shortfall in permits & PCN fines income		14
		Reduction in Pest Control income due to removal of Rats & Mice charges		7
				** Additional income and transformational savings achieved
Planning and Property	(103)	Staffing related costs – Delay in recruiting to the AD post (5k), three vacant apprentice posts (36k) and minor underspends due to reduced hours and turnover.	(53)	
		Place Promotion Budget £100k of which £5k spent and £45k proposed (subject to Cabinet approval)		(50)
Finance and Assurance	(10)	External Audit fees reduction		(10)
Legal, HR & Democratic Services	48	Staffing related costs – Delay in recruiting to the Director and AD posts is offset by costs for Monitoring Officer, but there are costs for a redundancy (15k) and extra HR support (14k)	28	
		Forecast increase in external legal fees largely due to planning appeal and public enquiry costs		20

Directorate	Projected Variances At 2 nd Qtr. Over/(Under) spend	Detail	Staffing Related	Non-staffing
Customer Experience & Operations	(49)	Staffing related costs – Delay in recruiting to the Director post (31k) and vacancies in IT (31k)	(64)	
		IT supplies and services – budget pressures identified (including GDPR)		30
		Revenues and Benefits supplies and services forecast saving		(15)
Budgets not in directorates	223	Transformation savings targets – savings / increased income in year		(82)
		In-year Turnover savings not allocated	156	
		Management Restructure savings not allocated	59	
		Management Restructure severance costs funded from reserves	90	
Investment Property	21	Forecast shortfall in rental income – empty properties Station Road, Bamber Bridge (£23k) offset by minor variations (£-2k)		21
Interest payable / receivable	(115)	Interest on short-term investments		(115)
Contribution to / (from) reserves	(72)	Reduction in contribution from Transformation Reserve		18
		Contribution from restructure reserve	(90)	
Funding	0			0
TOTAL	(320)		(150)	(170)

5.2 Revenue income

With regard to managing risk in the budget management process, the main income streams are reported in detail as these budget heads are subject to variations caused by circumstances outside the direct control of the Council. At this stage in the year some of the Council's main income streams, such as Garden waste charges, are performing extremely well and have in some cases exceeded the levels anticipated. These variations are reflected in the projected out-turn forecasts.

These income targets are highlighted as they are affected by changes that can be out of the Council's control, for example the national economic climate and impact on bank rates and customer behaviours. Due to their scale any material variations against budget have the ability to impact significantly on our overall revenue budget position.

Table 3 below provides a summary of the Council's main income streams:

Table 3: Key Income Budgets

Income Budgets	Annual Budget 2018/19 £000	Income to 30 Sept 2018 £000	Projected Outturn 2018/19 £000	Variance (Over) / Under budget £000
Investment Property Rentals	(1,106)	(975)	(1,085)	21
Garden Waste income	(455)	(777)	(777)	(322)
Planning Fees	(480)	(231)	(480)	-
Trade Waste Charges	(484)	(450)	(450)	34
Building Control Fees	(170)	(102)	(170)	-
Land Charges	(105)	(55)	(105)	-
Interest on Investments	(105)	(123)	(220)	(115)
Taxi Licensing Fees	(73)	(44)	(73)	-
Car Parking Charges/Permits	(108)	(54)	(103)	5
Car Parking PCN fines	(30)	(11)	(21)	9

5.2.1 Investment property rentals

The forecast shortfall in rental income is due to empty property at Station Road, Bamber Bridge (£23k) offset by various minor variations (£-2k). The property at Station Road has been subject to a flood that had caused extensive damage to the property. In October, Cabinet approved capital expenditure to refurbish the property at Station Road and convert flats with office accommodation at ground floor. Approval was also granted to enter into a legal agreement with Methodist Action NW for them to manage the property with an initial lease term of seven years, with an option to extend the lease. There will be an initial shortfall in income from this property until the conversion work has been undertaken but subsequently there will be more income certainty for the Council going forward, with the risk of voids transferred to the housing charity as part of the lease.

There have been no write-offs of property rentals in the period April to September 2018, other than very minor balances.

5.2.2 Interest on Investments

The forecast for Short-term investment income has been revised to £220,000 to reflect both increased average cash balances and improved rates of interest earned. In 2017/18 the total interest earned to March was £179,000.

Returns on investments and comparatives for the previous reporting period are set out below:-

	Average Balance Periods 1 - 6	Average Rate Periods 1 - 6	No of days	Interest Earned
2017/18	£32,842,806	0.497%	183/365	£81,840
2018/19	£37,291,001	0.657%	183/365	£122,893

5.3 Transformation savings target (£0.270m)

Income and transformational savings of £0.352m has been secured in the first half of the financial year, largely due to additional income from Garden Waste charges.

In addition, a number of initiatives are underway which will contribute to the delivery of some budget savings and/or additional income and these include:

- My Neighbourhoods transformation project – potential merging of teams and development of a Place-based model
- Commercialisation of the depot – investment in depot facilities/workshop, discussions with waste contractor re ongoing vehicle maintenance
- Review of Gateway and ICT services which will be further progressed with the roll-out of the digital strategy
- Review of admin function

Although no decisions have been made at this stage that will secure recurrent savings, further detailed updates will be provided in the budget papers. With regard to 2019/20 and future years, these targets will need to be reviewed as part of the overall budget forecasts to ensure a balanced budget position can be achieved and maintained.

5.4 Use of Reserves

The management restructure has resulted in one-off costs in relation to redundancy which will be funded from the organisational restructure reserve in 2018/19 (£90k). Works to facilitate the commercialisation of the depot, which are funded from the Transformation reserve, are forecast to cost £60k, a saving of £18k against the original forecast.

5.5 Capital

Details of the Council's capital spending by scheme is contained in Appendix A. The projected spend is compared to the full year budget accompanied by an explanatory note where applicable.

The total full year capital budget is £8.760m. The budget includes £0.401m slippage from 2017/18 and additional approved budgets £0.208m (City Deal funded schemes £0.125m and Affordable Housing s106 funded scheme £0.083m).

£1.880m (21.5%) was spent and committed as at 30th September 2018. It is expected that the total spend at year end will be £7.752m, forecast re-phasing of expenditure into 2019/20 £0.972m with an in-year saving of £0.036m identified. Similarly to revenue budget monitoring, the statement set out in Appendix A contains current assumptions only and budget holder advice in respect of spending to the end of the year. These forecasts will be updated through the year and any variations identified and reported.

5.6 Revenue Funding

2017/18 was the last year the Council received Revenue Support Grant (RSG) funding. New Homes Bonus funding from housing growth up to a cash limit is payable to the City Deal Fund for the period of the City Deal and therefore not retained by the Council. The introduction of a growth threshold in the calculation of New Homes Bonus unfortunately resulted in no new NHB for 2018/19.

Consequently, from 2018/19 onwards, the Council's core funding is restricted to a basis of 100% locally sourced taxation in the form of Council Tax and Business Rates Retention (BRR). BRR presents a financial risk to the authority as it is subject to year on year, and also in year, variations and volatility outside the direct influence of the Council, for example as a result of appeals, revaluations and technical changes to the BRR scheme late in the year. However it is also an opportunity to benefit directly from growth in the business sector, for which the City Deal programme is a key enabler. The current forecast is that the retained income for 2018/19 will be in line with the budget.

5.7 Summary

In summary, the financial position at the end of the 2nd quarter of 2018/19 shows the Council is forecast to underspend against the original budget. The main reason for this is increases in income, predominantly due to the take up of the Garden Waste collection service and interest earned on short-term investments both exceeding the budget forecast. This is partly offset by some cost pressures identified, including increased costs for IT software required to meet GDPR requirements and increases in external legal fees. Also, targets for cost savings and income generation were included in the 2018/19 budget. At this stage in the year recurring budget savings/income has been secured and a number of transformational initiatives are being progressed. A prudent approach has therefore been taken with regard to the budget forecast at this stage in the year and any transformation savings achieved during the year will be reflected in future budget monitoring reports.

The current forecasts are based on a number of assumptions made in the budget with regard to expected spending patterns and levels of income received to the end of the year. The current position will be closely monitored during the year with particular regard to budgets that are subject to fluctuation and therefore present a higher risk to the Council's financial sustainability over the medium to long term.

With regard to the wider context and the Council's financial position in the longer term it should be noted that although the budgetary savings and additional income achieved contribute towards achieving a balanced out-turn position, these need to be a recurring benefit to ensure that any budget gap can be reduced in future years. This will be addressed as part of the budget-setting process.

The Capital Programme currently reported forecasts only minor variations at the end of the year. As the year progresses the phasing will be updated, and the impact on funding requirements will also be assessed.

6. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these. The risk assessment which has been carried out forms part of the background papers to the report.

6.1 Comments of the Statutory Finance Officer

The financial implications are contained within the report.

6.2 Comments of the Monitoring Officer

The purpose of the report is to provide detailed information to Governance committee on the council's overall financial position. There are no direct legal implications arising as such.

Other implications: ▶ Risk	Risk is identified in the report. The main risk area is the inclusion of assumptions. Assumptions have been made with regard to estimating future costs and external influences that will affect projections in future months. Therefore any conclusions drawn from the contents of the report should be treated with some caution.
▶ Equality & Diversity	This report is not considered to have any adverse impact on equality.
▶ HR & Organisational Development	There are no HR & Organisational Development implications.
▶ Property & Asset Management	There are no Property & Asset Management implications.

▶ ICT / Technology	There are no ICT implications.
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7. BACKGROUND DOCUMENTS

- Budget Report and Medium Term Financial Strategy – February 2018
- Appendix A - Capital Programme Monitoring 2018/19 (Qtr. 2)

Gary Hall
Interim Deputy Chief Executive (Resources and Transformation)/s151 officer

Report Author:	Telephone:	Date:
Jane Blundell	01772 625245	29/10/18

Scheme	Budget	Total Committed Spend	Forecast Out-turn 2018-19	Re-phasing (to) / from 2019-20	Over / (Under)- spend	Comments
Project Management	50,000	50,000	50,000	-	-	This is a revenue budget but it relates to the delivery of capital projects.
Health, Leisure & Wellbeing						
Green Infrastructure						
Green Link - Bamber Bridge LC to Tennis Centre	16,000	-	16,000	-	-	The project is programmed to start Q3
Green Link - Central Parks Network	126,000	4,306	126,000	-	-	The project is programmed to begin Q3 and be finished in Q4
Green Link - Penwortham to Bamber Bridge	97,000	-	97,000	-	-	The project is programmed to start Q3
Green Link - Ribble Links	36,000	-	36,000	-	-	The project is programmed to start Q3
Penwortham Holme Rec Centre drainage	125,000	127,950	129,000	-	4,000	Works commenced Q2. An overspend of £4k is forecasted due to poor weather conditions and a requirement to remove drainage channels.
	400,000	132,256	404,000	-	4,000	
Existing Built Assets						
Farmyard Cottages roofing and cladding	45,000	43,171	43,171	-	(1,829)	The work is complete and we are awaiting the final invoice
Penwortham Holme Pavilion	120,000	-	60,000	(60,000)	-	This project is on hold pending the outcome of the Parks and Playgrounds Strategy (PPS).
Withy Grove Toilets	20,000	-	20,000	-	-	The project is programmed for Q4.
Worden Hall - repairs and making good	50,000	-	50,000	-	-	These 3 schemes are postponed pending a consultancy study of the future use of Worden Hall, which is due to be finalised in November. As a result, the forecast has been reduced for 2018-19.
Worden Hall - works to enable increased activity	100,000	-	-	(100,000)	-	

Scheme	Budget	Total Committed Spend	Forecast Out-turn 2018-19	Re-phasing (to) / from 2019-20	Over / (Under)-spend	Comments
Worden Craft Units - Infrastructure upgrade	25,000	-	25,000	-	-	
Contingency	65,000	-	-	(65,000)	-	This is the residual value of the 'Existing Built Assets' budget of £400k. This can be drawn down when needed for existing or new schemes.
	425,000	43,171	198,171	(225,000)	(1,829)	
New Leisure Facility	100,000	3,334	100,000	-	-	Cabinet will consider, in October, the approval of professional fees for this scheme. Should this be approved, spend could then take place in Q4 and the scheme would be re-profiled with a revised forecast for 18-19.
Sport Pitch Hub	1,000,000	11,325	1,000,000	-	-	Procurement is underway to appoint a consultant to undertake the initial feasibility study (cost £12k). A large part of the budget, and forecast, relates to potential land acquisition costs.
Place						
Master-planning & Regeneration of key areas	100,000	-	50,000	(50,000)	-	The specification for masterplans for Leyland and Lostock Hall are being prepared. A procurement framework will be used to appoint a provider to create the plans. The bulk of the budget can then be used to deliver work towards the plans, although it might not be possible to achieve this before the end of the financial year.
Site Conversion at Station Road, Bamber Bridge	582,965	-	582,965	-	-	Cabinet approved this scheme in October. Tenders will be prepared in Q3 with works expect to be carried out in Q4.
Disabled Facilities Grants	782,104	325,380	782,104	-	-	As of 8th October the total value of jobs in progress is £504k, awaiting completion is £279k and work completed and invoiced is £105k. This brings the maximum total spend forecast for the year to £888k. This is over the budget amount but allows cover for cancellations due to unforeseen circumstances, meaning the expected out-turn should be closer to the budget.

Scheme	Budget	Total Committed Spend	Forecast Out-turn 2018-19	Re-phasing (to) / from 2019-20	Over / (Under)-spend	Comments
Private Sector home improvement grants	200,000	40,752	100,000	(100,000)	-	As of 8th October the total spend has been £45k, with work in progress of £6.5k, giving a total forecast spend of £51.5k. It is highly unlikely that the full budget will be spent because the take up for the grants has not been at the level expected when the budget was set. Any underspend needs to be carried forward so that findings from the recently commissioned stock condition survey can be addressed in the next financial year.
South Ribble Partnership	27,914	-	-	-	(27,914)	This line relates to the residual PRG funding for the South Ribble Partnership. Previously the majority of the funding was used as a contribution towards the salary of the Partnership Manager. Since that role is has been brought into the permanent establishment, the funding is not needed for this purpose any longer and can be transferred to revenue. This funding will be used in the development of the Community and Volunteering strategy.

Excellence & Financial Stability

IT Programme

Civic Centre audio visual equipment	40,000	39,958	39,958	-	(42)	Work is complete and awaiting final invoice.
Civic Centre additional AV equipment	10,349	10,349	10,349	-	-	The equipment includes amplifier units and a new microphone system, which were not part of the specification for the above project.
SAN hosts replacement	80,892	80,892	80,892	-	-	The scheme is complete.
Wi-Fi upgrade	36,612	39,188	39,188	-	2,576	Work is complete and awaiting final invoice.
Civica EDRMS Data Retention Module	25,155	23,000	23,000	-	(2,155)	Project complete. There was a small saving due to a discount on the purchase.
Civica Icon Upgrade	10,000	10,000	10,000	-	-	An order has been raised and the upgrade will be carried out in Q3.
IT Unallocated Funding	21,236	-	-	(21,236)	-	This is the residual budget for IT schemes which has not yet been allocated.
	224,244	203,387	203,387	(21,236)	379	

Scheme	Budget	Total Committed Spend	Forecast Out-turn 2018-19	Re-phasing (to) / from 2019-20	Over / (Under)-spend	Comments
Vehicles and Plant replacement programme	1,018,444	539,717	692,717	(325,727)	-	Delivery has commenced on vehicles ordered in spring. A procurement exercise will commence in November for remaining vehicles. Some vehicles will take longer to procure, meaning the costs will slip to Q1 of next financial year.
Corporate Buildings - Banqueting Suite	80,000	62,242	85,000	-	5,000	The first phase of works are complete. The cost is expected to be £5k higher than budgeted due to asbestos removal.
Corporate Buildings - Civic Centre	200,000	-	100,000	(100,000)	-	This scheme is dependent on negotiations with a potential occupier of the vacant floor spaces within the civic centre. It is expected that key points can be agreed by December so that work can start in Q4, but it is unlikely that the full budget will be spent before year-end.
Corporate Buildings - Depot	70,000	-	70,000	-	-	Work is planned for Q4 to enable more efficient use of the current facilities. This includes expanding the vehicle wash and refurbishment of the facilities to take account of the transformation work involving the Neighbourhood Services and Community Engagement teams.
Corporate Buildings - Other	50,000	-	50,000	-	-	Installation of electric vehicle charging points at corporate buildings is being considered.
Investment Property	2,500,000	-	2,500,000	-	-	The total budget for this scheme, which is funded by the Borough Investment Reserve, is £4.6m. This capital programme has a profile of £2.5m in 18-19. The Council's advisors, LSH, are actively investigating potential purchases but expenditure is dependent on identifying potential sites before the end of the financial year.
Additional Funded Schemes						
Lighting for gateway features	25,000	702	25,000	-	-	The project is programmed for Q3.
City Deal - St Catherine's Park and Central Park	99,716	45,607	99,716	-	-	This project is City Deal funded. The spend so far relates to a new natural play area in St Catherine's Park.

Scheme	Budget	Total Committed Spend	Forecast Out-turn 2018-19	Re-phasing (to) / from 2019-20	Over / (Under)-spend	Comments
<u>Schemes carried forward from 2017-18</u>						
Open Spaces 2016/17 to 2019/20	67,504	76,991	76,991	-	9,487	There are two main projects. Firstly, works are underway at King George V, Queensway Penwortham, consisting of resurfacing of footpaths and rebuilding of brick pillars. Completion is expected in Q3. Secondly, an extension to the ball court at Dob Lane Playing Field has now been completed. There will be an overspend against the budget of £10k, although £6k of this will be recovered from a contribution from the Parish Council.
Gregson Green - Drainage Scheme	18,747	5,746	18,747	-	-	Works complete and final payments to be made in Q2.
Hurst Grange Park	25,000	17,148	25,000	-	-	Works have been carried out to the culvert to the rear of the Lodge, further investigation work is required to the culvert adjacent the playground.
St Mary's, Penwortham - Churchyard wall repairs	105,000	-	105,000	-	-	Delays have been incurred in attempting to obtain burial records from the diocese, this has meant that the opportunity to carry out the work this year has been missed. Plans will be put in place to ensure the work is carried out in spring as soon as ground conditions allow.
Withy Grove Park	34,773	3,616	34,773	-	-	Phase 1 of works were completed in 17-18. Phase 2 works, which mainly involve installation of pathway features, will be installed in Q4.
Worden Park - Replacement conservatory / greenhouse	142,505	142,500	142,505	-	-	The conservatory has been built off site and is due to be installed in March 2019.
Worden Park - Toilet facilities improvements	200,000	165,479	180,000	-	(20,000)	Foundations have been installed. The toilets will be delivered in October and commissioned by December. Resurfacing works will also be carried out before December. The scheme is expected to underspend by £20k.
Bamber Bridge railway station	5,000	-	5,000	-	-	The project is programmed for Q3

Scheme	Budget	Total Committed Spend	Forecast Out-turn 2018-19	Re-phasing (to) / from 2019-20	Over / (Under)-spend	Comments
Bamber Bridge - Regeneration	40,574	5,785	40,574	-		This scheme has continued from 17-18 and is funded by City Deal. Progress is dependent on works being completed by LCC, which is expected in Q4.
Lostock Hall arts academy trail	7,000	814	2,000	-	(5,000)	The work for this scheme has been scaled back due to vandalism and it is expected to be much lower than the budget.
McNamara Memorial	7,500	3,734	7,000	-	(500)	Works are expected to be complete in Q3 and be slightly below budget.
Priory Park	12,000	-	12,000	-	-	The project is programmed to start in Q4.
Lostock Hall Football Facility	150,000	-	-	(150,000)	-	Officers are working with the football club to evaluate options that will be within budget (s106 funded). It may take several months to reach agreement over what works are appropriate and eligible for section 106 spending.
Walton-le-dale Community Centre car park refurbishment	8,980	-	8,980	-	-	The scheme was completed in 17-18 but a residual budget for potential drainage works was carried forward to 18-19. By Q4 we will be in a position to know whether these works are required or not.
Grand Total	8,759,970	1,879,686	7,751,629	(971,963)	(36,378)	

REPORT TO	ON
CABINET	21 November 2018



TITLE	PORTFOLIO	REPORT OF
Approval of Air Quality Action Plan	Public Health and Safety, Wellbeing and Environmental	Director of Neighbourhoods and Development

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

1.1 The report seeks Members' approval and adoption of the Council's Revised Air Quality Action Plan.

2. PORTFOLIO RECOMMENDATIONS

2.1 That the Cabinet agree to adopt the Revised Air Quality Action Plan.

3. REASONS FOR THE DECISION

3.1 Air Quality represents the largest environmental health risk to the population of the UK and one of the greatest overall health risks, with over 63,000 premature deaths occurring in the UK every year from poor air quality.

3.2 Within South Ribble five Air Quality Management Areas (AQMA) have been declared following the identification of five particularly poor areas of air quality.

3.3 The Council is under a legal obligation, Part IV of the Environment Act, to produce an Air Quality Action Plan (AQAP) following the declaration of an AQMA and to work towards the improvement of air quality within its area and achieving the air quality national objective values.

3.4 Statutory Guidance issued by DEFRA identifies the need for all partner organisations and political leaders to demonstrate leadership, commitment and to take responsibility for actions, especially where measures will have knock-on effects on other policy areas.

3.5 The legislation also identifies the need to periodically review the AQAP's, with the guidance suggesting a maximum of every 5 years, the last AQAP launched in 2016 became out of date in December 2017 following the declaration of the fifth AQMA in Leyland, and an update was required.

4. CORPORATE PRIORITIES

4.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	x
Health and Wellbeing	X
Place	X

Projects relating to People in the Corporate Plan:

People	x
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5. BACKGROUND TO THE REPORT

5.1 In 2005 South Ribble Borough Council declared the first four Air Quality Management Areas in the borough covering sites in Penwortham, Lostock Hall, Bamber Bridge and Walton-le-Dale, all for the likely exceedance of annual mean Nitrogen Dioxide Objective level.

5.2 At the time the authority had been identified as an 'Excellent Authority' and as such did not need to produce an AQAP. This relaxation finished and following a poorly responded to consultation the 2016 AQAP was published.

5.3 Following continual air quality monitoring and due to a significant level of development around the Leyland area exceedances in the annual mean Nitrogen Dioxide levels were recorded and the fifth AQMA declared in December 2017.

5.4 The 2016 AQAP covered the whole borough and as such following the declaration of the Leyland AQMA became out of date, combined with the increase in the wider public concern across the country in air quality, it was decided to review the AQAP.

5.5 A steering group comprising of elected members, County Council Highways Officers, Public Health Lancashire, CCG, Police and South Ribble Staff were invited to attend the steering group to develop the action plan. In addition, a full public consultation was undertaken which gathered a number of responses and suggested measures to be included. The steering group discussed these and determined which ones should be taken forward.

6. PROPOSALS

6.1 That the revised Air Quality Action Plan be adopted and signed and measures implemented within the Council directorates, and by elected members.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 7.1 On the 21st June 2018, National Clean Air Day, a full consultation was launched as part at a Clean Air Day event for members and staff at the civic centre. The aim of the day was to launch the consultation on the revised action plan, source potential measures to be incorporated and improve the understanding around air quality.
- 7.2 An air quality Steering group was established involving staff and members from South Ribble Borough Council, County Council Highways and Public Health and CCG.
- 7.3 A press release was released and articles placed on the council's website, social media and internal intranet (Connect).
- 7.4 A large number of suggested measures were received from the Clean Air Day event and over the six-week consultation period. Participants included staff, partner organisations, elected members and members of the public. These were sorted and discussed within the steering group, finally deciding on those included within the document.
- 7.5 Partner agencies who have responsibilities for identified actions in this plan have been fully involved in the consultation and will be written to once the plan has been approved with their agreed actions.
- 7.6 The Action Plan is to cover a five year period with the identified actions being completed or in the case of policies and educational goals started over this time period. Following initial planning identified measures within the plan will be programmed into the corporate planning process.

8. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8.1 Details of all suggested measures are included within the back of the Action Plan included those that were discounted.

9. FINANCIAL IMPLICATIONS

- 9.1 Adoption of the revised Air Quality Action Plan will have no direct financial costs, however the development and implementation of some of the identified measures will have a financial impact and each will need to be considered separately as the measures are developed.

10. LEGAL IMPLICATIONS

- 10.1 The revised action plan has been written following a full consultation exercise and its production is a statutory requirement. The action plan must identify suitable measures to help towards the improvement of air quality within the borough.
- 10.2 Failure to produce, maintain, review an air quality action plan and pursue measures within it may result in direct intervention from the Secretary of State.

11. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

- 11.1 None.

12. ICT/TECHNOLOGY IMPLICATIONS

12.1 None.

13. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

13.1 No direct implications but some if the identified measures impact on council owned assets.

14. RISK MANAGEMENT

14.1 There are no implications for not adopting the Air Quality Action Plan, However failure to work towards the completion of the identified measures may have instigate Secretary of State involvement.

15. EQUALITY AND DIVERSITY IMPACT

15.1 None

16. RELEVANT DIRECTORS RECOMMENDATIONS

16.1 That Cabinet agree to adopt the Revised Air Quality Action Plan.

17. COMMENTS OF THE STATUTORY FINANCE OFFICER

17.1 There are currently no financial implications identified, but any planned actions for which the costs cannot be met from existing budgets will require approval in line with the council's constitution.

18. COMMENTS OF THE MONITORING OFFICER

18.1 Part IV of the Environment Act 1995 requires councils to review air quality in their area periodically and designate management areas if improvements are necessary. Where an air quality management area is designated, councils are also required to work towards the Government's Strategy's objectives. An air quality action plan describing pollution levels must then be put in place. These plans contribute to the achievement of air quality limit values at local level. This report is designed to meet these statutory obligations.

19. BACKGROUND DOCUMENTS

- 19.1 Air Quality Management Order, No. 5 – Leyland
- 19.2 South Ribble Borough Council Annual Status Report 2017
- 19.3 Environment Act 1995
- 19.4 Corporate Plan 2018-2023
- 19.5 Local Air Quality Management PG(16)

21. APPENDICES

21.1 South Ribble Borough Council Air Quality Action Plan 2018

Jennifer Mullin:
Director of Neighbourhoods & Developments

Report Author:	Telephone:	Date:
Neil Martin, Senior Environmental Health Officer	01772 625329	5 th October 2018

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South Ribble Borough Council



South Ribble Borough Council
Air Quality
Action Plan
2018

Local Authority Officer	Neil Martin
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Department	Neighbourhoods & Development
Address	Civic Centre, West Paddock, Leyland, Lancashire, PR25 1DH.
Telephone	01772 625336
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Report Reference number	Action Plan 2
Date	December 2018

Endorsed By:	
Heather McManus, Chief Executive	
Councillor Mary Green, Lead of the Council	
Councillor Paul Foster, Leader of the Opposition	
Councillor Karen Walton Cabinet Member for Public Health, Leisure and Wellbeing	
Lancashire Public Health	
Lancashire County Council	

Executive Summary

This Action Plan has been developed as part of South Ribble Borough Council's statutory duties required by the Local Air Quality Management framework. It outlines the actions to be taken to improve air quality in South Ribble Over the next 10 years.

The action plan replaces the previous action plan which ran from 2016, and has been revised following the declaration of a further Air Quality Management Area in Leyland.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³. South Ribble Borough Council is committed to reducing the exposure of people in South Ribble to poor air quality in order to improve health.

This action plan is a borough wide action plan and we have developed actions that can be considered under the following broad topics:

- Alternatives to private vehicle use
- Freight and delivery management
- Policy guidance and development control
- Promoting low emission transport
- Promoting travel alternatives
- Public information
- Transport planning and infrastructure
- Traffic management
- Vehicle fleet efficiency

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

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Introduction

South Ribble Borough Council's current Air Quality Action Plan (AQAP) was published in 2016, following a public consultation. While little public interest was received at the time the Action Plan was finalised and published with a number of measures to help improve the air quality within the borough and reduce the levels of pollution.

The current Air Quality Action Plan covers the full borough area.

Due to an increase in development and associated traffic, monitoring identified an exceedance of the annual mean Nitrogen Dioxide levels along Turpin Green Lane – Golden Hill Lane in Leyland, subsequently a further AQMA was declared in December 2017. As a result it was decided to review the existing AQAP, with the aim of increasing public involvement, and updating some of the actions within the existing plan.

This Action Plan will replace the 2016 AQAP and has been produced following full consultation with the public and elected members and partner organisations.

Objectives

The objectives of this Air Quality Action Plan are:

- To improve air quality across the borough of South Ribble.
- To promote awareness of Air Quality & actions that individuals, companies, and organisations can take to reduce their impact on the environment.
- To fulfil the legal responsibilities of South Ribble Borough Council, Lancashire County Council and other partner Organisations.
- To embed Low emission behaviours into our organisation by 2024.

Background

Under the requirements of Local Air Quality Management (LAQM) in the Environment Act 1995, South Ribble Borough Council is required to report periodically on air quality and action planning to improve air quality. The Council has a duty to declare as AQMA's those areas where the air quality objectives are not likely to be met. This applies only to locations where members of the public might reasonably be exposed for the period of the objective, where hourly or annually.

A local authority declaring an AQMA must draw up an AQAP in conjunction with the relevant County Council where one exists and other relevant partner Organisations. The AQAP must set out what actions the authority intend to take in pursuit of the air quality objectives.

In 2005 the Council declared four Air Quality Management Area's (AQMA's) across the borough, maps of these areas are shown in Appendix C. The areas were declared based on modelling which predicted that the annual mean Nitrogen Dioxide Air Quality Objective would be exceeded.

The declared areas are located along:

Liverpool Road, Penwortham,
Victoria Road, Walton-le-Dale,
Tardy Gate, Lostock Hall,
Station Road, Bamber Bridge.

In addition, a further AQMA has been declared at the end of 2017 Leyland incorporating Golden Hill Lane, Church Way and Turpin Green Lane.

All of the AQMA's have been declared due to the exceedance of the annual mean Nitrogen Dioxide objective value of $40\mu\text{g}/\text{m}^3$. The principal source of this pollutant is from vehicle emissions.

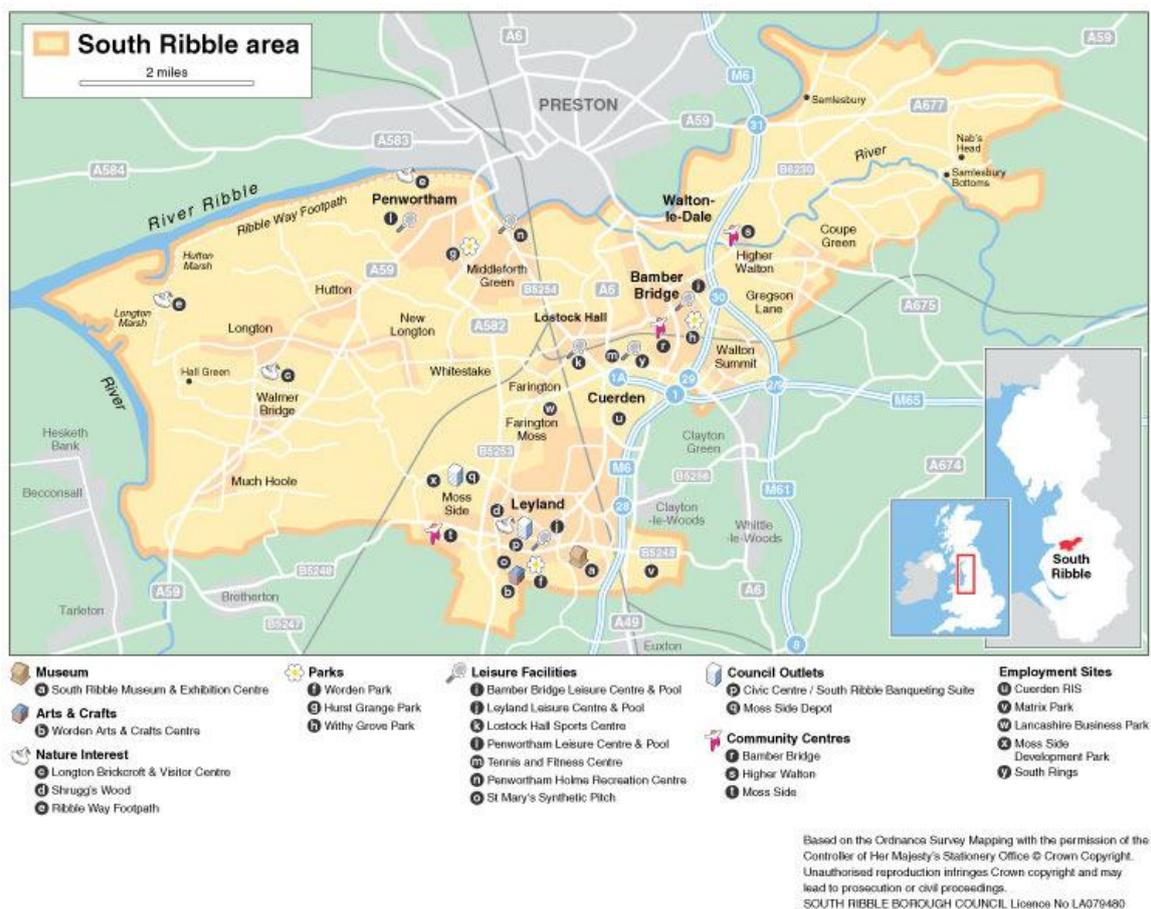
Description of the Local Authority Area

South Ribble, created in 1974, is a modern, forward-looking borough located in central Lancashire. It lies south of Ribble Valley, Preston and Fylde and north of West Lancashire and Chorley. It includes the thriving centres of Leyland, Bamber Bridge, Walton-le-Dale, Lostock Hall and Penwortham. To the east and west lie villages such as Samlesbury, Longton and Much Hoole.

South Ribble Borough Council

The borough covers 11,296 hectares and had a population of around 110,118 in 2016. The M6 motorway runs through the borough with the M61 and M65 on the eastern fringes. The Council has a range of manufacturing industries including BAE Systems Ltd, Leyland Trucks, Baxi Heating UK Limited, and light engineering in addition to Dr Oetker and the Waitrose distribution centre. South Ribble enjoys a wealth of local heritage and areas of natural beauty.

Figure 1 A map of South Ribble.



Development of the Action Plan

Following the declaration of the Leyland AQMA the existing AQAP needed to be updated. Due to changes in public engagement following more press coverage across the country and recent high profile court cases against the UK government in respect to their actions on tackling Air Quality, the decision was made that a full review of the Action Plan should be undertaken to raise the profile of Air Quality within the borough and to engage further with members of the public, elected members and partner organisations.

A full public Consultation exercise was planned including:

- Setting up a steering group, including elected members, council officers, Public Health Lancashire and Lancashire County Council Highways.
- Organising a launch day and Air Quality Awareness day to coincide with Clean Air Day on the 21st June 2018.
- A full media campaign including press releases, tweeter, face book and an article in the Council's community paper 'Forward' which goes to every household in the borough.
- Asking members of the public for their views on what actions should be taken to tackle air pollution in the borough.

Suggested ideas for the action plan were received from the awareness day, public and steering group members, collated and discussed at the Steering Group to determine which actions should be taken forward as part of the AQAP.

The suggestions which resulted from the consultation have been detailed in Appendix D. It was found that the suggested actions fell into a number of distinct areas. These being

- Planning Development
- Infrastructure improvements
- Education
- Low Emission behavioural / Travel Choices actions
- Freight
- Buses & Taxis
- Internal issues to South Ribble Borough Council e.g. provision of facilities.

Details on these measures is provided below with a summary of the actions and the lead organisations contained within Appendix A.

Additional Considerations in drawing up this AQAP

Planning Policy

National Planning Policy Framework

The National Planning Policy Framework (NPPF) was originally published in March 2012, and has recently been updated in July 2018. The Framework sets out the Government's policies on planning in England and must be considered when preparing local plans and determining planning applications. Within the NPPF are a number of references to air quality.

Para. 103

"The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making."

Para. 170

"Planning policies and decisions should contribute to and enhance the natural and local environment by:

e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air and water quality, taking into account relevant information such as river basin management plans; and"

Para. 181

"Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan."

Central Lancashire Core Strategy

The adopted Central Lancashire core strategy is at the time of writing being reviewed and updated. The current strategy, dated July 2012, has a number of policies which influence air quality, including one specific policy on air quality, these are detailed below but it is hoped to improve on these in the revised plan as detailed below.

South Ribble Borough Council

Policy 30 – Air Quality

To improve air quality through the delivery of Green infrastructure initiatives and through taking account of air quality when prioritising measures to reduce road traffic congestion.

Green infrastructure is defined within the local plan as the ‘network of environmental components used for sport, leisure and recreation purposes’.

Policy 2 – Infrastructure

Work with infrastructure providers to establish works and/or service requirements that will arise from or be made worse by development proposals and determine what could be met through developer contributions

Policy 3 – Travel

This policy includes a number of key measures that will significantly help to improve air quality throughout the borough, including

- a) Reducing the need to travel
- b) Improve pedestrian facilities
- c) Improve cycling opportunities
- d) Improve public transport
- e) Enabling a change in mode of travel
- f) Encourage car sharing
- g) Managing car use (charges, parking provision)
- h) Improving the road network
- i) Enabling the use of alternative fuels for transport purposes.

Policy 17 – Design of New Buildings

- d) Ensuring that the amenities of occupiers of the new development will not be adversely affected by neighbouring uses and vice versa

Local Plan

The existing Local Plan (adopted in July 2015), is also being updated, the current Local Plan contains a number of specific policies which will help to see the realisation of some of the improvements required to reduce air pollution across the borough. These include:

Policy A – Delivering Infrastructure

This policy includes details on the Community Infrastructure Levy (CIL) to ensure necessary infrastructure is provided. The development of a cross borough link road and Penwortham by-pass to reduce the congestion within the villages.

Policy F - Catering for Sustainable Travel

This policy looks at reducing the dependence on cars by improving and promoting the use of public transport – bus and rail, park and ride schemes. Promoting cycling and walking and the setting of parking standards for all developments.

South Ribble Borough Council

Policy G – protecting & Enhancing the quality of the Natural & built Environment

Policy G17 considers the design of new developments ensuring that new development will not have a detrimental impact on existing developments, in addition new development must not prejudice highway or pedestrian safety or the free flow of traffic.

Policy H – Promoting Health, Wellbeing, Education and Other Community Services

This policy supports the Core Objective of improving the health and wellbeing of all residents and reduce the health inequalities that affect deprived areas. With poor air quality being one of the biggest causes of premature death within the country this policy must consider air quality improvements when determining applications for new development.

Policy J – Tackling Climate Change

To reduce energy use and carbon dioxide emissions, encourage the use of energy generation from renewable sources.

Highways & Transport Master Plan

Lancashire County Council's Highways & transport Master Plan, March 2013, is also due to be reviewed shortly as such it is hoped that additional emphasis can be placed on air quality and the impacts decisions will have on the air quality across the borough and particularly within the declared AQMA's.

The current plan identifies a number of major road developments which have been brought forward as part of the Preston-South Ribble City Deal which are hoped to improve traffic flow and therefore reduce emissions across the borough.

Council's corporate plan actions

The Council's new Corporate Plan has been published. Within the corporate plan are a number of Key priorities and projects which have a potential adversely impact on the air quality within the borough.

Included, for the first time is a commitment to improvement to air quality within the borough by 2023 and to deliver the Air Quality Action Plan.

Identified Key Actions to be Taken Forward

The following section outlines the Key actions which have been identified as part of the consultation and will be taken forward within the Action Plan. Many of the identified action will need specific research and development and will include different members of the Air Quality Steering Group, to move them forward and achieve the desired goals. The overall action plan will be monitored by Environmental Health and progress measured through the Council's Performance Management System with regular reports to the Leadership team.

Planning Development

Coordinated controls to regulate new development are essential to ensure that the potential impact on local air quality from individual and cumulative developments are properly identified and mitigated to prevent any adverse impacts.

Effective planning polices will ensure that detrimental impacts are minimised, whilst increasing the opportunity for beneficial effects to be achieved.

As such the following actions have been identified, which will help to secure coordinated, sustainable and appropriate developments within the borough without significantly adversely impacting on the locality and where possible helping to improve the local environment in-line with the National Planning Policy Framework, July 2018.

Low Emission Strategy & Guidance for Planning Developments:

It has long been identified that a simple emissions concentration based assessment of the impact on a development on air quality is not generally a suitable and effective method of evaluating the adverse impact of a development on local air quality. Public Health England and DEFRA have confirmed that there are no absolutely safe levels of Particulate Matter with ill-health effects occurring well below the objective limits⁴. Therefore, any development which contributes to increase levels of particulate is by its nature having an adverse impact on the locality and in line with national planning guidance mitigation measures are required to reduce this negative impact.

Emerging guidance from the Institute of Air Quality Management (IAQM), and Low Emissions Partnership on which the Lancashire developed guidance document has been based considers a mass emissions approach to assessing the impact on air quality. This

⁴ DEFRA & PHL, March 2017, *Air Quality, A Briefing for Directors of Public Health*, OGL, page 11.

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process identifies a 'damage cost' of the development and allows this to be off-set with mitigation measures provided by the development, minimising the impact on the local air quality.

Based on this approach the Council will proceed with the following actions:

- **To publicise and encourage the use of the Lancashire based Air Quality Guidance Document for Developers.**
- **To include the above air quality guidance document within the revised Central Lancashire Core Strategy.**
- **To develop and embed a low emission strategy into planning decisions.**
- **To require a suitable air quality assessment in line with a published Air Quality Guidance Document for Developers for all planning applications as identified within the document.**

Electric Vehicle Charging Points:

The Government have recently announced their intention to stop the production and sale of new petrol and diesel cars by 2040, with the current policy to encourage and switch motorists to electric vehicles.

In order to facilitate this move and as electric vehicles become more popular and common place a suitable, efficient and readily available charging network will be required across the country.

In order to facilitate this change and to ensure that the residents, and businesses of South Ribble are not adversely impacted by the change to electric the Council will ensure that suitable recharging infrastructure is provided on all appropriate planning applications, if required by condition, in-line a 'Guidance Document for Developers', which will be incorporated into the Low Emission Strategy and Air Quality Guidance Document for Developers identified above.

The Council will proceed with the following actions:

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- **Develop an ‘Electric Vehicle Charging Points Guidance for Development’ guidance document and have this included within the revised Central Lancashire Core Strategy.**
- **Ensure adequate Electrical Vehicle charging infrastructure is provided on all Planning Applications in line with the Council’s Electric Vehicle Charging Points Guidance for Developments**

Encourage the reduced reliance on private vehicles and increased use of cycling, public transport and walking to travel for home, work, and leisure.

The reduction in the use of private vehicles will result in less pollution on our roads. In addition this can help to relieve congestion during peak times and on an individual basis provide exercise to those not using the vehicles. The use of alternative forms of transport and a reduction in the use of vehicles generally will help to reduce the impact of developments on the locality.

Various studies have been undertaken which show that the benefits from walking and cycling outweigh any impacts from poor air quality and is far better for our overall health than sitting in a car.

The council will therefore promote the use of alternative modes of transport and a reduction in the use of private vehicles through a number of initiatives, and will proceed with the following actions:

- **Require suitable travel plans to be produced, and implemented on all relevant developments in line with the low emissions strategy**
- **Require secure cycle storage to be included on all relevant domestic, commercial, industrial, and leisure developments**
- **Require adequate changing facilities to be provided for use of staff / visitors for all relevant commercial and industrial developments**
- **Promote the use of salary sacrifice schemes on all relevant developments (bike to work)**

Other Air Quality Considerations

The consultation process has highlighted other air quality considerations which fall under the general umbrella of planning development. These include the following actions:

- **Promotion of living walls / green roofs**

These have a beneficial impact on the visual appearance of developments, energy efficiency of the buildings when designed correctly and help to reduce pollutant levels and produce oxygen, providing a healthier more appealing environment for all.

- **Investigate ways to limit the use of solid fuel heating in developments.**

Solid fuel heating, particularly small domestic units are not a suitable, clean or efficient way of heating properties. With many solid fuel appliances being poorly sited and installed and resulting in increased levels of pollutants especially particulate matter. The reduction of this form of heating will help to minimise adverse pollutant emissions helping to maintain and reduce air pollution in the locality.

- **Improved Planning enforcement.**

Particularly in relation to construction activities and general ground works at the beginning of developments. Numerous complaints are received regarding dust emissions from new developments due to ground work and site preparation and smoke from site fires. The Council will look at imposing and strictly enforcing conditions related to dust generation and burning on developments both of which generate nuisance complaints and particulate emissions to the atmosphere reducing the local air quality surrounding the site.

Infrastructure

Poor air quality in South Ribble is fundamentally due to traffic emissions. In order to tackle the worst of these emissions data on the types and number of vehicles is required. As such the council, in conjunction with Lancashire County Council Highways, will gather further information on the vehicle flows within the AQMA to allow further analysis and assessment of the current emissions in the area and to provide a baseline against which the implementation of actions can be assessed.

The borough is currently seeing a significant period of growth as part of the City Deal, with 1000's of properties planned over the next few years. This significant increase in population will result in more vehicles being used within the area, even with some of the actions identified under the 'Planning Development' section above there will be an increase in emissions.

In order to deal with this increase in traffic, and to keep traffic moving, which will in itself, help to minimise emissions new strategic road developments are to be built and improvements to existing roads are to be made. In addition improvements to road layouts and traffic light sequencing can help to reduce congestion and thereby reduce emissions.

Details of the four strategic road developments can be found in the Central Lancashire Highways and Transport Masterplan, March 2013,

<https://www.lancashire.gov.uk/media/234524/Central-Lancashire-Highways-and-Transport-Masterplan.pdf>

These consist of :

- o Penwortham By-pass
- o The Cawsey Link Road,
- o Pickerings Farm Western Distributor
- o Croston Road

The following actions will be taken forward as part of the action plan:

- **Securing four major road developments identified within the Lancashire County Council 'Central Lancashire Highways and Transport Masterplan'.**
- **To review all traffic light sequencing to reduce the amount of standing traffic**
- **To investigate the provision of a link road between Centurion Way and Tomlinson Road.**

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- **Consider road layouts within the AQMA's to see whether improvements can be made to reduce congestion. E.g. make Chapel lane a left turn only.**
- **Anti-Idling Campaign in declared AQMA's and outside schools, colleges and leisure centres.**

Freight

Emissions from HGVs are disproportionately higher than from cars and other small vehicles, and in areas with large numbers of freight journeys they typically contribute a significant proportion of the total emissions.

Therefore reducing the numbers of Goods vehicles, increasing efficiency, improving the fleet and redirecting HGV's away from areas of poor or potentially poor air quality will help to reduce the harmful effects from this element of the general traffic throughout South Ribble.

The Council will therefore work with large businesses to make improvements in fleet operations. The following actions will be taken forward:

- **Look to improve signage to re-direct HGV traffic away from areas of poor air quality.**
- **Work with Highways England to improve signage to the motorways to advise HGV's to use Junction 29 instead of junction28.**
- **Provide advice and contacts to businesses to help them chose low emission vehicles, & develop travel plans**

Alternative travel infrastructure

As mentioned above, one of the key improvements that needs to be made across the country is a reduction on the reliance on the standard combustion engine, with a module shift to other forms of transport. In order to facilitate this a suitable infrastructure needs to be provided. The Council together with its partners, including Lancashire County Council Highways, and Public Health, will investigate improved cycling infrastructure within the borough and build on the success of the Leyland Loop, ensuring that adequate facilities are provided and maintained to allow residents, and visitors to the borough to safely cycle to and from places of work, school and leisure.

In addition, and in line with the Government's commitment to move new vehicles to electric operated ones, an electric vehicle charging point infrastructure is required. As such the Council will investigate opportunities for and will provide electric vehicle charging points across the borough, including council owned property and car parks. The exact placement and number will be determined following a full review. In addition to this the County Council will be installing charging points in Leyland and Bamber Bridge.

Lancashire County Council have developed a '*Lancashire Cycling and Walking Infrastructure Plans*' to improve the provision of cycle routes across the county and encourage the uptake of cycling.

The following actions will be taken forward

- **Improve the cycle infrastructure within the borough, especially along routes to schools and employment sites**
- **Investigate the provision for maintaining & sweeping cycle routes on a regular basis throughout the borough**
- **Improve the electric vehicle infrastructure across the borough**
- **Provide electric vehicle charging points on car owned car parks and buildings**
- **Offer free or reduced parking tariffs for electric vehicles.**

Buses & Taxis

Buses and taxis form a significant element of the overall vehicle fleet when considering the amount of time these vehicles are used, often running within the areas of poorest air quality, often being left idling.

Being a dedicated, and easily identifiable element of the fleet both buses and taxis can be made a utilised for promoting improvements to vehicle technology, encouraging the use of alternative fuelled vehicles and are subject to various grant initiatives from the Government.

As such the Council will work with both bus and taxi companies to provide improvements to their fleet and thus reduce emissions generated from their use.

The following actions will be taken forward as part of the action plan:

- **Encourage the greater use of public Transport**
- **Work with taxi firms to encourage the uptake of low emission vehicles (Electric)**
- **Further reduce the age limit of taxis within the borough**
- **Stop taxis and buses idling within AQMA's and outside schools & Colleges**
- **To consider a reduced taxi license fee for electric vehicles**
- **To work with both bus and taxi companies to apply for any grant bids available**
- **Implement an 'Electrify campaign – encouraging businesses to only use electric taxis.**

Travel Choice & Education

In order to improve air quality and reduce the reliance on the motor car we need to change people's perceptions, understanding and knowledge of the impact they are having on air quality and how they can go about improving things.

Therefore a number of educational initiatives, and awareness campaigns will be run with an aim of reducing private vehicle usage and promoting improvements to air quality.

The following actions will be taken forward.

- **Encouraging Car Sharing within the borough**
- **Development and delivery of education programmes to schools**
- **Development of educational material for businesses**
- **Development and run a campaign to reduce school traffic e.g. walk/cycle to school**
- **Continue with Cycle proficiency courses in local school**
- **Promote the provision of secure cycle storage and changing rooms at businesses and schools**
- **Investigate the provision of personal travel plans for residents and employees within the borough**
- **Promote cycling within the borough, including cycle to work day, salary sacrifice scheme**
- **Promote walking within the borough, including promotion of walking routes, the Leyland Loop**
- **Encourage 'walk to school' and the use of 'walking buses' across the borough for all schools.**

Actions internal to South Ribble Borough Council

As part of this action plan the Council will be asking residents and businesses to adopt air quality mitigation measures. As such it is only right that the Council adopts the same approach to its activities. This includes the provision of suitable facilities for staff and effective infrastructure.

The Council currently has no electric vehicle charging points available at any of its buildings, no secure cycle storage, or changing rooms and no process to adequately assess or consider the impact of air quality from any of the key decisions made.

The Council has a legal responsibility to work towards achieving the air quality objectives, in addition as a civic leader it has a duty to lead by example and therefore needs to promote and implement the actions we are asking others to undertake wherever possible.

At the launch of the public consultation an open session was held at the Civic Centre in Leyland and all staff and elected members were invited to give their opinions, identify any options for improving air quality and limiting emissions and to gain a better understanding of the sources and impact of poor air quality. During this a number of suggested actions were highlighted by staff, managers and elected members, many of these related to the council's own property, activities and staff all of which would help to reduce emissions and promote awareness around the air quality issue.

Elected Members & Corporate decisions

It was identified that our elected civic leaders have a spear of influence and regularly interact with residents and businesses, promoting both the council and the borough as a whole while helping to protect and improve the environment for all.

As such the following actions will be taken forward as part of the action plan:

- **Encourage elected members to car share and use alternative forms of transport, in particular to council meetings and functions.**
- **Replace the mayoral car with an electric car**
- **Provide education and information relating to air quality through members learning hours, leaflets and councillor connect**

In addition, the decisions the council makes can have a direct impact on air quality and the opportunity to make improvements and to mitigate any adverse impact from Council

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activities needs to be considered and taken whenever possible. In particular the current corporate plan identifies a number of key projects which present significant opportunities to improve or reduce the Council's impact on air quality. Therefore in a similar way that financial, legal and equality issues are considered on every major decision it is proposed that air quality, given its significant public health impact, is also considered on every major decision. Therefore:

- **Air Quality shall be considered within the decision making process on every report to cabinet, council, portfolio holder decision etc.**

Council Fleet

In order to promote the use of electric vehicles to reduce the emissions generated by the Council and to lead by example the council needs to move towards an electric fleet in a suitable and timely process. Currently the provision of larger electric vehicles is limited but small vans and cars are becoming more main stream.

The Council will therefore:

- **Replace the civic centre pool car with an electric or hybrid car**
- **Systematically replace the depot vans with electric vehicles**
- **Systematically replace grounds vehicles with electric vehicles as technology becomes available.**

Private Fleet & Alternative modes of transport

In order to encourage and persuade residents and businesses to consider alternative forms of transport council staff have to be seen to be doing things as well. In addition the consultation exercise identified a number of staff are keen to use electric vehicles, cycle and walk to work but feel suitable facilities are not available.

The following measures will therefore be taken forward:

- **The provision of electric vehicle charging points at council buildings, initially the civic centre and depot. These may be provided free of charge to enable the installation of cheaper charging points and encourage the uptake of electric vehicles.**
- **Apply for the Workplace EVR point Government scheme**

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- **Sign up to a ‘salary sacrifice scheme’ this allows staff to purchase via salary sacrifice a new car (to be restricted to electric vehicles only) including all insurance, tax, and servicing.**
- **Provide secure lockable cycle storage facilities at the civic and depot**
- **Provide suitable changing rooms and storage facilities for use of staff**
- **Continue with the ‘bike to work’ salary sacrifice scheme**
- **Provide cycle reassurance training for any member of staff, elected members who wish to receive it.**
- **Encourage staff to use alternative modes of travel e.g. cycling and walking**
- **Promote car sharing among staff.**
- **Alter the policy to allow essential users to leave their cars at home and walk/cycle to work on certain days in line with business requirements and manager agreement without the risk of loss of the lump sum.**
- **Develop an internal travel plan and offer individual travel planning guidance to staff and elected members.**

Other Local Factors to Consider

In addition to the above a number of responses were received relating to the planting of more trees throughout the borough. Evidence on the beneficial impact of planting trees on air quality is currently divided although ongoing. A number of studies have demonstrated that the use of planting can have a beneficial impact on pollutant levels, and at a minimum would improve the visual environment.

The Council currently has a programme of planting with anywhere from 30-100 trees being planted each year across the borough and gives away an additional 150 saplings to residents. These schemes are set to continue into the future.

In addition the Council will work with Lancaster University who are undertaken studies on the benefits of planting vegetation to combat poor air quality looking at the individual species that will provide the greatest benefit and the level of benefit to be derived from planting trees extra in areas of poor air quality.

Appendix A – Identified Actions and Lead Authority

Action	Broad Topic Area	Lead Authority/Department
To publicise and encourage the use of the Lancashire based Air Quality Guidance Document for Developers.	Planning – policy / development control	SRBC – Environmental Health / Planning
To include the above air quality guidance document within the revised Central Lancashire Core Strategy	Planning - policy	SRBC - Planning
To develop and embed a low emission strategy into planning decisions	Planning – policy / development control	SRBC – Planning / Environmental Health
To require a suitable air quality assessment in line with a published Air Quality Guidance Document for Developers for all planning applications as identified within the document	Planning – development control	SRBC – Planning / Environmental Health
Develop an ‘Electric Vehicle Charging Points Guidance for Development’ guidance document and have this included within the revised Central Lancashire Core Strategy	Planning - policy	SRBC – Environmental Health
Ensure adequate Electrical Vehicle charging infrastructure is provided on all Planning Applications in line with the Council’s Electric Vehicle Charging Points Guidance for Developments	Planning – development control	SRBC - Planning

Action	Broad Topic Area	Lead Authority/Department
Require suitable travel plans to be produced, and implemented on all relevant developments in line with the low emissions strategy	Planning – development control	SRBC - Planning
Require secure cycle storage to be included on all relevant domestic, commercial, industrial, and leisure developments	Planning – development control	SRBC - Planning
Require adequate changing facilities to be provided for use of staff / visitors for all relevant commercial and industrial developments	Planning – development control	SRBC - Planning
Require adequate changing facilities to be provided for use of staff / visitors for all relevant commercial and industrial developments	Planning – development control	SRBC - Planning
Promotion of living walls / green roofs	Planning	SRBC – Planning / Environmental Health
Investigate ways to limit the use of solid fuel heating in developments	Planning	SRBC – Planning / Environmental Health
Improved Planning enforcement	Planning	SRBC – Planning / Environmental Health
Securing four major road developments identified within the Lancashire County Council ‘Central Lancashire Highways and Transport Masterplan’	Infrastructure	Lancashire County Council – City Deal / Highways

Action	Broad Topic Area	Lead Authority/Department
To review all traffic light sequencing to reduce the amount of standing traffic	Infrastructure	Lancashire County Council – Highways, with input from SRBC – Environmental Health
To investigate the provision of a link road between Centurion Way and Tomlinson Road	Infrastructure	SRBC - Planning / Environmental Health
Consider road layouts within the AQMA's to see whether improvements can be made to reduce congestion	Infrastructure	SRBC – Environmental Health Lancashire County Council – Highways
Look to improve signage to re-direct HGV traffic away from areas of poor air quality	Infrastructure	Lancashire County Council – Highways
Work with Highways England to improve signage to the motorways to advise HGV's to use Junction 29 instead of junction28	Infrastructure	Highways Agency SRBC – Environmental Health
Provide advice and contacts to businesses to help them chose low emission vehicles, & develop travel plans	Infrastructure	SRBC - Environmental Health Lancashire County Council – Highways
Improve the cycle infrastructure within the borough, especially along routes to schools and employment sites	Infrastructure	Lancashire County Council – Highways
Maintain & Sweep cycle routes on a regular basis throughout the borough	Infrastructure	Lancashire County Council – Highways SRBC - Neighbourhoods
Improve the electric vehicle infrastructure across the borough	Infrastructure	Lancashire County Council SRBC

Action	Broad Topic Area	Lead Authority/Department
Provide electric vehicle charging points on car owned car parks and buildings	Infrastructure	SRBC – Car parking
Offer free or reduced parking tariffs for electric vehicles	Infrastructure	SRBC – Car Parking
Anti-Idling Campaign in declared AQMA's and outside schools, colleges and leisure centres	Infrastructure	SRBC – Environmental Health Schools, Colleges
Encourage the greater use of public Transport	Buses & Taxis	SRBC -
Work with taxi firms to encourage the uptake of low emission vehicles (Electric)	Buses & Taxis	SRBC – Licensing / Environmental Health
Further reduce the age limit of taxis within the borough	Buses & Taxis	SRBC – Licensing / Environmental Health
Stop taxis and buses idling within AQMA's and outside schools & Colleges	Buses & Taxis	SRBC – Licensing / Environmental Health Lancashire County Council - Highways
To consider a reduced taxi license fee for electric vehicles	Buses & Taxis	SRBC – Licensing / Environmental Health
To work with both bus and taxi companies to apply for any grant bids available	Buses & Taxis	SRBC – Licensing / Environmental Health Public Health Lancashire
Implement an 'Electrify campaign – encouraging businesses to only use electric taxis	Buses & Taxis	SRBC – Environmental Health

Action	Broad Topic Area	Lead Authority/Department
Encouraging Car Sharing within the borough	Travel Choice & Education	SRBC – Environmental Health Lancashire County Council Public Health Lancashire
Development and delivery of education programmes to schools	Travel Choice & Education	SRBC – Environmental Health Schools, Colleges
Development of educational material for businesses	Travel Choice & Education	SRBC – Environmental Health / Economic Development
Development and run a campaign to reduce school traffic e.g. walk/cycle to school	Travel Choice & Education	SRBC – Environmental Health Schools, Colleges
Investigate the provision of personal travel plans for residents and employees within the borough	Travel Choice & Education	SRBC – Environmental Health
Promote cycling within the borough, including cycle to work day, salary sacrifice scheme	Travel Choice & Education	SRBC – Environmental Health / Sports Development
Promote walking within the borough, including promotion of walking routes, the Leyland Loop	Travel Choice & Education	SRBC – Environmental Health / Community
Encourage ‘walk to school’ and the use of ‘walking buses’ across the borough for all schools	Travel Choice & Education	SRBC – Environmental Health / sports development Schools, Colleges
Encourage elected members to car share and use alternative forms of transport, in particular to council meetings and functions	Internal to SRBC	SRBC – Leader, Leader of the opposition

Action	Broad Topic Area	Lead Authority/Department
Replace the mayoral car with an electric car	Internal to SRBC	SRBC – Neighbourhood Services / Members
Provide education and information relating to air quality through members learning hours, leaflets and councillor connect	Internal to SRBC	SRBC – Environmental Health
Air Quality shall be considered within the decision making process on every report to cabinet, council, portfolio holder decision etc	Internal to SRBC	SRBC – Democratic Services / Environmental Health
Replace the civic centre pool car with an electric car	Internal to SRBC	SRBC - Neighbourhoods
Systematically replace the depot vans with electric vehicles	Internal to SRBC	SRBC - Neighbourhoods
Systematically replace grounds vehicles with electric vehicles as technology becomes available	Internal to SRBC	SRBC - Neighbourhoods
The provision of electric vehicle charging points at council buildings, initially the civic centre and depot. These may be provided free of charge to enable the installation of cheaper charging points and encourage the uptake of electric vehicles	Internal to SRBC	SRBC – Neighbourhoods / Property Services
Apply for the Workplace EVR point Government scheme	Internal to SRBC	SRBC - Neighbourhoods

Action	Broad Topic Area	Lead Authority/Department
Sign up to the ‘nhs fleet solutions salary sacrifice scheme’ this allows staff to purchase via salary sacrifice a new car (to be restricted to electric vehicles only) including all insurance, tax, and servicing	Internal to SRBC	SRBC – Human Resources / Environmental Health
Provide secure lockable cycle storage facilities at the civic and depot	Internal to SRBC	SRBC - Neighbourhoods
Provide suitable changing rooms and storage facilities for use of staff	Internal to SRBC	SRBC – Neighbourhoods / Property Services
Continue with the ‘bike to work’ salary sacrifice scheme	Internal to SRBC	SRBC – Human Resources
Provide cycle reassurance training for any member of staff, elected members who wish to receive it	Internal to SRBC	SRBC – Sports Development
Encourage staff to use alternative modes of travel e.g. cycling and walking	Internal to SRBC	SRBC – Comms
Promote car sharing among staff	Internal to SRBC	SRBC - Comms
Alter the policy to allow essential users to leave their cars at home and walk/cycle to work on certain days in line with business requirements and manager agreement without the risk of loss of the lump sum	Internal to SRBC	SRBC – Extended leadership Team
Develop an internal travel plan and offer individual travel planning guidance to staff and elected members	Internal to SRBC	SRBC – Environmental Health

Appendix B - Steering Group Members

Thanks goes out to all members of the Steering Group for their help and commitment in developing the action plan and actions going forward.

Partner Organisations

Rebekah Porthouse	- LCC Highways
Debbie King	- LCC Public Health
Andrew Black	- LCC
Laura Taylor	- Chorley Borough Council

SRBC – Elected Members

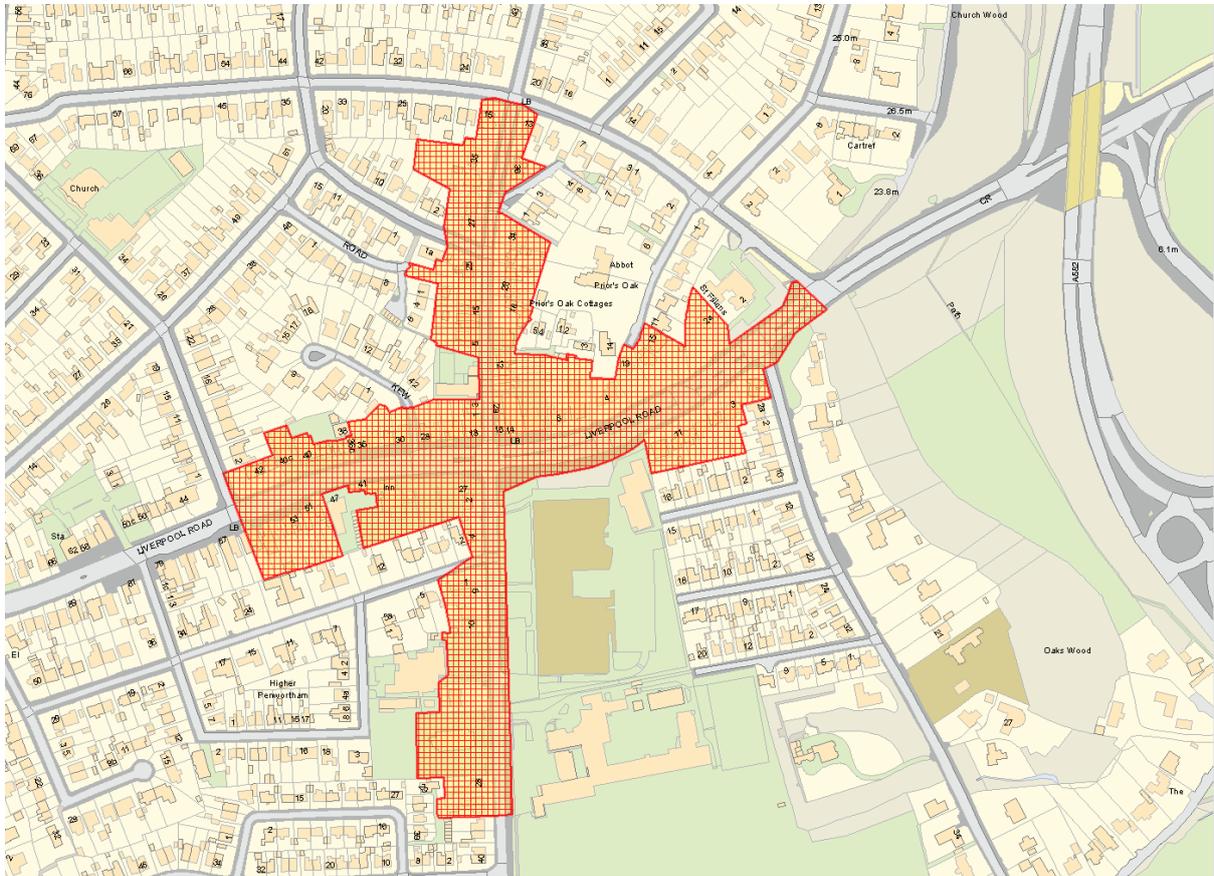
Cllr Karen Walton
Cllr Kenneth Jones
Cllr Susan Jones
Cllr Jacqueline Mort

SRBC – Staff

Neil Martin	- Environmental Health
Emma Mycock	- Asset management
Emma Cardie	- Legal Services
Andrew Richardson	- Neighbourhoods
Jennifer Mullin	- Neighbours & Development
Jo Beaman	- Neighbourhoods
Howard Anthony	- South Ribble Partnership
Russell Hutchinson	- Neighbourhoods
Tim Underwood	- Comms
Nathan McCracken	- Regeneration
James McNulty	- Finance
Mark Marshall	- Licensing
Mark Hodges	- Leisure
Mark Gilmore	- IT
Rebecca Heap	- Community Involvement
Jennifer Clough	- Investment & Skills
Michael Johnson	- Projects & Performance
Steven Brown	- Planning
Chris Sowerby	- Planning
Catherine Lewis	- Planning
Linsey Roberts	- Shared Assurance Services

Appendix C – Air Quality management Area Maps

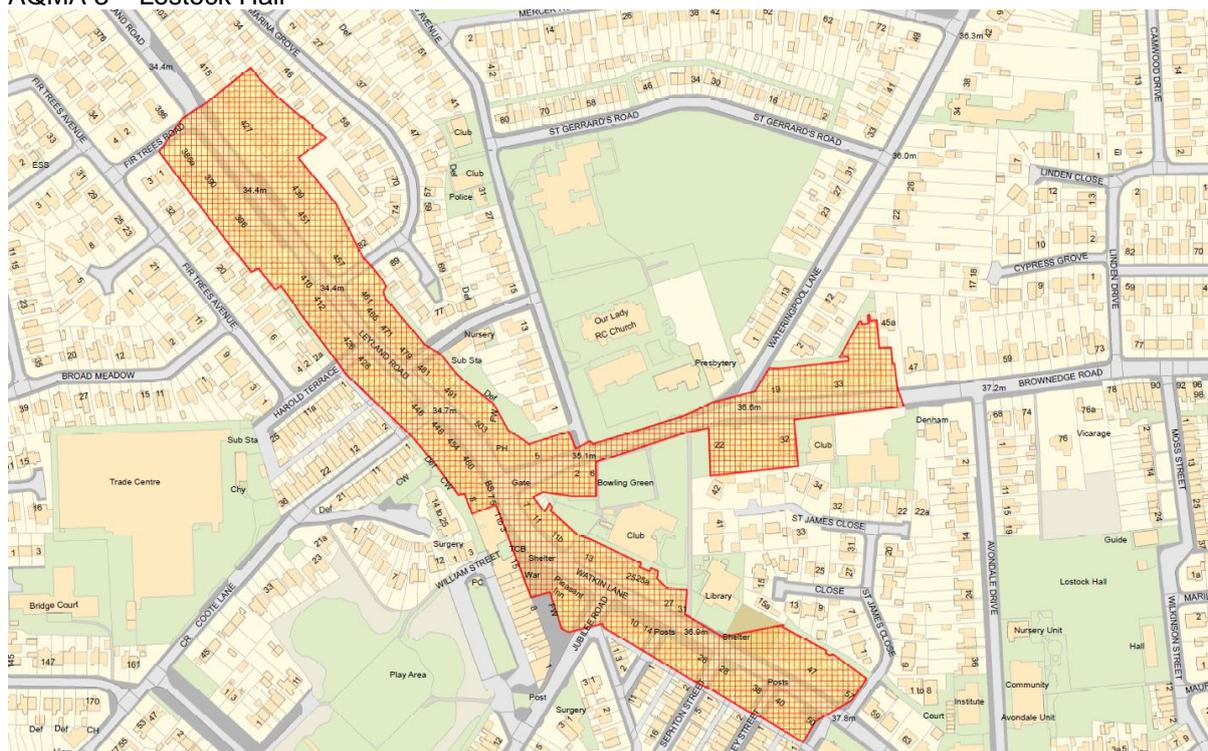
AQMA 1 - Penwortham



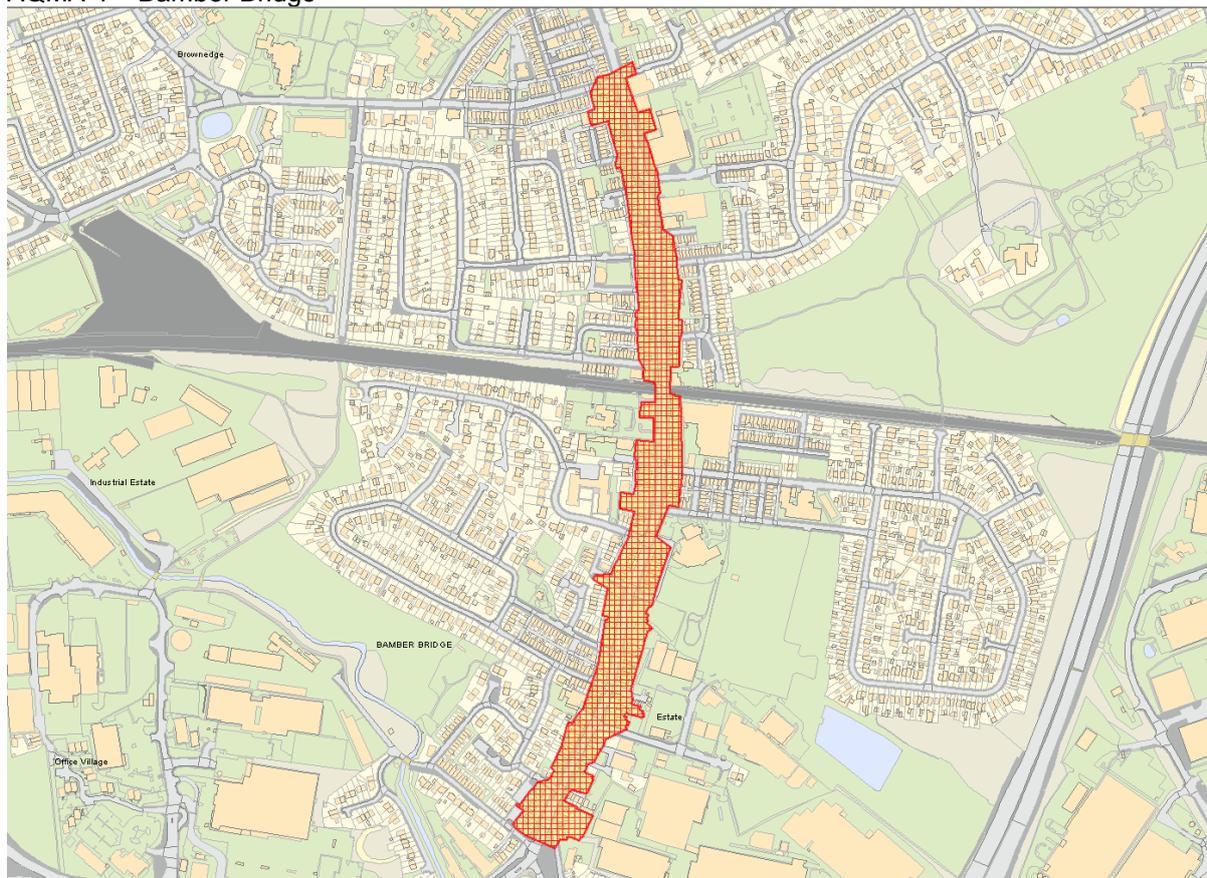
AQMA 2 – Walton-le-Dale



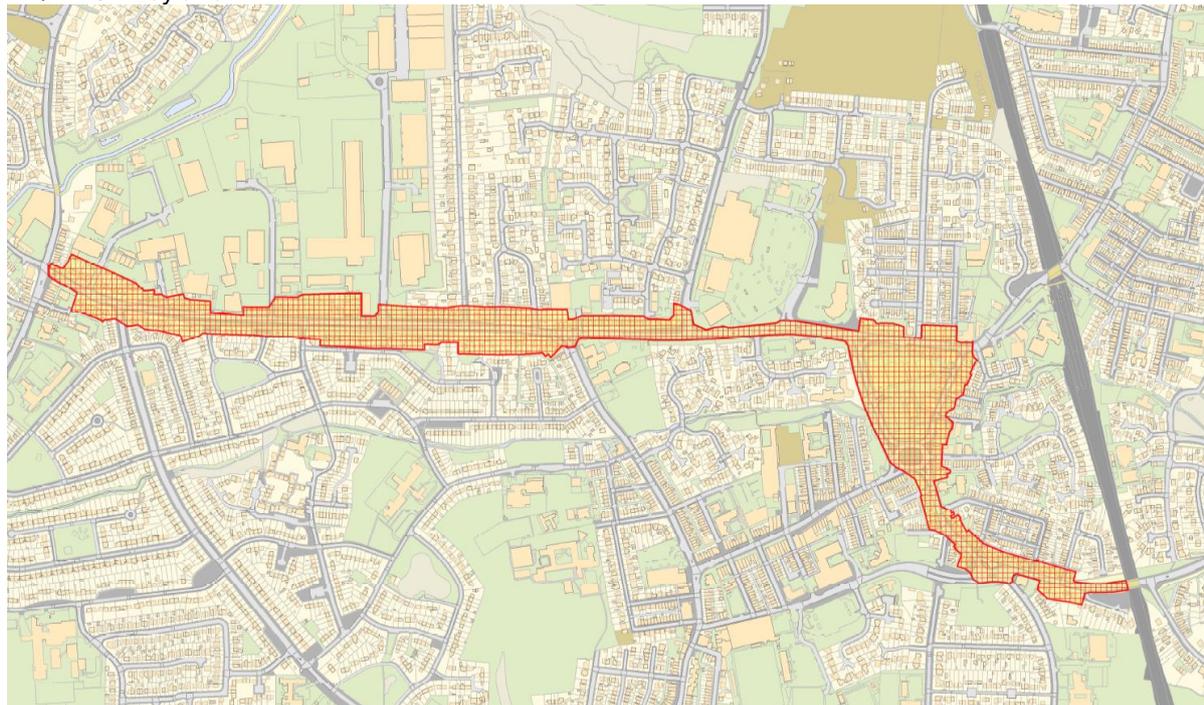
AQMA 3 – Lostock Hall



AQMA 4 – Bamber Bridge



AQMA 5 - Leyland



Appendix D – Consultation Responses

[1.need](#) to check of the air Quality on Leyland Road from the Methodist Church to Marshalls Brow Roundabout

[2.Same](#) is required from the Sumpter Horse to Tardy gate lights along Leyland Road

[3.No](#) 1 and 2 are due to the mass of traffic at peak periods in conjunction with increased traffic that will happen when the proposed Penwortham Mills site [is.built.](#)

[No](#) cross borough link and increased traffic for the Morris Homes development is a factor Traffic along Leyland is many times at a stand still.

Property along these identified areas are in close proximity to Leyland Road.

Infrastructute is necessary to allow traffic to flow East to West with the cross Borough link a to be completed before any more development takes place.

Leyland Road is at times a car [park.This](#) will get worse unless all through traffic use the A582 especially on the completion of the brown route that diverts all traffic away from Higher Penwortham.

Just a few thoughts off the top of my head:

- Work closer with schools somehow to promote more families walking into school,
- Could we promote the existing cycle paths more showcasing main routes avoiding as much road cycling as possible into Preston, Leyland, Chorley, Walton Summit etc.
- Turning engines off at main junctions – signage?
- Promote benefits of walking,
- More trees in town centres or areas where pollution is highest.

Sorry not the most creative but just a few suggestions.

I believe you're wanting suggestions to save the planet.

- Free parking for electric vehicles on council owned car parks – with free charging points.
- And/or give them very good spaces. The ones at the Manchester Arena are next to the exit so you don't caught in queues to get out of the car park after a concert. Having spent up to two hours getting off a car park after a concert, I think this is far better than a space next to the shops.
- Let electric vehicles use bus lanes which always appear to be under-utilised.

1. Work to improve traffic flows on major routes to minimise standing traffic

2. Improve facilities for cycling/walking

3. Develop action plans to combat the 'school run'

1. We must agree a joined up strategy to clean the air of all urban areas within the Borough - not just the hotspots;

2. Traffic congestion is killing our kids. HGV's must be taken off Station Road in Bamber Bridge, Golden Hill Lane and Lostock Hall. This can be achieved by the Council committing to the cross-borough link road and developing and then enforcing traffic restrictions;

3. New developments such as Cuerdon must be more thoroughly reviewed in respect to the traffic they will generate;

4. Strict plans to keep traffic off our roads in Lostock Hall and Bamber Bridge when the M6 is congested or closed;

5. New bypasses required;

South Ribble Borough Council

6. A coherent plan to be developed for each of the Neighbourhood Areas;
7. Clean Air Borough becomes a corporate objective and local planning policies are developed that support this.

1.

Make Towngate a Declared Air Quality Management Area, Towngate is subject to significant congestion and high traffic flows. King Street and Towngate are used as a shortcut by HGV's.

2.

Reinstate the sign on the M6 at Junction 28 informing HGV drivers to use Junction 29 for Moss Side Industrial Site.

3.

Restrict the hours HGV's can enter AQMA's.

As a mental health nurse who is a regular car user across Lancashire I have noticed that the exit slip road of M6 Leyland junction is regularly like a car park , heavily congested with cars waiting to exit. We are regularly forced to queue (dangerously) on the hard shoulder, while pluming out car fumes over Leyland). As there is now many more housing developments and more planned which exit at Leyland and more cars as a result. I offer the following ideas to incentivise drivers in this area. I would also advocate, "rewards" rather than penalty/costs.

1.Optimise the road layout and timing of traffic lights at peak times at M6 Junction Leyland exit. Better still, add more exits for Buckshaw and other developments such as proposed IKEA site.

2. Provide rewards to electric vehicle households in SRBC i.e. a "Green" reduction on their council tax per vehicle and all new housing developments in area should be electric car ready.

3.An unintended consequence of being charged £30 for "Green waste" is I now make regular trips to the local tip in the summer months (adding to car pollution) which is counter productive?

1. Plant more trees.....it is well known that trees reduce pollution.

2. Public Transport.....a reliable regular bus service would reduce the need to use cars...the same thing with rail services...regularreliable.... affordable.

3. Infrastructure. .. On any planning application serious consideration should be given to the increase in traffic...and notice taken of what local residents have say..they know their areas.

1.make hough lane a traffic free zone.delivery vehicles only but early late in the day when pedestrian use is low. King street was supposed to do this.

2.encourage more parents to walk their children to school.

South Ribble Borough Council

1. Reduce particulates by allowing roadside hedges to grow taller, you can still trim side facing pavement to prevent obstruction, allow saplings in the hedge to grow to maturity. Plant extra trees and hedges where there is space to do so along Goldenhill for example Berry's have house gardens neatly trimmed which are not utilized what about a tree in each garden with a tall hedge? These studies cited below are a small selection, which demonstrate how this type of vegetation reduces nitrogen dioxide in the air. Turpin Green Lane also has hedges that would mitigate air pollution neatly trimmed today to 2 about feet tall!

<https://urbanforestrysouth.org/resources/library/citations/...>

<https://www.sciencedirect.com/science/article/pii/S004565350500444>

2. Preserve and replace trees, look at layering of trees to give a more beneficial effect eg along subsidiary roads such as Broadfield Drive bordering the green spaces there, similarly Haig Av.

3. Educate people about the benefits of keeping their own hedges and trees, don't allow the indiscriminate spraying of weedkiller along the base of walls and kerbsides, whatever substance is used (what is used?) I'm sure doesn't enhance air quality. Looking at the other areas mentioned, there will be some opportunity and space for these simple measures to be implemented to improve air quality and improve health outcomes for the local population. Any chance of South Ribble joining the Great Northern Forest scheme and extending it this way?

1. We MUST stop poisoning our residents who live on Turpin Green Lane, with their front doors barely a couple of metres away from gigantic tractor-trailer units belching foul fumes.

2. The ONLY way of doing this effectively is by imposing weight restrictions on Turpin Green Lane, enforced with cameras using ANPR technology.

3. In the short term, these displaced heavy vehicles should be re-directed to the "by-pass", sent to the "tank" roundabout and thence to the motorway. In the longer term a link road should be constructed between Centurion Way and Tomlinson Road to provide a shorter route to the motorway for HGVs.

Hello,

I fear that the council is not working quick enough to solve the issue of air pollution in South Ribble. The issue I have most concern with is my own area Lostock Hall. I have asked now 12 questions in relation to air pollution in Lostock Hall to the cabinet at full council meetings and I have not received an answer. I would like to know:

- What has been done so far to prevent the increase of Air Pollution in Lostock Hall (except from this consultation)?
- What will be done next?
- When will it be done?

The traffic congestion in Lostock Hall is not acceptable and is quite frankly dangerous to residents, this puts an unnecessary strain on health services.

I believe that a public meeting should be called in Lotsock Hall (or perhaps South Ribble as a whole?) so that residents' voices can be heard on this serious issue.

I would be grateful if I could be updated on any progress.

Yours,

South Ribble Borough Council

1.HGV traffic should not be allowed to turn left from Junction 18 using Turpin Green Lane and Golden Hill Lane. The pollution levels are unacceptable, dangerous and illegal.

2.HGV traffic should go to Junction 19 and use Centurion Way rather than travelling through the middle of Leyland.

3.A link Road should be built between Centurion Way and Tomlinson to divert all HGV traffic away from the centre of Leyland.

1. Review all traffic light settings.

Traffic light sequences & traffic volume detection are an absolute joke (despite LCC's claim that lights have software which is supposed to change sequences based on flow). Cars are frequently forced to sit at red lights for a period of time whilst *no other traffic is around*. When the lights do turn to green, cars invariably have to stop at the next set of lights, before even getting into a higher gear, where the process is repeated. This continuous stop/start and acceleration generates significant amounts of pollution (as well as wasting fuel).

LCC's current traffic management is incredibly poor and it's the lights which cause a lot of the problems. Any newish set of lights now causes tailbacks where previously there was none.

2. Whilst we all agree the need to increase tree planting numbers, we should also investigate other potentially even more effective 'green air cleaners'.

For example, moss has been shown to be even more effective at removing pollution than trees. See the following:

['This London bench absorbs as much pollution as 275 trees'](#)
['the Eco City Garden design at the Chelsea Flower Show 2018'](#)
['Solution To Delhi's Smog Problem: This Moss Wall 'Eats' As Much Polluted Air As A Small Forest'](#)

There are also other plants known to contribute to air quality so perhaps these should be chosen for public planting areas (e.g. borders, islands, large planters, etc).

I hope these suggestions are helpful and well done on taking action to improve air quality

1. Replant trees on areas like Cuerden Strategic site, trees take in lots of fumes and purify the air especially in such close proximity to the motorways

2. Better traffic management, joined up thinking is required, more and more traffic jams increase pollution

3. Prevent further out of town shopping centres, encourage more people to shop closer to home by supporting local businesses. We don't need more big chains

Please do an air pollution reading from the cop lane Liverpool road traffic lights to howick cross prior to the bye pass opening and another after to see if the air quality has improved this may prove air quality has improved I hope if it does not well not sure what people will think 2.

Shan is the action plan and what is the cost?

South Ribble Borough Council

Comment: Traffic is the main cause of pollution - building more houses, more roads etc will lead to more traffic thereby making this problem a lot worse. As I suspect planning consent will still be given regardless of this, trees chopped down and plants/hedges destroyed I would make the following suggestions:

1. Better traffic control to avoid hotspots at peak times eg changes to light sequences, better roadwork controls etc.
2. New roads built to cater for the additional traffic caused as a result of planning consent given.
3. Better and cleaner (eg electric) public transport - somebody queried getting from Leyland Train Station to Dr Oetkers a while back and unbelievably the quickest way they could find was a taxi or a half hour walk. Maybe the Council could offer incentives to transport companies to encourage them to be cleaner/cover a greater area.
3. More cycle paths - currently it seems quite dangerous to cycle around Leyland and, even though it is illegal, I have seen many people cycling on footpaths as a result. Could all the footpaths in South Ribble be designated as shared pedestrian/cycle zones for a trial to see if this would encourage more people to cycle? More parents may let their children cycle to school rather than drive them if they thought they would be safe and workers may find it a quicker option than being stuck in traffic jams.
4. Bearing in mind all the planning consent currently being given construction companies should be more rigorously vetted before approval is given. Construction companies should be chosen based on their attitude to the environment, for example what measures do they have in place for reducing demolition dust, do they use cleaner fuels, do they have newer vehicles and do they have equipment such as diesel particulate filters on construction machinery. The Local Planning and Enforcement Team should also be checking construction sites regularly, without advance notice, to ensure they are complying with regulations - the Grasmere development currently seems to have quite a few issues with mud and dust being tracked onto the public highway which could be problematic for anybody with asthma or other breathing related difficulties. Maybe a road sweeper could be utilised for all construction site access roads on a daily basis, charged by the Council to the construction company.
5. Plant more plants as these help improve air quality. They convert carbon dioxide into oxygen and filter particulates out of the air. Many cities now have living walls, green roofs etc, maybe this could be looked into on new build properties? Hedges trap toxins at exhaust pipe level so more of these should be accounted for in new build schemes and less should be cut down when consenting to planning. More people may now get rid of their hedges due to the brown bin charges imposed so this may make pollution worse as a result.

South Ribble Borough Council

1. Avoid building on greenfield sites, ensure the proliferation & protection of green sites & tree planting between areas of dense housing / industrial development. Promote more planting of native tree species. Looking at aerial maps it should be apparent that there are areas where greater tree planting can take place and this will over time improve both amenity and air quality.
2. Try to reduce traffic on all roads in SR, but especially built up and highly populated areas. Try to promote the use of non-carbon based means of transport (eg, electric car, bicycle, incentive for electric or biomass fuel public transport both road and rail) by the use of charging points and restrictions on carbon based transport use in areas with the worst existing air quality – either charges to use or an outright ban between certain times of the day. This of course will be the most challenging aspect, as SRBC also want to promote the area (particularly the South Rings /Cuerdale business development area) and this will rely on motorised transport links. That said it may be worth investigating the use of new rail or even tram links to the area, though of course the existing roads infrastructure will make this difficult and costly as an option. The use of buffering zones of green planting (as outlined above) will help with regards the air quality however.
3. Limiting the use of solid fuel or oil fired heating both domestic and industrial. This does not just include the wide use of log burners but also garden waste incinerators, unofficial rubbish burning and other means of smoke production by the burning of items that give off fumes.

1. Pedestrianise Hough lane. Force traffic down king street as originally intended. There is more than enough car parking close by. Might reduce traffic levels overall, would certainly improve air quality along main shopping centre

2. Introduce electric vehicle charging stations. Are there any in Leyland? One of the barriers to the uptake of EVs is the perceived lack of charging facilities

3. Encourage motorway bound traffic and goods vehicles to use routes around town rather than through town. J28 is unfortunately very close to Leyland itself so as a consequence can cause congestion which leads to a build up of fumes. J29 has better capacity but the routes to it are not as obvious. Perhaps the acceleration of the dualling of A582/Flensburg would encourage it. All bucksaw haulage traffic should use M61 in order to reduce congestion on the disaster of a junction at the woodsman (at least at peak times). A better flowing junction here may also encourage traffic away from the town centre.

1. Close Hough lane to through traffic

2. Make Chapel Brow a compulsory left turn at its junction with Golden Hill Lane

Both of the above would alleviate these routes being used as “rat runs” which would benefit from a reduction in vehicle emissions in areas used for recreational purposes i.e. pubs, shops, cafes

1. Air Quality in parts of the Borough have reached dangerous levels and will be having an impact on citizens health and therefore needs to be tackled in a far more robust way than hitherto.
2. The main cause of the problem is traffic particularly with congestion. HGVs are using roads that were not designed for such vehicles and their emissions are a major contributory factor

South Ribble Borough Council

to poor air quality. Many residents have campaigned for firm action to be taken to ensure HGVs are forced to use roads away from residential areas. This has largely fell on deaf ears.

3. Designated routes need to be established for HGVs travelling to and from premises in the borough to ensure emissions from these vehicles are not suffered by residents in built up areas. Regulations need to be introduced and enforced to prohibit heavy vehicles travelling through these areas and directing them instead to routes where they will cause less harm. Action is necessary if areas like Golden Hill, Turpin Green and Station Road et al. are not to suffer unacceptable levels of poor air quality.

. Encourage people to dispose of waste responsibly rather than burning it by having Skip Days, subsidising the cost of brown bins further to make it cheaper and providing and encouraging the use of compost bins.

2. Continue to provide wildlife friendly trees and plants - this was a great idea

3. More schemes to improve and promote sense of ownership of green spaces e.g. community growing spaces and wildlife habitats

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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