

CABINET

WEDNESDAY, 23RD JANUARY, 2019, 6.00 PM

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

AGENDA

1 Apologies for Absence

2 Minutes of meeting Wednesday, 21 November 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 Forward Plan

(Pages 13 - 22)

Cabinet Forward Plan for the four month period 1 January - 30 April 2019 attached.

Leader of the Council

5 Corporate Peer Challenge Action Plan and Response to External Auditors Statutory Recommendation Update

(Pages 23 - 28)

Report of the Chief Executive attached.

6 Timetable of Meetings 2019/20

(Pages 29 - 34)

Report of the Assistant Director of Scrutiny and Democratic Services attached.

Cabinet Member (Regeneration and Leisure)

7 Award of Contract for Green Links Project

(Pages 35 - 58)

Report of the Director of Neighbourhoods and Development attached.

Cabinet Member (Finance)

8 Council Tax Support Scheme

(Pages 59 - 66)

Report of the Deputy Chief Executive (Resources and Transformation)/Section 151 Officer attached.

9 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 (Streetscene and Neighbourhoods)

10 Replacement Mini-Sweeper

(Pages 67 - 70)

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, 13 February 2019 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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MINUTES OF	CABINET
MEETING DATE	Wednesday, 21 November 2018
MEMBERS PRESENT:	Councillors Margaret Smith (Chair), Caroline Moon (Vice-Chair), Colin Clark, Phil Smith and Karen Walton
OFFICERS:	Heather McManus (Chief Executive), Gregg Stott (Deputy Chief Executive (Regeneration and Growth)), Gary Hall (Section 151 Officer), Jennifer Mullin (Director of Neighbourhoods and Development), Paul Hussey (Temporary Director of Customer and Digital), Dave Whelan (Legal Services Manager/Interim Monitoring Officer) and Dianne Scambler (Governance and Member Services Team Leader)
OTHER MEMBERS AND OFFICERS:	Councillor Jane Bell, Councillor Carol Chisholm (Deputy Mayor), Councillor Derek Forrest, Councillor Paul Foster (Leader of the Opposition and Leader of the Labour Group), Councillor Jon Hesketh, Councillor Kenneth Jones, Councillor Susan Jones JP, Councillor Keith Martin, Councillor Peter Mullineaux, Councillor Alan Ogilvie (Member Champion (Armed Forces)) and Councillor Michael Titherington (Deputy Leader of the Opposition and Deputy Leader of the Labour Group)
PUBLIC:	5

40 Minutes Silence

A minutes silence was observed for Councillor David Watts.

41 Apologies for Absence

Apologies were received from Councillors Cliff Hughes and Susan Snape.

42 Minutes of meeting Wednesday, 17 October 2018 of Cabinet

Decision made (Unanimously):

That the minutes of the Cabinet meeting held on 17 October be approved as a correct record for signing by the Leader of the Council.

43 Declarations of Interest

There were no declarations of any interests.

44 Cabinet Forward Plan

Decision made (Unanimously):

That the Forward Plan for the four month period 1 November 2018 – 28 February 2019 be noted.

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

The Chief Executive presented a report that provided Members with an overview of performance against the Council's Corporate Plan for 2018/19 at the end of the second quarter, 30 September 2018.

The Cabinet were pleased to note that the majority of projects were on track and thanked officers for all their hard work.

The Leader and Deputy Leader also commented that they had attended one of the consultation events that had taken place with partners and residents aimed at strengthening the Council's strong working relationship with the South Ribble Partnership. Feedback across the board had been excellent and they were pleased with the number of innovative ways that the authority were deploying to better engage with the community.

The work taking place on the MH2K, a mental health initiative and the Dementia Friendly Community was also praised.

Decision made (Unanimously):

That the report be noted.

Reason(s) for the decision:

To effectively monitor the Council's performance against the implementation of the Corporate Strategy.

Alternative Options Considered and Rejected:

None.

46 Microsoft Licensing Renewal

The Cabinet received a report of the Temporary Director of Customer and Digital that sought approval to undertake a procurement exercise to renew the Council's current licensing arrangements with Microsoft. The Licences would be purchased for a three year term from 1 April 2019 and would consolidate two contracts.

In anticipation of a price increase of 3% to 6% from December it was important for the Council to undertake a procurement exercise before this date so they could take advantage of the reduced offer.

Decision made (Unanimously):

1. Approval 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. Approval to grant delegated authority to the Temporary Director (Customer and Digital) in consultation with the Cabinet Member (Corporate Support and Assets) to enter into a 3 year contract on the basis that the final proposal does not exceed 100K per year.

Reason(s) for the decision:

1. The Council's current Microsoft licensing 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.
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.

Alternative Options Considered and Rejected:

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.

47 Council Tax Support Scheme

The Cabinet received a report that updated on the current situation with the Council's Council Tax Support Scheme following recent Government Budget announcements. The report also sought agreement on how the Council should proceed with the scheme including a review of the exceptional hardship funds.

It has always been the Cabinet's intention to consult on and implement a new scheme from April 2019 and work to progress this had continued. Details of a proposed alternative scheme was set out in the report.

However the recent Government announcement on changes to Universal Credit (UC) meant that they now needed to review the potential impact of these changes. Given the timing it was therefore deemed sensible to undertake an impact assessment and remodelling of the current/alternative scheme options.

In response to the Leader of the Opposition, the Deputy Leader, Councillor Caroline Moon explained that the CTSS could not be removed at Budget Council, as legally there had to be a period of consultation with all preceptors on proposed options.

Members discussed the need to review and amend the local hardship scheme to ensure that those most in need, received additional support automatically instead of having to apply.

Decision made (Unanimously):

1. That Cabinet notes the recent Government budget announcements and supports the requirement to carry out modelling impact assessments and report to Budget Council in February 2019.
2. That Cabinet supports the proposal to review the hardship schemes and proactively promote such schemes as outlined in the report.

Reason(s) for the decision:

1. The adoption of a revised Council Tax Support scheme has been agreed as a priority in the five year Corporate Plan (2018-23).
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.

Alternative Option Considered and Rejected:

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 of the 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.
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 roll out of Universal Credit.
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 modelled options and it is proposed that this further detailed analysis is undertaken.
4. Benchmarking with other Lancashire Local Authorities has shown that the majority are making no major changes to their existing schemes for 2019/20

48 Budget Monitoring report as at 30 September 2018 (Quarter 2)

The Cabinet received a report of the Section 151 Officer that provided an update on the second quarter of 2018/19 on the Council's overall financial position. The report also provided a forecast of the projected outturn to 31 March 2019 in comparison to the budget approved in February 2018.

The report was a positive one and a number of points were highlighted that included:

The Projected Outturn forecast at quarter 2 in respect of the full year 2018/19 provided a net underspending of £320,000, which included an overall saving in staff related costs of £150,000.

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

Spending was a little behind profile with £1.880m (21.5%) committed as at 30 September 2018, although it is expected that the total spend at the year-end would be £7.752m, with a forecasted re-phasing of expenditure into 2019/20 of £0.972m, that would achieve an in-year saving of £0.36m.

Decision made (Unanimously):

That the report be noted.

Reason(s) for the decision:

To effectively monitoring the Council's financial position and projected outturn to 31 March 2018.

Alternative Options Considered and Rejected:

None.

49 Approval of Air Quality Action Plan

The Director of Neighbourhoods and Development presented a report that sought approval and adoption of the Council's revised Air Quality Action Plan.

Within the South Ribble borough, five Air Quality Management Areas (AQMA) had been declared. The Council has a legal obligation under Part IV of the Environment Act to produce an Air Quality Action Plan following the declaration of an AQMA that will work towards the improvement of air quality within its area to achieve the air quality national objective values.

Members welcome the Plan as the issue of air quality within the Borough was a long standing one that had taken some considerable time to formally identify and urged the Council to act and implement the actions within the Plan as a matter of urgency.

Members of the public were also in attendance to explain that the air quality in the Turpin Green Lane area was now starting to affects residents' health. They reported that HGV's are continually using the lane as a short cut to junction 28 of the motorway and that this had been going on for 14 years. The only way to stop this from happening would be to put weight restrictions in place and the Cabinet were requested to put pressure on the Lancashire County Council and the Highways Agency who are the responsible authority's to get this issue addressed.

The Cabinet Member (Public Health and Safety, Wellbeing and Environmental) lives close by to the area and understands what the residents are going through, stating that the Council were committed to working with the relevant agencies to implement workable solutions to improve air quality issues.

Decision made (Unanimously):

That Cabinet agree the adoption of the revised Air Quality Action Plan.

Reason(s) for decision:

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.
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. The Council is under legal obligation, Part IV of the Environment Act, to produce an Air Quality Action Plan (AQAP) following declaration of an AQMA

and to work towards the improvement of air quality within its area and achieving the air quality national objective values.

4. Statutory Guidance issued by DEFRA identifies the need for all partner organisations and political leaders to demonstrate leadership, commitment and take responsibility for actions, especially where measures will have a knock on effect on other policy areas.
5. The legislation also identifies the need to periodically review the AQAP's, with the guidance suggesting a maximum of every five 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.

Alternative Options Considered and Rejected:

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

50 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.

51 Campus Programme Delivery Strategy

The Director of Neighbourhoods and Development presented a confidential report that updated Members on progress made towards the implementation of the Leyland Health and Wellbeing Campus, including updated governance and reporting processes.

The report also sought approval for a procurement strategy that would allow early commencement of meaningful work on site. Information was also provided on land identified for the project.

Decision made (Unanimously):

1. That the progress report, updated governance arrangements and revised implementation plan be noted.
2. Approval of the outline procurement strategy.
3. Delegated authority granted to the Deputy Chief Executive (Regeneration and Growth) in consultation with the Cabinet Member (Regeneration and Leisure), Cabinet Member (Public Health and Safety, Wellbeing and Environmental) and Cabinet Member (Corporate Support and Assets) to secure appropriate title to part of the land shown on the attached plan in the report.
4. Approval of quarterly Member briefing sessions to update on the Health and Wellbeing Campus.

Reason(s) for the decision:

1. Development of the Campus is a priority for the Council, the revised strategy sets out an efficient way to implement the Leyland Campus, effectively and economically, securing early delivery of Green infrastructure.
2. The Leyland Campus is the first element in a programme that will promote active and healthy lifestyles across the Borough.
3. The procurement strategy will be based on sound principles of early contractor engagement, designing in efficient construction and logistics together with reducing adverse impacts on adjacent residents and businesses. The principles are set out in the report.
4. In order to open up the woodland area for active leisure to its optimum extent securing sufficient title to part of that land to include it within phase one is an important objective.

Alternative Options Considered and Rejected:

This report takes forward implementation of the decisions taken on 21 June and 12 September 2018.

Chair

Date

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South Ribble Council – Cabinet Forward Plan

For the Four Month Period: 1 January 2019 - 30 April 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.

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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: 15 January 2019

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: 23 January, 13 February and 20 March 2019							
January							
Leader of the Council							
Corporate Peer Challenge Action Plan and Response to External Auditors Statutory Recommendation Update	Cabinet	Leader of the Council	Significant effect in 2 or more Council wards.	23 Jan 2019	No	https://southribbleintranet.mode.rngov.co.uk/documents/s5291/South%20Ribbles%20Borough%20Council%202017-18%20Audit%20Findings%20Report%20-%20Final%20for%20Governance%20Committee%2026%20July%20.pdf	Report of the Chief Executive
Timetable of Meetings 2019/20	Cabinet	Leader of the Council		23 Jan 2019	No	None	Report of the Assistant Director of Scrutiny and Democratic Services

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 (Regeneration and Leisure)							
Award of Contract for Green Links Project	Cabinet	Cabinet Member (Regeneration and Leisure)	Expenditure / Savings higher than £100,000	23 Jan 2019	No	https://southribble.moderngov.co.uk/documents/g1116/Decisions%2012th-Sep-2018%2018.00%20Cabinet.pdf?T=2	Report of the Director of Neighbourhoods and Development
Cabinet Member (Finance)							
Council Tax Support Scheme	Cabinet	Cabinet Member (Finance)	Significant effect in 2 or more Council wards.	23 Jan 2019	No	https://southribbleintranet.moderngov.co.uk/documents/s6525/Council%20Tax%20Support%20Scheme%20Cabinet%20Report%201st%20Nov%202018.pdf	Report of the Deputy Chief Executive (Resources and Shared Services Transformation)
Deputy Leader and Cabinet Member (Neighbourhoods and Streetscene)							

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
Replacement Mini-Sweeper	Cabinet	Deputy Leader and Cabinet Member (Neighbourhoods and Streetscene)	Significant effect in 2 or more Council wards.	23 Jan 2019	Paragraph 3: Information relating to the financial business affairs of any particular person (including the authority holding that information)	No None	Report of the Director of Neighbourhoods and Development
Future Meetings							
Nomination of Mayor-elect and Deputy Mayor-elect 2019-20	Cabinet	Leader of the Council		13 Feb 2019	No	None	Report of the Assistant Director of Scrutiny and Democratic Services
South Ribble Community Strategy 2019-2024	Cabinet	Leader of the Council	Expenditure / Savings higher than £100,000	13 Feb 2019	No	None	Report of the Chief Executive
Corporate Plan and Corporate Risk Register 2019-2024	Cabinet	Leader of the Council	Significant effect in 2 or more Council wards.	13 Feb 2019	No	None	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
South Ribble Volunteering and Participation Strategy	Cabinet	Leader of the Council		13 Feb 2019	No	None	Report of the Director of Neighbourhoods and Development
Budget and Medium Term Financial Strategy	Cabinet	Cabinet Member (Finance)	Expenditure / Savings higher than £100,000	13 Feb 2019	No	None	Report of the Deputy Chief Executive (Resources and Shared Services Transformation)
Treasury Management Strategy	Cabinet	Cabinet Member (Finance)	Expenditure / Savings higher than £100,000	13 Feb 2019	No	None	Report of the Deputy Chief Executive (Resources and Shared Services Transformation)
Capital Strategy	Cabinet	Cabinet Member (Finance)		13 Feb 2019	No	None	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
Digital Strategy	Cabinet	Cabinet Member (Corporate Support and Assets)		13 Feb 2019	No	None	Report of the Temporary Director of Customer and Digital
Asset Management Plan	Cabinet	Cabinet Member (Finance)		13 Feb 2019	No	None	Report of the Deputy Chief Executive (Resources and Shared Services Transformation)
Staff Pay and Development Policy	Cabinet	Leader of the Council		13 Feb 2019	No	None	Report of the Deputy Chief Executive (Resources and Shared Services Transformation)
Pay Grading Review	Cabinet	Cabinet Member (Finance)		13 Feb 2019	No	None	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
Council Tax Support Modelling Outcome and Hardship Scheme Review	Cabinet	Cabinet Member (Finance)	Significant effect in 2 or more Council wards.	13 Feb 2019	No	https://southribble.moderngov.co.uk/documents/s6525/Council%20Tax%20Support%20Scheme%20Cabinet%20Report%2021st%20Nov%202018.pdf	Report of the Deputy Chief Executive (Resources and Shared Services Transformation)
Refurbishment of Worden Park Play Area	Cabinet	Deputy Leader and Cabinet Member (Neighbourhoods and Streetscene)	Expenditure / Savings higher than £100,000	13 Feb 2019	No	None	Report of the Director of Neighbourhoods and Development
Performance Monitoring Quarter 3	Cabinet	Leader of the Council	Significant effect in 2 or more Council wards.	20 Mar 2019	No	https://southribbleintranet.moderngov.co.uk/documents/s3311/06%20-%20Report%20to%20Council%20280218%20re%20Corporate%20Plan%202018-23%20and%20Risk%20Register.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
Worden Hall - Consultants Options Appraisal Report	Cabinet	Cabinet Member (Corporate Support and Assets)		20 Mar 2019	No	https://southribbleintranet.mode.rngov.co.uk/documents/s2072/Worden%20Hall%20Update%20-%20Scrutiny%20Committee.pdf	Report of the Director of Planning and Property
Land at Bamber Bridge	Cabinet	Cabinet Member (Corporate Support and Assets)	Expenditure / Savings higher than £100,000	20 Mar 2019	Paragraph 3: Information relating to the financial business affairs of any particular person (including the authority holding that information)	None	Report of the Chief Executive
Renewable Energy Policy	Cabinet	Cabinet Member (Public Health and Safety, Wellbeing and Environmental)	Significant effect in 2 or more Council wards.	20 Mar 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
Health, Leisure and Wellbeing Campus Programme Update	Cabinet	Cabinet Member (Public Health and Safety, Wellbeing and Environmental)		20 Mar 2019	No	https://southribble.moderngov.co.uk/documents/g11116/Decisions%2012th-Sep-2018%2018.00%20Cabinet.pdf?T=2	Report of the Director of Neighbourhoods and Development

REPORT TO	ON
CABINET COUNCIL	23 January 2019 6 February 2019



TITLE	PORTFOLIO	REPORT OF
Corporate Peer Challenge Action Plan and Response to External Auditors Statutory Recommendation Update	Leader of the Council	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 ?	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 This report and the attached appendix aims to provide the Cabinet with an overarching progress report on the actions taken, and outcomes, in relation to the Corporate Peer Challenge Action Plan and to provide updates on the response to the external auditors' statutory recommendation update.
- 1.2 This report will present the feedback on recommendations from the Investors in People assessment and the progress made on follow-up actions. Also included is feedback from the Cultural Mapping work undertaken and progress made on the follow-up actions.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that Members:

- 2.1 Note the report, appendices, and their content; and
- 2.2 Note that South Ribble Borough Council is now in a position where signification actions have been taken and signification improvement has been made, and is continuing to be made, in the ongoing running of the Council.

3. REASONS FOR THE DECISION

- 3.1 To provide Members with an update on the work undertaken as a Council to incorporate the recommendations from the Corporate Peer Challenge Review and the External Audit Recommendations.

4. CORPORATE PRIORITIES

4.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	X
Health and Wellbeing	X
Place	

Projects relating to People in the Corporate Plan:

People	X
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5. BACKGROUND TO THE REPORT

5.1 The attachment provides an overarching view of progress from numerous reports produced over the past year. Key achievements and completion of areas can be noted with clear plans in place for continuous improvement.

5.2 A detailed action log confirming completion of initiatives is attached to this report for information.

6. PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)

6.1 Assurance can now be given that these issues are now being addressed through our newly designed PDA process (being developed by the staff) and also our corporate planning and service planning work. Capacity for delivery is now in place with the new leadership team being fully staffed.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

7.1 The Improvement Reference Group have noted the significant improvements made on the peer review action plans and are looking to close the group with a further focused LGA Peer review in October 2019 to ascertain that the implemented actions as set out in the attached appendix, are embedded into the day to day workings of the Council.

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications as a result of this report.

9. LEGAL IMPLICATIONS

9.1 There are no legal implications as a result of this report.

10. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

10.1 HR & Organisational Developments implications are outlined within the report and the attached Appendix A: Action Log.

11. ICT/TECHNOLOGY IMPLICATIONS

11.1 There are no specific ICT / Technology implications as a result of this report.

12. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

12.1 There are no property and asset management implications as a result of this report.

13. RISK MANAGEMENT

13.1 The programme for improvement is set in the context of delivering quality services in a timely manner within budget. The Council has set out its new MTFS and this will be monitored quarterly by Cabinet. The Council's performance on service delivery will also be monitored closely through the delivery of its Corporate Plan on a quarterly basis. The key areas of risk around staff morale, financial budgeting and effective delivery are all captured in the Council's Risk Register.

14. EQUALITY AND DIVERSITY IMPACT

14.1 Equality and diversity implications have been considered as part of the undertaking of the recommendations and this will continued to be assessed on a quarterly basis alongside the monitoring of the delivery of the Corporate Plan.

15. RELEVANT DIRECTORS RECOMMENDATIONS

15.1 Note that all recommendations put forward from the LGA Peer Review have been completed, or a plan is in place to embed changes.

15.2 Note that all External Audit Recommendations have been considered and actioned as complete.

15.3 Note the exception of actions relating to Shared Services Implementation which has been deferred to May/June 2019.

15.4 Take reassurance that External Auditors are comfortable with the intermediate plans in place covering the vacant shared service roles.

15.5 Recognise the achievements made by Officers, and all Members, in completing above recommendations.

16. COMMENTS OF THE STATUTORY FINANCE OFFICER

16.1 This report recognises the significant progress made by the authority to deliver the Corporate Peer Challenge Action Plan and responds to the Statutory Auditors report for 2017/18.

17. COMMENTS OF THE MONITORING OFFICER

17.1 A great deal of work has been done in this regard by both officers and members. Significant improvements have clearly been made. This is a trajectory that we need to continue with.

18. BACKGROUND DOCUMENTS

18.1 LGA Corporate Peer Challenge Report April 2017

18.2 Corporate Peer Challenge Action plan and response to Statutory Recommendation (under s24 of the Local Audit and Accountability Act 2014) Paper for Council on 26th September 2018.

21. APPENDICES

Appendix A: LGA Action log.

Heather McManus
Chief Executive

Report Author:	Telephone:	Date:
Heather McManus Chief Executive	01772 625301	08/01/2019

Appendix A

South Ribble Borough Council - Peer Review / S24 Recommendations Action Plan				
	LGA Peer Review Recommendation	Action taken	Timeline	Update
1	Political leadership - robust implementation of officer/member protocol	Member officer protocol has been developed through cross-party working, this was approved by council on 21st March 2018 subsequently individual member/officer commitment has been made through formal signature.	Council approved the member/officer protocol on 21 st March 2018 and as of June 2018, 98% - Member sign up 100% - Officer sign up	Complete - Administration has required for further development of Sanctions in 2019/20 to be brought back to Council for approval.
2	Implementing the new senior management structure	Council approved the new leadership structure in November 2017 with the amended shared services structure in March 2018. Budgetary provision was made to implement 1st April 2018 . Internal recruitment was completed with effect from 1st April 2018. External adverts had a closing date of 10th August 2018 with interviews in progress. The shared services structure was amended on the 21st March 2018. Job descriptions are currently being developed (see point 6). A shared services appointments panel has been convened on the 6th Sept 2018		Complete - New management structure now in place. With the exception of two shared services posts to be reviewed in May/June 2019 . S151 and MO responsibilities covered.
3	Developing leadership potential of the new senior team	In August 2017, upon the appointment of the Chief Exec South Ribble Borough Council undertook a review of the current operating structure with a view to ensuring operations in the future fully meet the Council's culture and delivery focus in the most efficient and effective way. Issues of the previous 2 years also needed to be addressed. The restructure of Senior Leadership and Management posts was proposed moving from a transactional structure to a transformational structure. External independent employee support was engaged by the Council to support managers who roles where affected by the proposed changes. The support provided was bespoke on an individual basis and in the context of the changes that took place. The council has developed a new leadership model based on the principles of high performing teams which we have co-designed with the leadership team, and branded it as ' Blended Working' . This new model centres around development of individuals , and is value based. there is a comprehensive programme in place to drive this through all levels of the organisation. The leadership model now drives through all recruitments made within the council. The recruitment approach developed has been externally validated by Veredus' Occupational Psychologists. Menrva has worked with Veredus (SRBC appointed external recruitment partner), to co-design the final recruitment programme design and run the recruitment Assessment. Leadership Development Programme 2018: South Ribble Borough Council are undertaking a transformational developmental change programme with a view to ensuring operations in the future fully meet the Council's culture and delivery focus in the most efficient and effective way. Operations are being restructured and recruitment for some Senior Leadership roles is continuing. The development support is focused on embedding the South Ribble Blended Way of Working within the Senior Leadership Team, with the Cabinet, Members and other Key Stakeholders and with Staff across the Council as a whole. Support is being provided for the Senior Leadership Team as a Group and as individuals as they develop in their new roles and start to transfer learning and embed a Blended Way of Working in their teams. The development approach to be informed by and directly aligned with the Cultural Mapping Work recently undertaken across the Council.		Complete - New leadership model in place and new ways of working fully implemented within senior leadership team. Culture mapping work complete and baseline figures in place. Member development programme progressing.
4	Aligning political and officer processes to ensure decisions are implemented with no last minute changes	Senior officer meetings programmed to clear all council reports. Portfolio holder discussions take place to confirm reports. Shadow cabinet briefings introduced on all cleared cabinet reports. Pre-cabinet briefings take place. The council also has robust decision making processes in place.	Working Example Extended Leadership Team (Report Clearing Meeting) - 14th August 2018 Cabinet Workshop - 14th August 2018 Shadow Cabinet Briefing - 7th September 2018 Cabinet Meeting - 12th September 2018	Complete - Shadow cabinet briefings also introduced.
5	Reviewing the governance committee with a view to separating the audit and general governance function	A draft paper is currently with governance committee to review. (see attached) The governance committee has already set up a task group to review before formal consultation by the committee.	Task group meeting 6th September 2018	Complete - full Council approval of new Governance Committee terms of reference approved.
6	Implementing with Chorley the agreed approach to shared services	Council approved the revised shared services structure in March 2018. Draft job descriptions are being co-created with existing staff central to the shared services journey. An action plan is being developed to test future shared services opportunities. External capacity is being sourced to strengthen the existing shared services legal agreement. Chorley have agreed to implement the Council new leadership model and recruitment process for the shared services appointments.	March 2018 approval. Draft job description to the next shared services appointments panel 6th Sept .	Shared Services deferred until May/June 2019. Transformation of services progressing. Statutory S151 and Monitoring Officer positions in place.

Appendix A

7	Improving internal communication and clarity with staff about the vision and next steps for transformation	<p>Cultural mapping process proposed by the staff feedback was to introduce a 'TLC' approach to communications. This represents a requirement that communication is timely, clear in language and consistent in message. There have been ongoing staff briefings with regards to any real time and significant staff communication e.g. shared services.</p> <p>We have in place key messages from the leadership team posted on Connect and through face to face team meetings. The CEO continues to have an open door policy introduced on her appointment in August 2017.</p> <p>A transformation space on Connect has been created by members of the extended leadership team and regular updates take place.</p> <p>The CEO has a blog.</p> <p>We have invested in ICT software communications solution (Attain) which will link direct to all staff .</p> <p>We have introduced an all staff distribution list.</p> <p>The council is also in the process of setting up a formal JCC with the unions, to contribute to the communications strategy.</p> <p>Transformation - an effective organisation sits transformation at the heart of its delivery model . the Council's approach to its corporate planning , and working up new and efficient ways of working is a responsibility of each and every officer in the council. To implement this , a cultural mapping exercise has taken place . out of this work, the leadership development work , and the creation of blended working, teams are encouraged to develop new ideas, and transformational service delivery options . The staff have developed a concept called "white space" which allows for new service models to be developed on the lean principles of providing effective services. Teams challenge themselves around service delivery .. and options are developed from a 'whole team' approach .</p> <p>the method of transformation , allows change to be embedded within teams, with teams taking ownership of the Change.</p> <p>The communication of this new way of working has been delivered through "Market street" sessions, where all staff have had the opportunity to discuss and debate transformation projects that have taken place, and all of the above communication forum detailed above.</p>	<p>'Cultural Baseline' – an understanding of where the organisation is now and how it could build on existing initiatives and be purposeful in developing its culture and engaging the workforce into the future.</p> <p>The Chief Executive wanted to co-create the design of the intervention.</p> <p>The key outcomes were:</p> <ul style="list-style-type: none"> - an independent observation of where the organisation is now, - observations on areas for focus to move the organisation forward - the 'What next?' <p>It was also agreed we would generate a quantitative 'baseline score' for where the organisation is now and the telling of the Story around where the organisation has been and where it is now.</p> <p>Shared services departments were briefed on 19th & 20th June 2018 and are ongoing.</p> <p>Key messages on Connect are bi-weekly for leadership team.</p> <p>Open door policy is actively used by all layers of organisation.</p> <p>Transformation section on Connect is updated as and when.</p> <p>The CEO blog is released as and when required. Investment in the ICT system Attain is to be rolled out in 18/19.</p>	Complete and implemented
8	Renewing the focus and commitment to the Improvement Reference Group (and agreeing a timeframe when the IRG should be stepped down)	<p>Regular IRG meetings took place in 2017/18 and are planned for 2018/19.</p> <p>At its meeting in March 2018 , the IRG considered the actions set out in the Peer review , and have subsequently met in July, and agreed a work plan for the coming year.</p>	<p>Schedule of meetings (2017 - 2018)</p> <ul style="list-style-type: none"> 15th May 2017 13th June 2017 24th July 2017 24th August 2017 18th September 2017 30th October 2017 5th December 2017 8th January 2018 19th March 2018 10th July 2018 TBC August 2018 TBC September 2018 	To be considered in Jan 2019

REPORT TO	ON
CABINET COUNCIL	23 January 2018 6 February 2018



TITLE	PORTFOLIO	REPORT OF
Timetable of meetings 2019/20	Leader of the Council	Assistant Director of Scrutiny and Democratic Services

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 ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	Yes
Is this report confidential?	No

1. PURPOSE OF THE REPORT

To determine the dates of the meetings of the Council, Cabinet and the various Committees for the 2019/20 Municipal Year.

2. PORTFOLIO RECOMMENDATIONS

That the Timetable of Meetings for 2019/20 as set out in the attached appendix be approved.

3. REASONS FOR THE DECISION

To enable the Council to conduct its business effectively it is important to have a carefully planned timetable of meetings in place.

4. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Excellence and Financial Sustainability	X
Health and Wellbeing	
Place	

5. TIMETABLE OF MEETINGS 2019/20

5.1 The Timetable of Meetings for 2019/20 is set out in the attached appendix.

5.2 The Timetable follows the same patterns as last year, some key points to note are:

- There will be a separate Budget Council meeting on 26 February 2020.
- The provision of four Taxi Trade Forums to build on improved relations with the Trade.
- Following the Council Elections on 2 May 2019, it will be necessary to hold the Annual Council Meeting of Council and the First Business Meeting of Council in the same week on Wednesday 15 May and Thursday 16 May 2019 respectively to enable the memberships of Committees to be determined and the first meetings of Governance Committee and Planning Committee to be held later in the month, along with appropriate training sessions for Members of Governance, Licensing and Planning.
- A number of Informal Cabinet Briefings have been added to the calendar that will promote the agenda management of the Cabinet meetings for Cabinet Members. These will be in addition to the Cabinet Workshop meetings.
- The number of meetings of the General Licensing Sub Committee Panels have been scheduled in but these dates will be determinate on any business to be considered and may change.
- Meetings of the Licensing Act Panels will meet on an ad-hoc basis as and when required.
- The dates of four Shared Services Joint Committee meetings have still to be added to the Timetable following liaison with Chorley Council.
- Dates for the Neighbourhood Forums will be confirmed in consultation with Members and added to the timetable in due course.

5.3 The timetable will facilitate the submission of quarterly performance management reports and budget monitoring reports at the appropriate timescales within the Council Year.

5.4 The Leadership Team and relevant team leaders have been consulted and where comments have been received, these have been commented into the proposed timetable.

6. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

None.

7. FINANCIAL IMPLICATIONS

There are no financial implications to this report.

8. LEGAL IMPLICATIONS

There are no legal implications to this report.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

N/A

10. ICT/TECHNOLOGY IMPLICATIONS

N/A

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

N/A

12. RISK MANAGEMENT

Failure to have in place a robust and effective decision making structure and timetable of meetings could leave the Council's decisions open to challenge.

13. EQUALITY AND DIVERSITY IMPACT

N/A

14. RELEVANT DIRECTORS RECOMMENDATIONS

That the Timetable of Meetings for 2019/20 as set out in the attached appendix be approved.

15. COMMENTS OF THE STATUTORY FINANCE OFFICER

See comments in paragraph 7.

16. COMMENTS OF THE MONITORING OFFICER

Clearly it is important that the council's meetings throughout the year are properly planned to enable the effective discharge of our business.

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

There are no background papers to this report.

21. APPENDICES

Appendix – Timetable of Meetings 2019/20

Darren Cranshaw
Assistant Director of Scrutiny and Democratic

Report Author:	Telephone:	Date:
Dianne Scambler – Governance and Member Services Team Leader	01772 625309	19 December 2018

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REPORT TO	ON
CABINET	23 JANUARY 2018



September 2017

TITLE	PORTFOLIO	REPORT OF
Green Links Multi Use Path	Regeneration and Leisure	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

This report requests approval to grant delegated authority to the Director of Neighbourhoods and Development in consultation with the Deputy Chief Executives and Portfolio Holder for Regeneration & Leisure to accept the Most Economically Advantageous Tender (MEAT) for the proposed installation of the Browndedge to Hennel Lane Green Links multi use path.

Delegated authority mitigates the risk of unforeseen circumstances delaying authority to award the contract and safeguards scheme completion within the 18/19 capital programme.

Authority under section 3.4 of the Financial Regulations to incur capital expenditure of up to £200,000 for the above works has already been obtained in a report to Cabinet on 1st Phase of Campus Programme on the 21st June 2018.

2. PORTFOLIO RECOMMENDATIONS

That Cabinet agree:

That delegated authority is granted to the Director of Neighbourhoods and Development in consultation with the Deputy Chief Executives and the Portfolio Holder for Regeneration & Leisure to accept the MEAT for the proposed installation of the Browndedge to Hennel Lane Green Links multi use path.

3. CORPORATE PRIORITIES

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
--------	---

4. BACKGROUND TO THE REPORT

4.1 Background

Health and Wellbeing is a major priority within the Council’s Corporate Plan. As part of the Green Links, the aim is to create a Borough that is linked together by its green network connecting our parks, open spaces and central park. Through investing on a Borough wide scale, there will be connections that join and open up more places for people to enjoy. A key outcome to improve the health of our residents is to increase their participation in physical activity. As part of this priority, people will be encouraged to use sustainable forms of transport including walking, cycling and running. This in itself will encourage a healthier and active lifestyle while improving the environment of the Borough.

The aim is to promote our health and wellbeing objectives by developing high quality community open spaces, connected across the borough which supports residents in adopting healthier and more active lifestyles. Green links will connect a network of community open spaces developed in partnership with local neighbourhoods across the borough offering opportunities for sustainable travel, leisure activities, sustainable living and a sense of connecting people to places.

As outlined within the ‘Health and Well Being’ section of the Corporate Plan 2018 – 2023, the focus of the health and well-being actions is upon the future health of our growing population and that developing and maintaining active lifestyles is a key building block to achieving this. The most recent South Ribble Partnership Survey with residents identified that parks/open spaces, more facilities for young people and good leisure, recreation and other entertainment facilities within the Borough were important aspects to the people of South Ribble (amongst other). Work is on-going with Sport England at a national level to link with their agenda and emerging themes.

The overall programme for improving green links was highlighted in the business case approved by Cabinet on 6th December 2017 and given authority to spend under the 1st Phase of Campus Programme on the 21st June 2018. The paper attached called “Our Green Links” has been developed to identify the key elements that will be carried out, materials to be used, wayfinding signage and the immediate priorities. This forms the basis of the quality required from the contractor procurement.

These works forms part of the initial 3 year Green links work programme that has been drawn up for areas that have a long standing need for improvement. £275,000 has been earmarked in the current year and the high level programme outlines below.

	£000’s
Penwortham to Bamber Bridge	97
Bamber Bridge LC via Withy Park to Tennis Centre	16
Ribble Link and connection to Central Parks	36
Central Parks	126
	275

4.2 Existing Facilities

The council owned public open space is currently criss-crossed by a number of informal, unsurfaced paths predominantly used by walkers. Several Public Rights of way cross the site and one follows our proposed route for a short section, the relevant permissions and approvals are in place from LCC Highways and Public Rights of Way. The current condition of the paths, being unsurfaced, is seasonally variable but in the main is not suitable for cycle use for most of the year. Consultation with local interest groups cite the crossing of the A6 at Brownedge Road on the main sustrans route 55 as a significant risk. This new route provides a safe alternative to this making use of the existing over pass at Hennel Lane end of the A6.

5. PROPOSALS

5.1 Details of New Facilities

It is proposed to install a 3 meter wide, multi-use stone path from Brownedge to Walton-le-dale with a safe, off road route linking to the wider green links network at both ends. The route will also serve links from several local neighbourhoods along the route as well as improving access into Dog Kennel woods.

5.2 Guarantees and Maintenance

Once installed the path will be covered by a 12 month defects period after which occasional maintenance will be required to top dress the stone surface. The path has been designed as such that if its use demands a bound surface in the future that it may be overlaid at that point with minimal remedial works.

The Council will create a robust maintenance plan and identify part of the overall funding resources to allocate to future lifetime costs. In future developments an element of funding will be held against commuted sums for ongoing costs of maintenance.

5.5 Tendering Process

Open tenders have been invited in line with the Council's Contract Procedure Rules via the Chest - the regional e-procurement portal that enables tenders and quotations to be advertised, invited and received electronically. In addition, as an openly advertised opportunity, tenders were also advertised on Contracts Finder, the national e-procurement portal.

The invitation to tender documentation included details of the evaluation criteria to be used to determine the MEAT. This was 70% cost and 30% quality, taking account of methodology and previous work of the bidders.

5.6 Tender Results

Tender submissions received via the Chest/Contracts Finder will be evaluated in accordance with the MEAT evaluation criteria. The estimated value of this works including contingencies is £140,000.

6 CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

Various external consultations have been carried out with local interest groups and key stakeholders on the Green links and as part of the wider Central parks programme. The

response was limited but supported providing and enhancing off road multi use links across the borough.

7 OTHER OPTIONS CONSIDERED

Several schemes have been considered as part of the central parks programme. To provide a grade separated crossing of the A6 linking Bamber Bridge in the east, to the spine of Central Parks in the West. All of these options were significantly more expensive.

8 FINANCIAL IMPLICATIONS

The approved capital programme for 2018/19 includes a capital budget allocation of £275,000 for the Green Links. The proposals in this report will require delegated authority for the awards of a contract of up to £140,000 of the available budget.

The Council will create a robust maintenance plan and identify part of the overall funding resources to allocate to future lifetime costs. In future developments an element of funding will be held against commuted sums for ongoing costs of maintenance.

9 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no human resource implications as a result of this report.

10 ICT/TECHNOLOGY IMPLICATIONS

There are no ICT implications as a result of this report.

11 PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no property and assets management implications as a result of this report.

12 RISK MANAGEMENT

The proposed will form a safe route replacing an unmaintained footpath. Enhanced arboriculture management works will be undertaken as part of the works to reduce risk of injury from falling trees to path users.

A robust maintenance plan will put into place to mitigate future liability.

13 EQUALITY AND DIVERSITY IMPACT

Equality issues have been fully considered and incorporated into the design proposals. The proposals will impact positively on users who will have access to improved facilities which will support their health and wellbeing.

Once installed the path will increase accessibility for disabled users joining public rights of way at access points from highways.

14 RELEVANT DIRECTORS RECOMMENDATIONS

The proposals in this report will improve the off road 'Green Links' for the benefit of the borough's residents.

Officer recommendations are as follows:

That delegated authority is granted to the Director of Neighbourhoods and Development in consultation with the Portfolio Holder for Regeneration & Leisure to accept the MEAT for the proposed installation of the Brownedge to Hennel Lane Green Links multi use path.

15 COMMENTS OF THE STATUTORY FINANCE OFFICER

The funds required are included in the Green Links capital allocation for 2018/19. The tendering has been undertaken through the Chest system to ensure the Council achieves the Most Economic Advantageous Tender.

A robust funded maintenance plan will be created within the overall Green Links project to cover future maintenance liabilities.

16 COMMENTS OF THE MONITORING OFFICER

A procurement exercise in accordance with the Council's Contract Procedure Rules has been carried out.

Formal contract documentation will be drawn up and entered into with the successful tenderer.

17 BACKGROUND DOCUMENTS

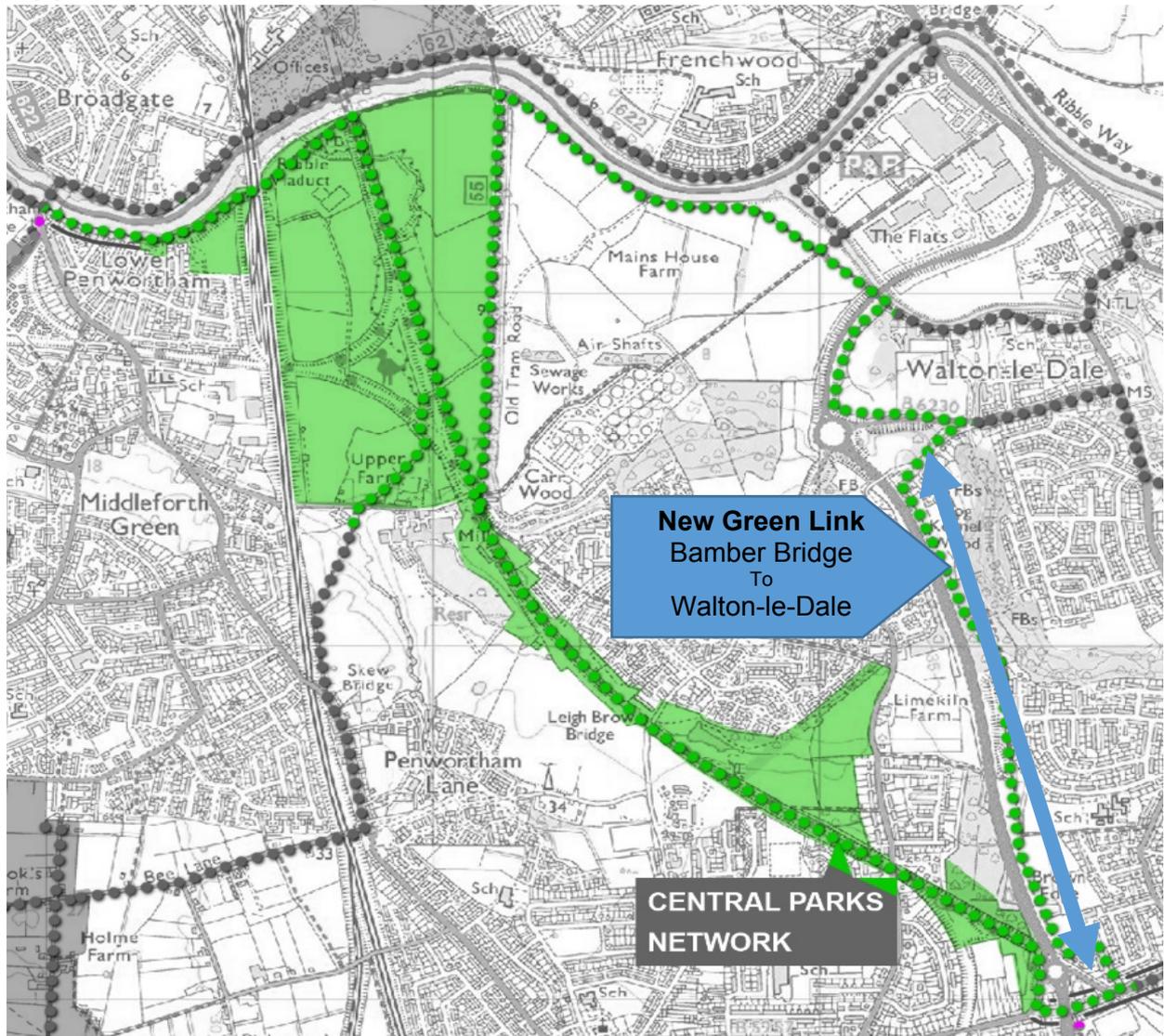
Appendix A – Location plan and route details of the Green links programme.

Appendix B – Our Green Links

Report Author:	Telephone:	Date:
Lee Nickson	01772 625329	20/12/2018

Appendix A

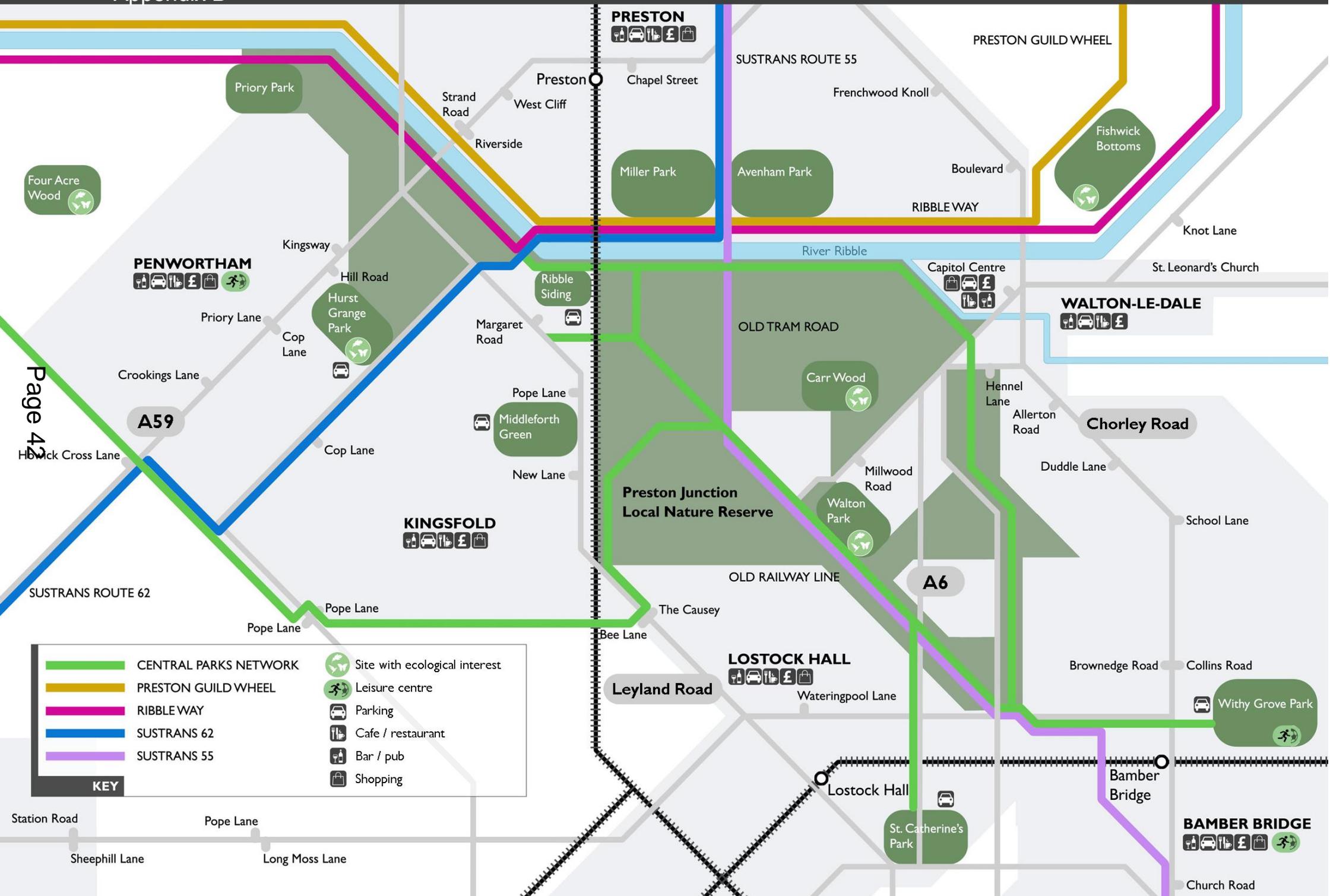
ROUTE 4 - CENTRAL PARKS



OUTCOMES

- Increased numbers of walkers, cyclists and horse riders in all age groups, using the network for work, leisure and events
- Increased accessibility for disabled users joining public rights of way at access points from highways
- Improved footpath through Dog Kennel and Cockshott Woods
- Continued management of the Friends of Preston Junction Local Nature Reserve volunteers
- Implementation of the Preston Junction LNR Management Plan
- Installation of new signage and interpretation material
- Develop the conditions necessary to implement a Forest Schools education programme and formal physical health programme

Our Green Links



Page 45

	CENTRAL PARKS NETWORK		Site with ecological interest
	PRESTON GUILD WHEEL		Leisure centre
	RIBBLEWAY		Parking
	SUSTRANS 62		Cafe / restaurant
	SUSTRANS 55		Bar / pub
KEY			Shopping

Station Road
Sheephill Lane
Pope Lane
Long Moss Lane

PENWORTHAM

PRESTON

KINGSFOLD

LOSTOCK HALL

BAMBER BRIDGE

Preston Junction Local Nature Reserve

WALTON-LE-DALE

PRESTON GUILD WHEEL

SUSTRANS ROUTE 55

A59

A6

Leyland Road

Chorley Road

Lostock Hall

Bamber Bridge

St. Catherine's Park

Priory Park

Miller Park

Avenham Park

Fishwick Bottoms

Hurst Grange Park

Carr Wood

Walton Park

Withy Grove Park

Four Acre Wood

Preston

Chapel Street

Frenchwood Knoll

Strand Road

West Cliff

Riverside

Boulevard

RIBBLEWAY

Knot Lane

Kingsway

Hill Road

Ribble Siding

Capitol Centre

St. Leonard's Church

Priory Lane

Cop Lane

Margaret Road

OLD TRAM ROAD

Crookings Lane

Pope Lane

Hennel Lane

Howick Cross Lane

Cop Lane

Middleforth Green

Allerton Road

SUSTRANS ROUTE 62

Pope Lane

The Causey

Duddle Lane

School Lane

Pope Lane

Bee Lane

OLD RAILWAY LINE

A6

Brownedge Road

Collins Road

Station Road

Pope Lane

Sheephill Lane

Long Moss Lane

Wateringpool Lane

Withy Grove Park

Lostock Hall

Bamber Bridge

St. Catherine's Park

BAMBER BRIDGE

Church Road

Our Green Links is vital to maintaining South Ribble's reputation as a great place to live. It aims to join our places together with green links while encouraging people to use sustainable forms of transport, walking, cycling and running. This will encourage a healthier active lifestyle while improving the environment of our borough.



To support its growth, South Ribble has a vision 'South Ribble is an continues to be recognised nationally as the best place in the UK'. In order to achieve this the Council is developing a plan to create a series of health, leisure and wellbeing campus across South Ribble.

The aim is to promote our health and wellbeing objectives by developing high quality community open spaces, connected across the borough which supports residents in adopting healthier and more active lifestyles. Green links will connect a network of community open spaces developed in partnership with local neighbourhoods across the borough offering opportunities for sustainable travel, leisure activities, sustainable living and a sense of connecting people to places.

These places will be linked together by green links connecting our parks, open spaces and central parks. To achieve this we will be working with partners and communities to deliver our vision.

The concept of delivering green links across the borough is part of our Health, Leisure and Wellbeing Strategy, which has evolved over several years. It has been influenced by City Deal and our need to balance local growth with a greener more pleasant place to live. City Deal supports these ambitions and can help to deliver them. Behind it all is the health

and wellbeing of existing and potential residents being a key driver.

Many assets that support the Health and Wellbeing agenda in the Borough are in the ownership of the Council. These range from leisure centres to Greenways and outstanding parks to sports pitches. Significant work has been done examining the current leisure provision and the future requirements of a growing Borough. Specific work has examined the leisure centre provision, future need and the state of existing facilities. Work has also been commissioned to look at access to sports and physical activity across the Borough. This report captures the key elements of that work.

Detailed data has been established for leisure centres. The Council, as part of its requirements under the Planning Policy Framework, are currently reviewing the Playing Pitch and Open Space Strategy. This will effectively carry out a strategic review of all the Council held land that will examine the merits of why the land is held, existing provision, opportunities to improve certain areas and other potential sites for development. Some high level assessment has been included in this report for balance.

Our open spaces and the green links are vital to improving, not only the ‘green’ of the borough, but the health and wellbeing of our residents.

Strategic Context

South Ribble was declared 'the best place to live in Britain.' It is an accolade worth preserving, but there are still challenges to be met beyond the criteria of house prices, green space and access to motorway networks.

Our Corporate plan says 'Our definition of the best place to live is a place where people can afford to live, that has access to high quality schools, colleges and employment opportunities for everyone and a place where people choose to live because it is safe and has lots of high-quality clean, green space for people to enjoy in their leisure time.

We also want South Ribble to be a place where businesses choose to invest because they have access to a highly skilled and motivated population seeking high quality employment opportunities.

The key outcomes that underpin our vision are set out below:

- Healthy life expectancy rate is above the national average
- Above national average for access to affordable homes

- High employment rate
- School attainment and adult skills are above the national averages
- People feel safe in South Ribble
- Resident satisfaction is above national average
- Desire to be a dementia friendly borough

The Green links are central to our Corporate Plan connecting open spaces to allow social use, as well as for 'local transport' helping to integrate and mobilise our local communities. Further synergies with our campus program are demonstrated by make better use of resources, improving the environment and increasing quality of life.

This means there is a strong connection to City Deal and local transport strategies. Our Green Links strategy reinforces the ambitions of City Deal by supporting local economy and attractiveness of house building in the region. But clearly the area of greatest synergy is with emerging health and preventive healthcare agendas. Our Green Links strategy is about more day-to-day exercise and activity for our residents, which supports national health and activity targets collectively promoted by the health sector and Sport England. Equally important is promoting sustainable transport choices for short journeys and greenways as a leisure activity or link to local amenities.

The Council is committed to working in partnership both at an operational and strategic level. A large number of partnership arrangements are already in place and examples of these are highlighted throughout this strategy. The Council will seek to develop and grow these partnership arrangements in order to improve outcomes for our residents, who are partners in their own right.

A different way of thinking about delivery

To meet the changing needs and ambitions of our residents and businesses, we will need to think differently about how we can achieve the outcomes that matter most to them. In considering each of the Council ambitions, we will need to thoroughly investigate our evidence base and needs assessment. We need to think deeply about what our residents and businesses tell us as we set priorities.

The most recent South Ribble Partnership Survey with residents identified that parks/open spaces, more facilities for young people and good leisure, recreation and other entertainment facilities within the Borough were important aspects to the people of South Ribble (amongst other).

Aims

- I. Link amenities with high quality, legible routes
- II. Promote the boroughs health and wellbeing agenda
- III. Provide access to leisure time and opportunities
- IV. Enhance community green space
- V. Offer 'access for all' / multiuse

It is important way to achieve these conditions is through the inclusion of sustainability in the planning, development and design process, not only in the construction of buildings, but the spaces and networks that link them together.



Our Green Links strategy is about connecting **our surroundings** and is part of a **bigger plan** for South Ribble.

Green Link Hierarchy

Our ambition is to create the best green link network in the U.K. Allowing access to employment, education, leisure and healthier lifestyle. This is a long term ambition.

In order to manage and direct resources, set priorities and maintain progress we must create a flexible programme of works.

We must also do what we can when we can.

In order to create this flexibility we have created a hierarchy for our green link network. To the user, the green network is a single entity. However for management purposes we must use a hierarchy of green links according to their functions and capacities. For example busy routes need better links and higher quality pathways. We recognise not all links can be provided for using the highest quality materials, neither is it necessary to make provision in this way. Our resources must be used appropriately. The hierarchy helps us organise our entire network. It also allows progress to be made by initially providing basic links and then upgrading over time as usage increases.

An analysis of existing conditions and routes has grouped green links into one of five categories:

- 1) DESIRE LINE
- 2) UNMAINTAINED TRACKS
- 3) SURFACED/MAINTAINED PATHS
- 4) HARD SURFACED PATHS
- 5) COMPREHENSIVE PATHS

Categories 3 to 5 will form the backbone of the South Ribble Green Links Network. Categories 1 and 2 are too informal and or low quality to be part of the South Ribble network, but may be improved and brought up to a higher standard as part of the work programme.

The Green links will also provide leisure amenity, heritage and conservation amenity to improve the overall quality of life within our borough.

LINK CATEGORY	Description	Example	Part of Green Link Network ?
1	<p>DESIRE LINE</p> <p>Unmarked, unsurfaced, informal route, no signage, no furniture, no controlled access points.</p>		<p>No. Not part of the promoted green link network.</p>
2	<p>UNMAINTAINED TRACKS</p> <p>Rights of way along damaged paths, unsurfaced, frequently flooded or difficult conditions, impassable to some users.</p> <p>Some damaged or intact signage, controlled access points.</p>		<p>Not part of the promoted green link network. Categories 2 will either be eliminated from the network or may brought up to a minimum category 3 standard.</p>
3	<p>SURFACED PATHS</p> <p>Surfaced/maintained paths, cycle routes and bridleways.</p> <p>Some signage and controlled access points.</p> <p>Meets our 'Access for All' standard.</p>		<p>Yes - This category of paths will initially form the majority of the green link network.</p>

4	HARD SURFACED PATHS	<p>Porous and/or non-porous surfaces, consistent widths with edgings, signage, controlled access points.</p> <p>Surpasses 'Access for all' standard</p>		<p>Yes. This standard will form the majority of urban and rural routes.</p>
5*	COMPREHENSIVE PATHS	<p>Multi-use, undamaged, porous and/or non-porous surfaces, possible demarcated lanes in busy locations, 2-3 metres width, signage and controlled access points.</p>		<p>Yes. This is the highest quality path. Generally reserved for urban areas with high 'traffic' volumes.</p>

Elements of the Green Link Network

Clearly an essential element of the green link network is the surface type. High quality surfacing is expensive, but has benefits for high usage areas, safety and longer term maintenance. A balanced approach is required. In order to evaluate initial feasibility of the network and costs, options for different surface types were considered. Referring to both national best practice and local knowledge, the following combination of surfaces will be used in appropriate built locations across the network:

LINK/PATH CATEGORIES	SURFACE	DESCRIPTION	SURFACE PHOTO	COST / sq. m (£)
4, 5	Flexipave	50% recycled car tyres, 50% stone aggregate in a polymer binding		70 - 75
4, 5	Bitmac	Stone aggregate in a bituminous binding		35 - 40
3, 4, 5	Bound aggregate	Gravel aggregate in a resin binding – Crossing points		60 - 90
3, 4	Compacted stone	Variable hardcore with fines surface dressing		40 - 45

Design note - Colours should be lighter tones where possible to alleviate dementia symptoms, surfaces smooth except where textured surfaces aid blind and partially sighted users.

Signage is an essential element to maintaining a coherent network, especially in urban areas. This must be coupled with consistent signing linked to existing networks, such as the Guild Wheel or Sustrans National Cycle Route. Route identity will be badged, colour coded or form part of a branded route eg Ribble Rivers Trust's Rivers and Bridges Walk. Signage will encourage the use and awareness of local amenities including shopping areas, major employment sites, educational establishment and health facilities.

<p>Traffic signs</p>			
	<p>Controlled Crossing points</p>	<p>Position Clarification</p>	<p>Usage 'Share with care'</p>
<p>Information</p>			
	<p>Entrance signage</p>	<p>Information/Lecterns</p>	<p>Interpretation</p>
<p>Directions</p>			
	<p>National network fingerposts</p>	<p>High quality Local amenity signage</p>	<p>Waymarkers - reinforcing high quality legible brand</p>
<p>Surface markings</p>			
	<p>Contrasting crossing points</p>	<p>Usage</p>	<p>Safety</p>

Urban waymarkers



Colour coded infrastructure

Mapping

Easy to use (dementia friendly)

Access for All

Our green links strategy will adopt an 'Access for all' approach wherever possible. We have learnt lessons from the 'Loop demonstrator' route that was recently implemented. We will build from there.

This will remove existing access restrictions which can discriminate against other users (eg. mobility impaired users or families using prams.)

- No path should be less than 1.5 metres wide, with a desirable width being 3 metres to allow passing without leaving the path.
- Newly created slopes should not exceed 8%. Level resting points should be provided where this is unavoidable.
- Where routes are promoted, alternative level routes should be proposed where existing slopes are greater than 8% gradient.
- Anti-motorcycle/horse furniture at access points should be avoided unless there is a proven record of ongoing anti-social behaviour. This also acts against wheelchairs, prams and other mobility impaired users. Where furniture is necessary it must be DDA compliant and avoid blocking access to any user.
- Design of information should be high quality, distinctive and inclusive, supported where possible by digital content to ensure accessibility to as many users as possible.



Access for All - MULTI-USE

Each category of path must be designed to be accessible to **ALL** users wherever possible.

- No one design can accommodate everybody.
- No one user group has priority. All uses are equal.
- Compromise is required between pedestrians, cyclists, dog walkers etc.
- Our motto is 'Share with Care' so that as many people as possible can enjoy the Green Link Network.

USER	ACCESS POINTS	SURFACE CHOICE	SIGNAGE	CONSIDERATIONS
PEDESTRIANS	Legible access	All surfaces	information, interpretation and directional signage	steps and slopes acceptable
				
MOBILITY IMPAIRED	Legible access, no physical barriers, (RADAR Scheme) no width restrictions, large turning circles for scooter manoeuvres	Smooth surfaces, light coloured (dementia)	Clear text, (size and colour contrast), talking info signs	8% max slopes, handrails, level rest areas on longer slopes
				
CYCLISTS	Legible access, no barriers	Bound surfacing	Cycle routes, surface demarcation on highway.	Avoid steps, cycle repair points, cycle hubs

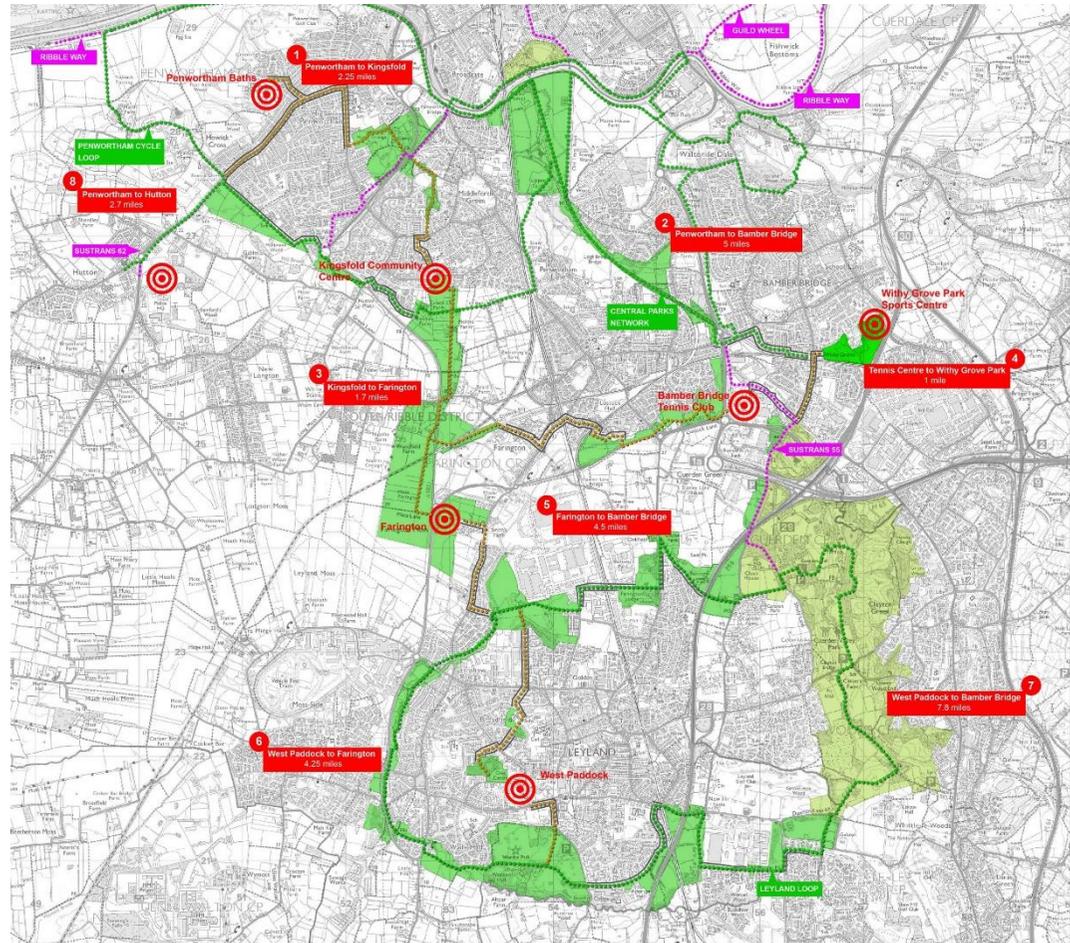
					
HORSE RIDERS	Legible access, gates easy to open without dismounting, pegasus crossings where feasible	Impact absorbing surface	Bridleways, directional signage	No steep gradients or steps	
					

Creating the Green Link Network

Our ambition is to create a radically different network within 10 years that will be recognised as the best in the U.K.

This is not a council network. It is the boroughs network. The hierarchy framework provides a basis for the creation of the Green Link Network. We realise South Ribble has many external links that will need to be fully incorporated.

To create a borough network engineers have mapped current provision. Many parts of a network already exist in South Ribble.



Initial Priorities

We have created an initial 3 year work programme for the areas identified that have a long standing need for improvement, but we wish to work with our local communities and partners to develop the network in the long term 10 year plan.

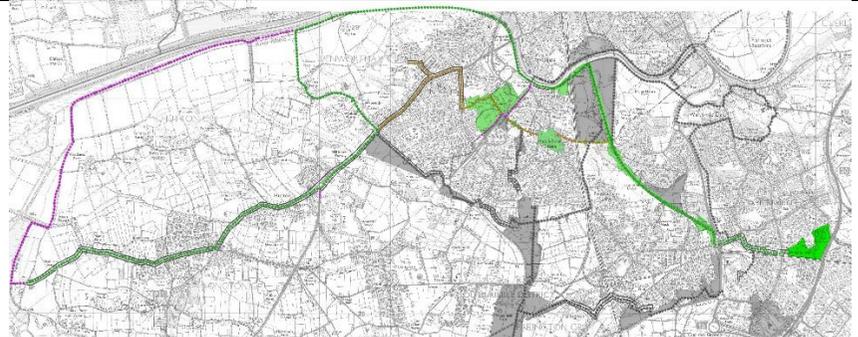
Our engineers have identified key routes that need completing. Some of these links have been known about for years, but as South Ribble develops, we must also link our new communities and employment areas. The emerging network is under constant review. One of the first pieces of work will be to complete a route demonstrating all the components of the Green Links Strategy.

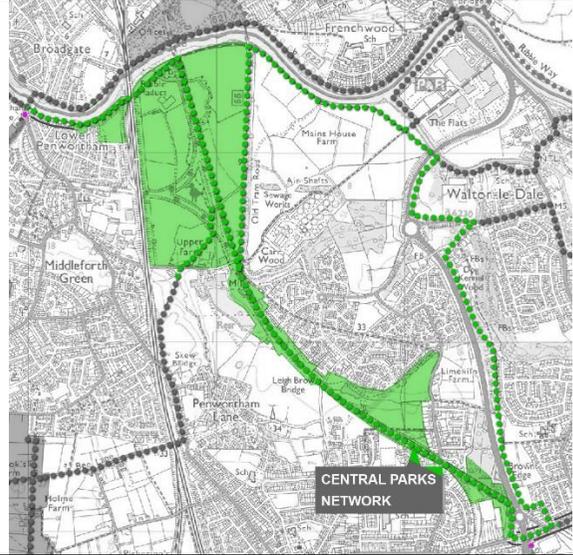
Initial Priorities

- Reinforce Central Parks
- Links to the River Ribble and its frontage
- Connecting our towns and major amenities
- Routes to employment

On a route by route basis these areas affected overlap, but the priorities translate to the following links:

Initial Work Programme (Y1)

YEAR	ROUTE	MAP SEGMENT
1	Penwortham to Bamber Bridge, including Longton and Middleforth	
1	Bamber Bridge Leisure centre Via Withy Grove Park to Tennis Centre using Meanygate	
1	Ribble links and connections to Central Parks	

1	Central Parks	
1	Community Groups	Friends of, conservation and sports groups
1	Consultation and forward plan	User groups, clubs, schools, project partners

YEAR 2 CORRIDOR BREAKDOWNS

- 1 **Farington to Bamber Bridge**
- 2 **Farington to West Paddock**
- 3 **West Paddock to Bamber Bridge**
- 4 **Leyland Loop to West Paddock**
- 5 **Shruggs wood**
 - Woodland management works
 - New Redwood Avenue link
 - Landscaping improvements

YEAR 3 CORRIDOR BREAKDOWNS

- 1 **Penwortham to Farington**
 - path improvements
 - signage and surface markings
 - A582 furniture

REPORT TO	ON
CABINET	23 January 2019



TITLE	PORTFOLIO	REPORT OF
Council Tax Support Scheme 2019/20	Finance	Deputy Chief Executive (Resources and Transformation)/Section 151 Officer

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

1. PURPOSE OF THE REPORT

- 1.1 To review the Council Tax Support Scheme for 2019/20.
- 1.2 To clarify the legal position in respect of the Council Tax Support Scheme. This is with particular reference to the decision that full Council made at its Budget Council on 28th of February 2018.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 That Council notes the legal position regarding the decision taken at Budget Council on 28th February 2018.
- 2.2 We propose to Council that the Council Tax Support Scheme remains unchanged for 2019/20.
- 2.3 That Council agrees the level of the deduction to be applied to Working Age recipients of Council Tax Support from 1st April 2019 and that this level be finalised and agreed in accordance with South Ribble's scheme as part of the Council's Budget and Council Tax Setting at the Council Meeting on 27th February 2019. This figure will continue to be within the range (between £3.00 and £5.00 per week) which was consulted upon during the introduction and implementation of the council's scheme.
- 2.4 That delegated authority be granted to the Director Customer and Digital in consultation with the Cabinet Member for Finance to make all necessary updates to this Council's Council Tax Support Scheme to comply with any prescribed requirements that may be issued by central government. This may be by the making of specific regulations, or by amendment to the Local Government Finance Acts of 1992, 2012 and 2017 and Government funding formulae.

- 2.5 That delegated authority be granted to the Director Customer and Digital in consultation with the Cabinet Member for Finance to make all necessary amendments to the Council's scheme to uprate the allowances and premiums in accordance with the revised Housing Benefit Circular. We have received both the HB circular and the CTS Statutory Instrument for 2019/20. The CTS scheme is updated for us by external consultants and we usually receive this at the end of April. This process is a requirement of the prescribed elements of the scheme and will also take into consideration inflationary requirements.
- 2.6 To publish the updated scheme in accordance with the Local Government Finance Act 2012 and any regulation amendments.

3. **REASONS FOR THE DECISION**

- 3.1 The purpose of this report is to approve the Council's Council Tax Support Scheme (CTSS) which serves to assist citizens on a low income with the cost of Council Tax. From 2013 the Coalition Government abolished the national scheme of Council Tax Benefit (CTB), which previously provided help to low income households with the costs of Council Tax.
- 3.2 Up until the abolition of Council Tax Benefit all low income households could get a Council Tax rebate of up to 100% on their bill. Under Council Tax Benefit councils were able to claim back every pound of expenditure on the Council Tax Benefit paid via direct Government grant. When CTB was abolished the Government immediately cut support for Council Tax Support by 10%. Local authorities were required to introduce their own Council Tax Support schemes for working age citizens, but were not allowed to change the rules for pension-age customers (who continued to qualify for rebates of up to 100%).

4 **CORPORATE PRIORITIES**

- 4.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	
Health and Wellbeing	
Place	

Projects relating to People in the Corporate Plan:

People	X
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5. **BACKGROUND TO THE REPORT**

- 5.1 Council decided at the Council Tax Setting meeting in February 2018 to remove any budget forecast for the Council Tax Support Scheme for the years 2019/2020 onwards in the Medium Term Financial Strategy (MTFS). As advised on a number of occasions the Council Tax Support Scheme may only be amended, varied or abolished after a lengthy consultation period has taken place. Consultees would include beneficiaries as well as the major preceptors such as Lancashire County Council. Following the decision in February 2018 considerable work has taken place with external advisers to pull together an appropriate model to consult on. Unfortunately this is a very lengthy process and has been further complicated by Central Government announcements, changes in the implementation of Universal Credit and other financial factors which will affect the potential scheme. Most recent activity has been to reflect the decisions made in the Government's Budget

Statements. The modelling work is ongoing and as such we will not be in a position to consult until the first quarter of 2019/20. Obviously when we do consult we would need to have some specific proposals supported by robust demographic information, equality impacts and financial modelling. This will enable Members to take a robust transparent decision on the future scheme.

- 5.2 The Local Government Finance Act 2012 as amended requires Local Authorities to approve their Local Council Tax Support (LCTS) Scheme on an annual basis by the 11th March for the following financial year. Therefore there is insufficient time to complete a robust consultation before the statutory date to set the CTSS for 2019/20. Modelling on a potential revised scheme is continuing.
- 5.3 The scheme contains allowances and premiums upon which the Prescribed Council Tax Support Scheme relies. Where possible, South Ribble's scheme mirrors the provisions of the Government's prescribed scheme for pensioners. Clearly any changes or amendments to the Government Scheme will be considered
- 5.4 As at the date of this report around 5,808 (11.7%) households out of 49,470 in the borough receive this support, this is at a cost of £5,012,526 of which £611,528 is South Ribble's share. Of those benefitting 3,021 households (6.1%) are working age and 2,787 (5.6%) are pensioners (who continue to qualify for rebates of up to 100%). At this point we do not have the analytical data to understand the spread of these claimants across wards or other demographic information.
- 5.5 Government have indicated a change to Local Government Financing to take effect from 2020/21 through a revised funding formula. The Council continues to engage in the consultation process for this significant financial change. These funding changes may further impact on the CTSS.

6. PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)

- 6.1 South Ribble's scheme is relatively easy for all to understand in that it replicates the previous Council Tax Benefit system apart from including a flat rate monetary reduction for working age claimants.
- 6.2 South Ribble's scheme has been accepted by residents on the whole, including recipients of the support. Collection rates suggest that approximately 78% of the additional billed amounts are collected in the year that they become due, with collection of outstanding amounts continuing in subsequent years.
- 6.3 Additional support is available for residents suffering hardship via the Council local support funds.
- 6.4 The current scheme prescribes a reduction in entitlement to LCTS of £3.50 per week for all working age claimants and there are no proposals for this to change other than inflationary impacts. Pensioners are unaffected by the changes implemented in this policy as the government has legislated to ensure that pension age recipients cannot be worse off under LCTS schemes than under previous CTB regulations.
- 6.5 If the recommendations contained in this report are adopted, the Council Tax Support scheme for 2019/20 will be the unchanged from the 2018/19 scheme, subject to the incorporation of prescribed changes from central government and the annual uprating of allowances and premiums.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 7.1 The council's scheme was introduced after consultation with stakeholders and a significant number of residents. The consultation included all recipients of Council Tax Benefit. This consultation supported the view that the costs of South Ribble scheme should be implemented according to the resources provided by the MHCLG.
- 7.2 The Council have committed to consult and review on the scheme for 2020/21. In support of this officers have undertaken several modelling activities during financial year 2018/19. The results of the latest analysis following the Chancellor's Budget Announcement will be presented to Cabinet and Council in February 2019. Detailed proposals regarding consultation including process, methodology and timetable will be presented to Cabinet post Election in May 2019.

8. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8.1 The original consultation exercise considered a number of alternatives to reducing the amounts that claimants received in their council tax support. These included reducing council services and increasing levels of council tax.

9. FINANCIAL IMPLICATIONS

- 9.1 The continuation of the current scheme into 2019/20 will have no financial impact on the authority. However, there would be a financial impact on South Ribble and other precepting authorities if the council decided not to adopt or to amend the scheme

10. LEGAL IMPLICATIONS

- 10.1 Please see Monitoring Officer comments.

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 None

14. RISK MANAGEMENT

- 14.1 None

15. EQUALITY AND DIVERSITY IMPACT

- 15.1 A review of the Impact Equality Assessment has been undertaken and no changes have been made which reflects no change to the scheme.

16. COMMENTS OF THE STATUTORY FINANCE OFFICER

- 16.1 There report makes no changes to the 2018/19 scheme which is required to be approved within given timescales. The Council's budget is approved for one year only annually, the MTFs is also updated to reflect future year's forecasts which are then approved at future budget setting council meetings.

- 16.2 A failure to approve the Council Tax Support Scheme will result in South Ribble Borough Council having to implement the Statutory Prescribed Scheme which would have to be funded by all precepting authorities. This would result in additional expenditure of approximately £549,822 of which South Ribble's contribution would be approximately £67,078. This amount is not contained within the proposed medium term financial strategy of the authority.
- 16.3 Given the proposed changes to Local Government Finances there is a risk that any policy change by the authority this year may have an impact on future allocations of funding to the Council

17. COMMENTS OF THE MONITORING OFFICER

- 17.1 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.
- 17.2 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.
- 17.3 Cabinet should note that the recommendation for 2019/2020 is that there should be no change to our existing scheme.
- 17.4 An extensive consultation process must be carried out prior to the making of any changes to a Council tax reduction scheme.

18. Background papers to this report

List of changes as per Autumn Budget announcement.

Tim Povall
Deputy Chief Executive – Resources and Transformation (S151 Officer)

Report Author:	Telephone:	Date:
Tim Povall	01772 625259	21 st December 2018

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BACKGROUND DOCUMENT

Changes as per Autumn Budget announcement:

- Reinstating automatic entitlement to housing support for 18-21 year olds. This group will therefore be entitled to claim support for housing costs under Universal Credit (UC).
- Housing Benefit claimants will receive an additional payment providing a fortnights worth of support during their transition to UC
- The Government has extended this provision to cover the income related elements of JSA, Employment Support Allowance and Income Support.
- UC work allowance increased by £1k from April 2019 (the amount households with children and people with disabilities can earn)
- Changes to Minimum Income Floor extending the 12 month grace period for self-employed people giving them time to grow their business
- Reduction in the maximum rate at which deductions can be made from a UC award from 40% to 30% of the standard allowance
- Additional protections for welfare claimants (non-parental carers, adopters and those currently receiving severe disability premium)
- The extended roll out implementation schedule has been updated now beginning in July 2019 and ending in December 2023.

Given the above announcements further modelling work is being undertaken and the results are to be reported to Council in February 2019. The points we want this work to cover are as follows:

- We require the following 3 schemes to be remodelled taking into account the changes in the autumn budget 2018.
 - Maintaining the current scheme into 2019/20
 - Modelled scheme 3: Income-banded that is more generous to larger families.
 - Modelled scheme 4: Removing the £3.50 per week minimum payment

NB: The modelled scheme 3 is to be re-modelled to give 100% support to those on pass ported benefits (Income Support, JSA(IB) and ESA(IR)), maximum UC, and income below £100.

- The potential future demand for Council Tax Support in relation to each of the 3 schemes above, based on South Ribble now being a full service area (18th July 2018). (Total CTS and Working Age caseload).
- How the changes above could impact on the need and take up for the Discretionary Housing Payment and the Exceptional Hardship Fund. In relation to the Exceptional Hardship Fund we have also asked for the analysis to identify who will benefit the least in relation to the 3 schemes.

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

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